

# Bear Valley Unified School District

# Annual Notice of Parents' Rights & Responsibilities



2017-18



## Bear Valley Unified School District

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[www.bearvalleyusd.org](http://www.bearvalleyusd.org)

## Governing Board

Dr. Stephen Foulkes  
Mr. John Goepf  
Mrs. Cathy Herrick  
Mrs. Beverly Grabe  
Ms. Sudie Smartt

## School Sites

**Baldwin Lane  
Elementary**  
Melinda Peterson

**Big Bear  
Elementary School**  
Jeanette Haston

**Big Bear  
Middle School**  
Shelley Bassham

**Big Bear High School**  
Tina Fulmer

**Chautauqua  
High School**  
Christina San Nicolas

**Fallsvale  
Elementary School**  
To Be Determined

**North Shore  
Elementary School**  
Manny Marquez

**TABLE OF CONTENTS**

<b>Emergency Communications Systems For Parents/Guardians</b> .....	<b>2</b>	<b>Parents' Rights</b> .....	<b>10</b>
<b>Important Dates</b> .....	<b>2</b>	Nondiscrimination in District .....	10
<b>Academics</b> .....	<b>3</b>	Child Abuse and Neglect Reporting .....	10
Minimum Days .....	3	Social Security Numbers .....	10
Course Catalogue/Prospectus .....	3	Disclosure of Student Information .....	10
Excusal from Health, Family Life, and Sex Education Instruction .....	3	Tests/Surveys on Personal Beliefs .....	10
Sexual Abuse and Sex Trafficking Prevention / Sexual Abuse and Sexual Assault Awareness and Prevention .....	3	Survey/Analysis/Evaluation .....	10
Objection to Dissecting, Harming, or Destroying Animals .....	3	Access by Military Recruiters .....	10
Students with Disabilities .....	3	Media Relations .....	10
Specialized Educational Programs .....	4	Interviewing and Photographing Students .....	10
Gifted & Talented Education (GATE) .....	4	California Longitudinal Pupil Achievement Data System .....	10
English Learner Program .....	4	Competitive Athletics .....	11
Foster/Homeless Youth .....	4	Free/Reduced Price Meals .....	11
Advanced Placement Exam Fees Grant Application Process .....	4	Parent/Guardian Rights .....	11
Cal Grant Program .....	4	Property Damage .....	11
California High School Proficiency Examination .....	5	Student Records .....	11
Career Counseling and Course Selection .....	5	Every Student Succeeds Act .....	15
Career Technical Education .....	5	<b>Safety</b> .....	<b>15</b>
College Admission Requirements .....	5	SchoolMessenger/Communication from Schools .....	15
Graduation Requirements .....	5	School Safety Plan .....	15
<b>Attendance</b> .....	<b>5</b>	School Safety .....	15
Absences Due to Religious Purposes .....	5	School Bus Safety .....	15
Absences for Confidential Medical Services .....	6	Asbestos Management Plan .....	15
Academic Credit For Missed Assignments .....	6	Use of Pesticides .....	15
Chronic Absenteeism .....	6	<b>Student Conduct &amp; Discipline</b> .....	<b>15</b>
Excused Absences .....	6	Safe Place to Learn Act .....	15
Truancy .....	6	School Discipline Policies .....	15
<b>Complaint Process</b> .....	<b>6</b>	The Responsible Use Policy and Technology Resources Agreement .....	15
Uniform Complaint Procedures .....	6	Grounds for Suspension & Mandatory Expulsion .....	15
Title IX and Nondiscrimination .....	6	Title I Parent Involvement Policy .....	16
Sexual Harassment .....	7	Uniform & Grooming Policies .....	17
Williams Lawsuit Settlement Compliance .....	7	General .....	17
<b>Enrollment</b> .....	<b>7</b>	Gang Related Apparel .....	17
Attendance Options .....	7		
Residency Requirements .....	7		
Residency Investigations .....	7		
Notice of Alternative Schools .....	8		
Victim of Violent Crime .....	8		
<b>Health</b> .....	<b>8</b>		
Annual Health Screenings .....	8		
Entrance Health Screening .....	8		
Immunizations .....	8		
Lactation Accommodations .....	8		
Oral Health Assessment .....	8		
Physical Examination Exemption .....	9		
Administration of Medicine During the School Day .....	9		
Medical Services at School .....	9		
Health Insurance Coverage for Athletes .....	9		
Medical Attention at School for Accidents/Injuries .....	9		
Concussion and Head Injuries .....	9		
Temporary Disability .....	9		
Tobacco Free Campus .....	9		
Eric Paredes Sudden Cardiac Arrest Prevention Act .....	10		

**EMERGENCY COMMUNICATIONS SYSTEMS FOR PARENTS/GUARDIANS**

In the event of an emergency, please access the following:

- San Bernardino County Sheriff’s Office of Emergency Services’ website [http://www.sbcounty.gov/calmast/sbc/html/contact\\_us.asp](http://www.sbcounty.gov/calmast/sbc/html/contact_us.asp) or (909) 356-3998
- KBHR FM 93.3 and FM 102.5 or KTIE AM 590 (English)  
KEZY AM 1240 (Spanish)
- Automated Phone Messaging System – voice message on your telephone from your student’s school or the district office.

**IMPORTANT DATES**

**First Day of School**

August 1, 2017

**Early Out Days**

Elementary Schools

August 3, 10, 17, 24, 31, 2017  
 September 7, 14, 21, 28, 2017  
 October 26, 2017  
 November 2, 9, 16, 30, 2017  
 December 7, 14, 2017  
 January 18, 25, 2018  
 February 1, 8, 15, 22, 2018  
 March 1, 8, 15, 22, 2018  
 April 12, 19, 26, 2018  
 May 3, 10, 17, 24, 31, 2018  
 June 7, 2018

**Last Day of School**

June 14, 2018

**Minimum Days (Conferences)**

Elementary Schools  
 October 2 – 6, 2017

**Finals**

Middle School  
 December 19 – 21, 2017  
 June 12 – 14, 2018

**Pupil-Free Days**

November 22, 2017

**Finals**

High Schools  
 December 19 – 21, 2017  
 June 12 – 14, 2018

**BBMS Promotion**

June 13, 2018

**Late Start Days**

Middle & High Schools  
 August 7 & 21, 2017  
 September 11 & 25, 2017  
 October 30, 2017  
 November 13 & 27, 2017  
 December 11, 2017  
 January 22, 2018  
 February 5, 2018  
 March 5 & 19, 2018  
 April 9 & 23, 2018  
 May 7 & 21, 2018

**Snow Days**

December 22, 2017  
 March 23, 26-30, 2018  
 May 18, 2018  
 May 25, 2018

**CTHS Graduation**

June 14, 2018

**BBHS Graduation**

June 15, 2018

**Holidays**

September 4, 2017 – Labor Day  
 October 9 – 20, 2017 – Fall Break  
 November 10, 2017 – Veterans’ Day  
 November 23 & 24, 2017 – Thanksgiving Holiday  
 December 25, 2017 – January 12, 2018 – Winter Break  
 January 15, 2018 – Martin Luther King Day  
 February 12, 2018 – Lincoln’s Birthday (Observed)  
 February 19, 2018 – President’s Day (Observed)  
 April 2-6, 2018 – Spring Vacation  
 May 28, 2018 – Memorial Day

## ACADEMICS

### MINIMUM DAYS

EC §48980(c)

At the beginning of the first semester or quarter of the regular school term, the Governing Board shall notify parents/guardians of all pupils of the schedule of minimum days and pupil-free staff development days. For any minimum or pupil-free days scheduled thereafter, parents/guardians shall be notified one month before the scheduled minimum or pupil-free day.

#### Minimum Days

Elementary Schools

October 2 – 6, 2017

#### Early Out Days

Elementary Schools

August 3, 10, 17, 24, 31, 2017

September 7, 14, 21, 28, 2017

October 26, 2017

November 2, 9, 16, 30, 2017

December 7, 14, 2017

January 18, 25, 2018

February 1, 8, 15, 22, 2018

March 1, 8, 15, 22, 2018

April 12, 19, 26, 2018

May 3, 10, 17, 24, 31, 2018

June 7, 2018

#### Late Start Days

Middle & High Schools

August 7 & 21, 2017

September 11 & 25, 2017

October 30, 2017

November 13 & 27, 2017

December 11, 2017

January 22, 2018

February 5, 2018

March 5 & 19, 2018

April 9 & 23, 2018

May 7 & 21, 2018

### COURSE CATALOGUE/PROSPECTUS

EC §49091.14, EC §49063 & BVUSD Board Policy 6161.1

The curriculum, including titles, descriptions, and instructional aims of every course offered by the district are compiled annually in a prospectus. Parents/guardians may contact the school principal, their student's counselor, or the District's Executive Director of Educational Services to request a copy of the prospectus. When requested, the prospectus shall be reproduced and made available.

### EXCUSAL FROM HEALTH, FAMILY LIFE, AND SEX EDUCATION INSTRUCTION

EC §51930-51939

BVUSD Board Policy 6142.1 & Administrative Regulation 6142.1

The district is required to give parent/guardians written notification regarding sexual education, HIV/AIDS prevention, and related assessments for students in grades 7-12. A parent/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. Written and audiovisual educational materials used for sexual health education and HIV/AIDS prevention education are available for inspection.

Parents/guardians will receive notice prior to instruction, assessments, if district staff will provide instruction or, in the case of an outside speaker, the date of the instruction and name of the organization or affiliation of each guest speaker, how and where to inspect written and audiovisual materials to be used, and how to request a copy of EC §51930 through EC §51939 concerning sexual health and HIV/AIDS prevention education.

Whenever any part of the instruction of health, family life education, or sex education conflicts with the religious training and beliefs or personal moral convictions of the parent/guardian of any student, the student shall be excused from such training upon written request of the parent/guardian.

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 relating 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 opportunity to review the research instrument and to request in writing that their child not participate.

### SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION / SEXUAL ABUSE AND SEXUAL ASSAULT AWARENESS AND PREVENTION

EC §51900.6 & EC §51950

The middle and/or high school may offer sexual abuse/sexual assault awareness and prevention or sex trafficking prevention instruction to teach strategies to reduce their risk, techniques to set healthy boundaries and how to safety report incidents. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse, sexual assault awareness and prevention or sex trafficking prevention education.

### OBJECTION TO DISSECTING, HARMING, OR DESTROYING ANIMALS

EC §32255, EC §32255.1

BVUSD Board Policy 5145.8 & Administrative Regulation 5145.8

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his/her teacher regarding this objection. If a student chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with a student to develop and agree upon an alternate education project for the purpose of providing the student an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question.

Pupils choosing an alternative education project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter. A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his/her parent/guardian.

Each teacher teaching a course that utilizes live or dead animals or animal parts shall inform their students of their rights pursuant to EC §32255.

### STUDENTS WITH DISABILITIES

EC §56301, USC Title 29 §794, CFR Title 34 §104.32 & §504 Rehabilitation Act

#### Section 504 Accommodations for Students

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who a) has a physical or mental impairment which substantially limits a major life activity, b) has a record of such an impairment, or c) is regarded as having such an impairment. The regulations define "major life activities" as functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

It is the purpose of this notice to identify the rights ensured by Section 504. If parents have questions regarding parents' rights under IDEA (Individuals with Disabilities Education Act), they should contact the District office at the Bear Valley Unified School District.

The enabling regulations for Section 504 as identified in 34 CFR Part 104 provide parents and/or students with the following rights:

1. You have the right to be informed by the school district of your rights under Section 504. (The purpose of this notice is to advise you of those rights.) 34 CFR 104.32
2. Your child has the right to a free appropriate public education, if he or she is a qualified handicapped person, regardless of the nature or severity of his or her handicap. 34 CFR 104.33
3. Your child has the right to an appropriate education, which is the provision of regular or special education and related services that are designed to meet the individual educational needs of handicapped persons as adequately as the needs of non-handicapped persons are met, and which are based upon the adherence to procedures that satisfy the requirement of the regulations. 34 CFR 104.33
4. Your child has the right to a free education, which is the provision of educational and related services without cost to the handicapped person or to his or her parents or guardian, except for those fees that are imposed on non-handicapped persons or their parents or guardian. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33



5. Your child has the right to placement in the least restrictive environment. 34 CFR 104.34
6. Your child has the right to facilities, services and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
7. Your child has a right to an evaluation prior to an initial placement of the person in a regular or special education program and any subsequent significant change in placement. 34 CFR 104.35
8. Testing and other evaluation procedures must meet the following requirements:
  - a. They must be validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
  - b. Include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
  - c. Are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure). 34 CFR 104.35
9. Placement decisions shall (1) draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior, (2) establish procedures to ensure that information obtained from all such sources is documented and carefully considered, (3) ensure that the placement decision is made by a group of persons, including persons knowledgeable about the child, the meaning of the evaluation data, and the placement options, and (4) ensure that the placement decision is made in conformity with 104.34, regarding, among other things, placement in the least restrictive environment and the provision of comparable facilities. 34CFR 104.35
10. If eligible under Section 504, your child has the right to periodic reevaluations. 34 CFR 104.35

#### Section 504 Parent/Student Rights

You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36

You have the right to examine relevant records. 34 CFR 104.36

You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation or educational placement, with opportunity for parental participation in the hearing and representation by counsel. 34 CFR 104.36

If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the, Executive Director of Student Services/Personnel, 42271 Moonridge Road, Big Bear Lake, California, 92315, (909) 866-4631 Ext. 1235 within 30 calendar days from the time you received written notice of the Section 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time and place for the hearing.

If you disagree with the decision of the impartial hearing officer, you have the right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36

On Section 504 matters other than your child's identification, evaluation, and placement, you have the right to file a complaint with the district's Section 504 Coordinator – Executive Director of Student Services/Personnel, 42271 Moonridge Road, Big Bear Lake, California, 92315, (909) 866-4631 Ext. 1235 who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

You also have the right to file a complaint with the Office of Civil Rights. The address of the regional office, which covers California is:

United States Department of Education  
Office of Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
Tel: (415) 486-5555  
Fax: (415) 486-5570

#### Special Education

Special education services are available to meet the needs of students who have been assessed, found to have a disability and to be eligible for services from ages 3-21 years. Early intervention services are available for "at risk infants and toddlers" under 3 years of age.

It is the policy of our district to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of the school to initiate a referral to the Student Study Team (SST) for review.

#### Procedural Safeguards

The parents or guardians shall be notified in writing, by the 504 Site Coordinator, of all actions or decisions made by the 504 Team, including those in which the parent participated, concerning the identification, evaluation, and accommodations made for a student. 504 Site Coordinators will be responsible for the maintenance of a record or file of all communications sent to the parent or guardian.

At each step of the process, parents or guardians should be advised of their right to:

- Be informed of any proposed actions related to eligibility and plan for services.
- Examine all records maintained by the district.
- Receive all information in the parents/guardian's native language and primary mode of communication.
- Have an evaluation that draws on information from a variety of sources.
- Periodic reevaluations and evaluation before any significant change in program or services occurs.
- Right to file a grievance with the district over an alleged violation of Section 504 regulations.
- An impartial hearing if there is disagreement with the school district's proposed action.
- Be represented by counsel in the impartial hearing process.
- Right to appeal the impartial hearing officer's decision.

#### Child Find Systems

All children with disabilities residing in the District, including children with disabilities who are homeless children or wards of the state and children with disabilities attending private, including religious elementary and secondary schools, regardless of the severity of their disabilities, and who are in need of special education and related services, will be identified, located, and assessed. The child find process will ensure the equitable participation in special education and related services of parentally placed private school children with disabilities and an accurate count of those children.

#### SPECIALIZED EDUCATIONAL PROGRAMS

EC §310, EC §311, EC §48850, EC §52164.3, EC §52173.5, CCR Title 5 §3831, CCR Title 5 §11301, USC Title 20 §6316, USC Title 20 §7912, BVUSD Board Policy 5116.1, 6173, 6173.1 & Administrative Regulation 6173

#### Gifted & Talented Education (GATE)

The GATE plan is available by contacting the District's Executive Director of Educational Services at (909) 866-4631.

#### English Learner Program

District procedures regarding designation of students as English Learners or Fluent English Proficient include home language survey, language assessments, notice of assessment results, and opportunity for reassessment. Program placement takes place with written parent notification, opportunity for parent consultation, and procedures for granting waivers for alternative programs. For more information, contact the District's Executive Director of Educational Services at (909) 866-4631.

#### Foster/Homeless Youth

Foster and homeless youth are ensured school placements in their best interest, including the least restrictive educational program, access to academic resources/services/extracurricular/enrichment activities, full and partial credit for courses taken, and opportunities to meet state pupil academic achievement standards. Foster/homeless youth can be assisted by the District's Liaison, the Coordinator of Student Services, and can be reached at (909) 866-8631. Information concerning Foster Youth, Foster Youth Education Rights, and Uniform Complaint Policy can be found on the BVUSD website.

#### ADVANCED PLACEMENT EXAM FEES GRANT APPLICATION PROCESS

EC §52244 & BVUSD Board Policy 6141.5 & Administrative Regulation 6141.5

Students meeting eligibility criteria may apply for state funds to cover the costs of advanced placement examination fees. Students should contact their high school counselor to obtain an application and information about the application process.

#### CAL GRANT PROGRAM

EC §69432.9 & BVUSD Administrative Regulation 5125

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

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission

(CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. If you do not wish to have your child's GPA submitted to CASC, please submit this request in writing to the school principal no later than September 22<sup>nd</sup>, 2017.

Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

**CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION**

CCR Title 5 §11523  
 BVUSD Board Policy 6146.2 & BVUSD Administrative Regulation 6146.2  
 The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

**CAREER COUNSELING AND COURSE SELECTION**

EC §221.5(d), BVUSD Board Policy 6164.2 & Administrative Regulation 6164.2  
 Career counseling and course selection will take place in the district's schools and will include affirmative exploration of careers and career courses. Counseling will commence at the beginning of the seventh grade. Parents are encouraged to participate in the counseling sessions and decisions. For more information, parents/guardians should contact their child's school. Students have the right to meet with a school counselor to obtain help on choosing courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Students who wish to make an appointment with their counselor/career counselor (based on site availability) may do so through their school's office or counseling department.

**CAREER TECHNICAL EDUCATION**

EC §51229, EC §48980(m),  
 BVUSD Board Policy 6146.1 & 6146.11  
 The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education may include agricultural education, apprenticeship opportunities, business and marketing coursework, health careers education, home economics, industrial and technology education, regional occupational programs, student organizations, technical preparation coursework, and work experience. More information related to the state's career technical education program can be found at [www.cde.gov/ci/ct](http://www.cde.gov/ci/ct). Detailed information related to each high school's career technical education programs and course offerings can be located in the counseling office/department.

**COLLEGE ADMISSION REQUIREMENTS**

EC §51229  
 The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Parents/guardians and students may find the following list of website references helpful in learning about college admission requirements and high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.

- [www.cccco.edu](http://www.cccco.edu)
- [www.assist.org](http://www.assist.org)
- [www.californiacolleges.edu](http://www.californiacolleges.edu)
- [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)
- [www.ucop.edu/doorways/](http://www.ucop.edu/doorways/)
- [www.csumentor.edu](http://www.csumentor.edu)
- [www.cde.ca.gov/ci/gq/hs/hsgtable.asp](http://www.cde.ca.gov/ci/gq/hs/hsgtable.asp)
- [www.calstate.edu/admission](http://www.calstate.edu/admission)

**GRADUATION REQUIREMENTS**

EC §48853, EC §49069, EC §51224.5, EC §51225.1 & BVUSD Board Policy 6146.1  
 All students enrolled in grades 9-12 are required to earn a total of 220 units to qualify for graduation from any of the district's high schools. General requirements include the units/courses described in the chart shown below.  
**Foster Youth Exemption from Local Graduation Requirements**  
 Foster and homeless youth are allowed educational rights such as immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

**ATTENDANCE**

**ABSENCES DUE TO RELIGIOUS PURPOSES**

EC §46014, BVUSD Board Policy 5113 & Administrative Regulation 5113  
 Students with the written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code.

Bear Valley Unified School District Graduation Requirements		University of California Admission Requirements For Freshman Entry		California State University Admission Requirements For Freshman Entry	
Courses	Units	Courses	Units	Courses	Units
Social Science World History (10 units) US History (10 units) Government/Economics (10 units)	30	(a) Social Science US History (10 units) or American Govt. (5 units) & American History (5 units) World History (10 units)	30	(a) Social Science US History (10 units) or American Govt. (5 units) & American History (5 units) World History (10 units)	20
English	40	(b) English (college prep or higher)	40	(b) English (college prep or higher)	40
Math (must include Algebra and Math I)	30	(c) Math (must include Algebra I, Geometry, Algebra II or higher) (4 years recommended)	30	(c) Math (must include Algebra I, Geometry, Algebra II or higher) (4 years recommended)	30
Science Life Sciences (15 units) Physical Science (15 units)	30	(d) Laboratory Science Biological Science (10 units) Physical Science (10 units) (3 years recommended)	20	(d) Laboratory Science Biological Science (10 units) Physical Science (10 units) (3 years recommended)	20
Fine Arts or Foreign Language	10	(e) Foreign Language (units must be in same language) (3 years recommended)	20	(e) Foreign Language (units must be in same language) (3 years recommended)	20
Electives	55	(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)	10	(f) Visual/Performing Arts (dance, drama or theater, music, or visual art)	10
Physical Education	20	(g) College Prep Elective (chosen from UC "a-f" list)	10	(g) College Prep Elective (chosen from UC "a-f" list)	10
Freshman Studies B	5				

**ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES**

EC §46010.1, BVUSD Board Policy 5113 & Administrative Regulation 5113

The Governing Board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents/guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian.

**ACADEMIC CREDIT FOR MISSED ASSIGNMENTS**

EC §48980(j) & BVUSD Board Policy 5113 & 6154 & Administrative Regulation 5113

A student shall not have his/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.

**CHRONIC ABSENTEEISM**

EC §60901, BVUSD Board Policy 5113.1 & Administrative Regulation 5113.1

A student becomes a "chronic absentee" as defined in California *Education Code (EC)* Section 60901(c)(1) when "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

You will receive a written notification alerting you when your student has missed 10% of the school day even if your student has excused absences/illness. Following the written notification, if additional day(s) are missed, a second notification will be mailed requesting that the parent/guardian of the student attend a meeting at the school with the Student Attendance Review Team (SART). The goal of the SART is to help both the parents/guardians and the student find solutions to the barriers that are preventing regular school attendance.

If absenteeism continues, the parent/guardian may be summoned to attend a Student Attendance Review Board (SARB) meeting held at the school district's office.

**EXCUSED ABSENCES**

EC §48205, §45194 & §46014, BVUSD Board Policy 5113 & Administrative Regulation 5113

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

(a) A student's absences shall be excused for any of the following reasons:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic appointment.
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
5. Jury duty in the manner provided for by law.
6. The illness or medical appointment of a child to whom student is the custodial parent.
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats for no more than four hours per semester, attendance at an employment conference, offered by a nonprofit organization on the legislative or judicial process.
8. Service as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. To spend time with an immediate family member, as defined in EC §49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment.
10. To attend his/her naturalization ceremony to become a United States citizen.
11. Participation in religious instruction or exercised in accordance with district policy (Education Code 46014). In these instances, the

student shall attend at least the minimum school day and the student shall be excused for this purpose on no more than four days per school month.

**TRUANCY**

EC §48260, EC §48262, EC §48263, EC §48263.6, EC §48264, BVUSD Board Policy 5113.1 & Administrative Regulation 5113.1

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC §48205.

**COMPLAINT PROCESS**

**UNIFORM COMPLAINT PROCEDURES**

EC §234.1, EC §32289, EC §49013, CCR Title 5 §4622, BVUSD Board Policy 1312.3 & BVUSD Administrative Regulation 1312.3

The Bear Valley Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

Any individual, public agency, organization may file a written complaint alleging a matter which, if true, would constitute a violation by the District of federal or state laws or regulations governing the programs and activities as well as allegations of unlawful discrimination identified above. UCP complaints are to be submitted in writing to:

Bear Valley Unified School District  
 Dr. Mary Suzuki, Office of the Superintendent  
 42271 Moonridge Road/P.O. Box 1529  
 Big Bear Lake, CA 92315  
 (909) 866-4631

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee or by calling the Office of the Superintendent at (909) 866-4631.

The administrative regulation 1312.3 will provide detailed steps to filing a written complaint. It is a BVUSD regulatory document to help you with the necessary documentation to submit your complaint.

The sixty (60) day timeline for the investigation and District response shall begin when the written complaint is received by the Office of the Superintendent.

Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 50275; 5 CCR 4632)

**TITLE IX AND NONDISCRIMINATION**

20 USC §1681-1688, BVUSD Board Policy 1312.3 & 5145.3 & BVUSD Administrative Regulation 1312.3 & 5113.1

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, employees, and applicants for admission and employment from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. In addition, all students (and other persons) are protected by Title IX – regardless of their sex, sexual orientation, gender, identity, part or full time status, disability, race, or national origin – in all education programs and activities. The Title IX Coordinator for the Bear Valley Unified School District is:

Mr. Scott Bell  
 Executive Director of Student Services & Human Resources  
 Bear Valley Unified School District  
 42271 Moonridge Road, Big Bear Lake, CA 92315  
 (909) 866-4631

[scott\\_bell@bearvalleyusd.org](mailto:scott_bell@bearvalleyusd.org)

More information on the district's Title IX policy can be found on the district or school websites located at [www.bearvalleyusd.org](http://www.bearvalleyusd.org) under the *About Annual Notifications for Parents and Students*.

**Nondiscrimination Statement**

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic



and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

## SEXUAL HARASSMENT

EC §212.5, §231.5, §48980(g), 5 CCR 4916, BVUSD Board Policy 5145.7 & BVUSD Administrative Regulation 5145.7

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or the district's compliance officer immediately.

Bear Valley Unified School District  
Dr. Mary Suzuki, Office of the Superintendent  
42271 Moonridge Road/P.O. Box 1529  
Big Bear Lake, CA 92315  
(909) 866-4631

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 made against another person of the same or opposite sex in the educational setting.

### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such information and instruction shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

### Complaint Process and Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

### Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or taken other subsequent necessary action. (5CCR 4964)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

## WILLIAMS LAWSUIT SETTLEMENT COMPLIANCE

EC §35186 & BVUSD Board Policy 1312.4

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a Williams Uniform Complaint Form may be obtained at the school site. The individual responsible for processing complaints at the school district level is the Superintendent, who may be contacted at (909) 866-4631. Parents, guardians, pupils, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

## ENROLLMENT

### ATTENDANCE OPTIONS

EC §48200, EC §48204, EC §31560.5(b), EC§ 48350, EC§ 46600, BVUSD Administrative Regulation 5111.1 and 5117

#### Residency Requirements

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; a pupil who is a foster child who remains in his or her school or origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district shall accept applications by electronic means for enrollment, including enrollment in a specific school or program within the school district, and course registration for military dependents. The parent shall provide proof of residence within 10 days after the published arrival date provided on official documentation related to his or her military move: temporary on-base billeting facility, purchased or leased home or apartment, or federal government or public-private venture off-base military housing.

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 of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week.

#### Residency Investigations

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. [EC §48204.2 & BP 5111.1]



### Interdistrict Enrollment/Transfer Requests

Parents/guardians of students living outside the boundary of Bear Valley Unified School District may apply for an Interdistrict Transfer. The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Requests are based on the district's enrollment and staffing needs. Preferences will be given to pupils whose parents are enlisted in the military. Parents/guardians should contact the Director of Educational Service at (909) 866-4631 for further information.

### Persistently Dangerous Schools

The Bear Valley USD Governing Board has adopted a policy stating that students who attend a persistently dangerous school must be allowed to attend a safe public school. (USC Title 20 §7912, BVUSD Board Policy 5116.1). For more information, please contact the Executive Director of Student Services at (909) 866-4631.

### NOTICE OF ALTERNATIVE SCHOOLS

EC §58501, BVUSD Board Policy 6181 & Administrative Regulation 6181

The Board of Trustees desires to provide a variety of education programs designed to address students' diverse learning needs and enhance student achievement through innovative methods and ideas. The Board may establish and maintain alternative schools or separate class groups within a school in order to fulfill the objectives specified in Education Code §58500.

Alternative schools or class groups shall offer the Board-adopted core curriculum. With Board approval, the schools or programs may differ from ongoing programs in other ways that include, but are not limited to, the following:

1. They may emphasize a specific element of the approved curriculum.
2. They may present the approved curriculum in a sequence different from that used in other district programs.
3. Their staff may emphasize specific instructional strategies.
4. The decision-making process for their governance may differ from the processes used in other programs.

Alternative schools shall comply with state and federal law and Board policy regarding nondiscrimination in district programs.

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 school have copies of the law available for your information. This law particularly authorizes interested persons to request the Governing Board of the district to establish alternative school programs in each district.

Bear Valley Unified School District Alternative Schools:

- Bear Valley Virtual Academy (K-12)
- Chautauqua High School (Continuation Education) (9-12)

### VICTIM OF VIOLENT CRIME

USC Title 20 §7912, BVUSD Board Policy 5116.1 & BVUSD Administrative Regulation 5116.1

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends has the right to transfer to another school within the district. The district has 14 calendar days to offer students the option to transfer. For more information, please contact the Executive Director of Student Services at (909) 866-4631.

## HEALTH

### ANNUAL HEALTH SCREENINGS

EC §49452, EC §49452.5, BVUSD Board Policy 5141.3 & BVUSD Administrative Regulation 5141.3

Annual vision and hearing screenings are conducted in kindergarten, second, fifth, and eighth grade. Parent teacher referrals or students receiving special education services may be included in these screenings as required by law unless the parent/guardian files a written objection. Scoliosis screening is provided for female pupils in seventh grade and male pupils in eighth grade.

Notification will be sent to the parent/guardian of a student for any noted condition discovered through the screenings.

### ENTRANCE HEALTH SCREENING

HSC §124085, HSC §124100, HSC §124105, BVUSD Board Policy 5141.3 & BVUSD Administrative Regulation 5141.3

The district requires a physical examination prior to entering transitional or regular kindergarten. The State of California requires a physical exam 18 months before entering first grade. If the physical examination is done after March of the year the student enters kindergarten, it will meet both requirements. If it is before March of that year, another physical will be required prior to first grade.

### IMMUNIZATIONS

EC §48216, EC §49403, HSC §120325, HSC §120335, HSC §120338, HSC §120365, HSC §120370, HSC §120375, BVUSD Board Policy 5141.31 & BVUSD Administrative Regulation 5141.31

#### Age 4-6

Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses  
 Polio - Four (4) doses  
 Measles, Mumps, and Rubella (MMR) - Two (2) doses  
 Hepatitis B - Three (3) doses  
 Varicella (chickenpox) - One (1) dose

Students must meet these requirements in order to enroll in school:

#### Age 7-17

In addition to the above immunizations: 1 dose Tdap but can be given after 7th birthday; and 1 dose measles are required to begin 7th grade

Age 13: One dose Varicella is required (Hepatitis B is not required for ages 7-17)

#### As of January 1, 2016:

For the new immunization law SB277, Personal and Religious Belief Exemptions (waivers) are no longer accepted at schools in the State of California. Proof of immunization will be required for students entering grades TK, K, and 7 beginning 7/1/2016. Medical exemptions - A parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) which states:

- 1) That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- 2) Which vaccines are being exempted.
- 3) Whether the medical exemption is permanent or temporary.
- 4) The expiration date, if the exemption is temporary.

If your child has received these immunizations, please bring the immunization record to the school so that we may update their records. You may need to take this form along with your child's yellow California Immunization Record to your doctor or the local health department or clinic to get the needed immunization(s). Then bring us the updated immunization record.

Personal Belief Exemptions on file for grades TK-6 will be good through 6th grade only. All previously unvaccinated students entering 7th grade must provide documentation of all vaccines needed for school entry based on age. Exemptions on file for grades 7-12 will be good through grade 12. Immunization requirements are specified under the California School Immunization Law Health and Safety Code Sections 120325-120375. Your child may be excluded from attending school if he/she does not have the required immunizations.

### LACTATION ACCOMMODATIONS

EC §222 & BVUSD Board Policy 5146

The Bear Valley Unified School District provides reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store breast milk. A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child is also given, and no academic penalty will be incurred as a result of use of these reasonable accommodations during the school day.

### ORAL HEALTH ASSESSMENT

EC §49452.8, BVUSD Board Policy 5141.6 & BVUSD Administrative Regulation 5141.6

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time.

Dental assessments must be completed in the 12 months prior to entry or by May 31 of the pupil's first school year.

### PHYSICAL EXAMINATION EXEMPTION

EC §49451, BVUSD Administrative Regulation 5141.3

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

### ADMINISTRATION OF MEDICINE DURING THE SCHOOL DAY

EC §49423, EC §49414.7, EC §49480, BVUSD Board Policy 5141.21 & Administrative Regulation 5141.21

When a child is required to take any medication, including over-the-counter and herbal products, during the regular school day, the parent/guardian must request assistance of school personnel in administering medication. To provide this assistance, parents must submit an "Authorization for Medication to be Taken During School Hours" form to the school. The authorization must include a written statement from the physician, who is licensed to practice in California, detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken.

At the elementary level, parents/guardians must bring the medication to school. Middle school and high school students may bring the medication to the health office at the beginning of the school day. All medication must be in the original labeled container. Sending of cough drops and over-the-counter medication is discouraged.

Parents/guardians who request that a student be allowed to self-administer, monitor or treat his/her existing medical condition must make this request in writing and provide written approval by the student's physician.

A parent/guardian of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/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 behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

#### Administration of Epilepsy Medication

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the school nurse will work with the family, physician, and school staff to ensure an emergency procedure is in place for that student.

#### Emergency Treatment for Anaphylaxis

EC §49414

School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer the injections in accordance with administrative regulations. (cf. 5141)

- Parents/guardians of students who may require emergency anaphylactic injections shall provide written permission for authorized staff to administer these injections.
- Each year, school employees designated by the principal shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training.
- The principal or designee shall schedule in-service meetings to:
  - Familiarize authorized staff with the prescribed medications and their location.
  - Ensure that authorized staff are competent to administer anaphylactic injections.
  - Train all school personnel to recognize the symptoms of anaphylactic reactions. Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.
- The principal or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be given to all staff who work with such students on a regular basis and shall be updated annually.
- All medication for injections shall be labeled with the student's name, type of medicine and expiration date.
- The parents/guardians of students who carry their own kits for the purpose of anaphylactic injections shall so inform the principal or designee, who shall prepare a list naming these students, give it to concerned staff and update the list annually.
- The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear,

specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

### MEDICAL SERVICES AT SCHOOL

EC §32221.5, EC §49472, EC §49471, BVUSD Board Policy 5143

#### Medical Services Provided

The school district may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian.

#### Health Insurance Coverage for Athletes

Under state law, 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.

Low- or no-cost insurance for students is available through Medi-cal Healthy Families for those who qualify. Parents/guardians may call the school site for an application or information on this or other programs that may be available to them.

#### Medical Attention at School for Accidents/Injuries

An emergency card will be used to contact parents/guardians in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent/guardian cannot be reached. The school may make available medical or hospital services for students while at or on the way to or from any school activity. Specific direction regarding emergency care must be noted on emergency cards.

### CONCUSSION AND HEAD INJURIES

EC §49475 & BVUSD Administrative Regulation 6145.2

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

### TEMPORARY DISABILITY

EC §48206.3, EC §48207, EC §48208 & BVUSD Administrative Regulation 5111.1

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the school nurse or Personnel/Educational Services.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction and, if so, provide the instruction within five working days or less.

### TOBACCO FREE CAMPUS

HSC §104420, HSC §104495, BVUSD Board Policy 3513.3 & Administrative Regulation 3513.3

The District prohibits the use of tobacco products any time in district-owned or leased buildings, on district property, in district vehicles, and prohibits the disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area (does not apply to

private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area). The products prohibited include any product containing tobacco, nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

## ERIC PAREDES SUDDEN CARDIAC ARREST PREVENTION ACT

SB 1375

The senate bill requires a pupil in any public school, including a charter school, or private school that elects to conduct athletic activities, and the pupil's parent or guardian, to sign and return an acknowledgement of receipt of an information sheet on sudden cardiac arrest symptoms and warning signs each school year before the pupil participates in an athletic activity.

## PARENTS' RIGHTS

### NONDISCRIMINATION IN DISTRICT

CFR Title 34 §106.9,  
BVUSD Board Policy 0410 & 5145.3 & BVUSD Administrative Regulation 5145.3

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note-takers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

For a complaint form or additional information, contact the Executive Director of Business Services at (909) 866-4631.

### CHILD ABUSE AND NEGLECT REPORTING

Penal Code 11164,  
BVUSD Board Policy 5141.4 & BVUSD Administrative Regulation 5145.3

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect.

School district employees who are mandated reporters are obligated to report all known or suspected incidents of child abuse or neglect. For information concerning mandated reporting, please contact the Executive Director of Student Services at (909) 866-4631.

### SOCIAL SECURITY NUMBERS

EC §49076.7 & EC §56601

Effective 2017-2018, school districts, county offices of education and charter schools are prohibited from collecting or soliciting social security numbers or the last four digits of social security numbers from students or their parents or guardians unless otherwise required to do so by state or federal law.

## DISCLOSURE OF STUDENT INFORMATION

USC Title 20 §1232(h), USC Title 20 §7908, EC §51513 &  
BVUSD Board Policy 1112 & 5125.1 & Administrative Regulation 5125.1

### Release of Directory Information

The district is required to notify parents or guardians, on an annual basis, of the categories of directory information that the school plans to release and of the person or agencies who may receive such information.

Directory information designated by the Bear Valley Unified School District is as follows: student's name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized sports, weight and height of athletic team members, dates of attendance, degrees and awards perceived, most recent previous school attended. The district may also disclose your child's student's student identification number used to communicate in electronic systems provided it cannot be used to access education records.

If a parent/guardian does not want to authorize the school district to release any directory information as defined above, the parent/guardian must notify the school district in writing within 15 school days after the commencement of the school year/date of enrollment indicating that such information not be disclosed without prior consent from the parent/guardian. Please send request to:

Bear Valley Unified School District  
Mr. Scott Bell, Executive Director of Student Services  
42271 Moonridge Road/P.O. Box 1529  
Big Bear Lake, CA 92315  
(909) 866-4631

### Tests/Surveys on Personal Beliefs

Students will not be given any test, questionnaire, survey, or examination, containing questions about personal beliefs/practices in sex, family life, mortality, and religion; unless parent/guardian gives written permission.

### Survey/Analysis/Evaluation

Students will not be given a survey, analysis, or evaluation that reveals sensitive personal information (i.e., political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal and social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondent has close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent. Parents/guardians may inspect surveys created by a third party used to collect personal information.

### Access by Military Recruiters

Federal law requires Bear Valley Unified School District to provide military recruiters the same access to secondary school pupils as is provided to post secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

### Media Relations

Staff may provide the media with student directory information, including, but not limited to, the name of a student, school of attendance, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.

### Interviewing and Photographing Students

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt a student's educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the principal. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

## CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM

This district is participating with the California Longitudinal Pupil Achievement Data System (CALPADS) in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public post-secondary institutions to which the student is transferring or applying for admission. All data maintained by the CALPADS is in compliance with federal and state privacy and confidentiality requirements. Parents have the right to inspect student information maintained by CALPADS. Contact the



district's Educational Services at (909) 866-4631 to initiate this procedure or obtain more information.

## COMPETITIVE ATHLETICS

EC §221.9 & BVUSD Administrative Regulation 6145.2

Each school site that offers competitive athletics shall publicly make available at the end of the school year on their school website the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition.

## FREE/REDUCED PRICE MEALS

EC §49510 & BVUSD Board Policy 3553

Free or reduced-price lunches are available at school for pupils whose parents/guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the school office or at the district's Child Nutrition Services Department.

## PARENT/GUARDIAN RIGHTS

EC §51101, EC §51102 & BVUSD Administrative Regulation 5020

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled.  
  
Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations.
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal.
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests.

For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test.

6. To request a particular school for their child and to receive a response from the district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of the class(es) in which their child is enrolled.

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, audio and video recordings, and software.

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course.

The school may charge an amount not to exceed the cost of duplication.

9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. For parents/guardians of English learners, to support their child's advancement toward literacy.

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510.

11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts.

12. To have access to the school records of their child.
  13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish.
  14. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes and procedures for visiting the school.
  15. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision.
  16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
  17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information.
  18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations.
- For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations.
19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
  20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes.

## PROPERTY DAMAGE

EC §48904 &

BVUSD Board Policy 3515.4 & Administrative Regulation 3515.4

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

## STUDENT RECORDS

EC §49063, EC §49069, CFR Title 34 §99.7, USC Title 20 §1232(g), BVUSD Board Policy 5125 & Administrative Regulation 5125 - 5125.1

### Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records.

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record.

Student records do not include:

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee.
3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8.
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive.

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive.



Permitted student records are those records having clear importance only to the current educational process of the student.

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic.

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

Personally identifiable information includes, but is not limited to:

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age.

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent.

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons.

County placing agency means the county social service department or county probation department.

#### Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent.
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records.
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law.

#### Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152.
2. Students who are age 16 or older or who have completed the 10<sup>th</sup> grade.
3. School officials and employees, consistent with the definition provided in the section "Definitions" above.
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student.
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.

Unless the annual parent/guardian notification issued pursuant to Education Code ~~48980~~ includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record.

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA.

No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days.

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number.

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35.
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above.
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena. Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order.
10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition.
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws.
12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701.

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law.

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681.

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours.

14. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district.
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a.
16. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school.
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs.
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or

expelled for committing an act violating Penal Code 245.

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above.

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals.

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school.

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act.

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made.

#### **Discretionary Access**

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake.

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made.

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations.
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
  - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
  - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
  - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34.
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made.
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties.
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the

financial aid, or enforce the terms or conditions of the financial aid.

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency.

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

#### **De-identification of Records**

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information.

#### **Process for Providing Access to Records**

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located.

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests.

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours.

Qualified certificated personnel shall be available to interpret records when requested.

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection.

#### **Access Log**

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester.

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection.

The log may include record of access by:

1. Parents/guardians or adult students.
2. Students who are 16 years of age or older or who have completed the 10th grade.
3. Parties obtaining district-approved directory information.
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075.
5. School officials and employees who have a legitimate educational interest.

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials.

#### **Duplication of Student Records**

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing 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.

### Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student.

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

### Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data.

The following mandatory permanent student records shall be kept indefinitely:

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include:

1. Expulsion orders and the causes therefor
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including:

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction.

### Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall

also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school.

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days.

All student records shall be updated before they are transferred.

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian.

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

### Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities.

The notice shall include:

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

### Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall:

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student,

- or his/her parent/guardian
- b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first.

**EVERY STUDENT SUCCEEDS ACT**

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA), reauthorizing the federal Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind Act (NCLB), the 2001 reauthorization of ESEA,

**SAFETY**

**SCHOOLMESSENGER/COMMUNICATION FROM SCHOOLS**

Telephone Consumer Protection Act

In accordance and to comply with the Telephone Consumer Protection Act (TCPA), parents have the right to opt-out of receiving any messages sent from school sites through SchoolMessenger. At any time, while listening to a recorded phone message sent through SchoolMessenger recipients may press "5" on their phone to initiate the opt-out process. After pressing "5", they will be asked to press "1" to confirm they no longer wish to receive any recorded messages on that particular phone.

Please note:

1. All requests to opt-out will be processed on a regular basis and may not be instantaneous.
2. Opt-out requests only apply to the number on which they submit the request.
3. Phone opt-out requests only apply to voice broadcast messages and SMS Text, not Email.

Please call the school should you wish to be opted back in or feel your number has been opted out by mistake.

**SCHOOL SAFETY PLAN**

EC §32280, BVUSD Board Policy 0450 & Administrative Regulation 0450

Each Bear Valley Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

**SCHOOL SAFETY**

BVUSD Board Policy 3515

Surveillance cameras are in use at various school sites.

**SCHOOL BUS SAFETY**

EC §39831.5 & BVUSD Administrative Regulation 3543

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops).

Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

**ASBESTOS MANAGEMENT PLAN**

CFR Title 40 §763.93 & BVUSD Board Policy 3514

The district has developed an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings in accordance with CFR Title 40 §763.93. A copy of the complete, updated management plan for asbestos-containing material in school buildings may be reviewed in the office of the Director of Maintenance & Operations at (909) 866-4179.

**USE OF PESTICIDES**

EC §48980.3, EC §17612, BVUSD Administrative Regulation 3514.2

Parents receive 24 hours notification before the planned pesticides are applied at their student's school site via notices posted at the school site and through the school site's automated telephone message system. Notices remain posted at the school site for 72 hours after pesticides are used. To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the Director of Maintenance & Operations at (909) 866-4179.

**STUDENT CONDUCT & DISCIPLINE**

**SAFE PLACE TO LEARN ACT**

EC §234 and §234.1

The Bear Valley Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC §220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal.

**SCHOOL DISCIPLINE POLICIES**

EC §35291 & BVUSD Board Policy 5144

Each school district may prescribe procedures to provide written notice to pupils and parents/guardians regarding school rules and procedures. School sites may adopt rules and procedures established by school committees with specific membership and filed with the Governing Board. Parents/guardians will be notified regarding the availability of site and district rules as well as procedures pertaining to discipline.

**THE RESPONSIBLE USE POLICY AND TECHNOLOGY RESOURCES AGREEMENT**

BVUSD Board Policy 6163.4 & Administrative Regulations 6163.4

One of the adopted goals of the Bear Valley Unified School District is to assist in advancing the use of technology to enhance student learning. All Bear Valley Unified School District students and their parents/guardians shall sign the Student Use of the Internet Agreement prior to using district technological resources. The Bear Valley Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet. Students shall take responsibility not to initiate access to inappropriate or harmful matter while using District technology. In supervised classroom settings, students may participate in online activities aligned with adopted goals. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. The Responsible Use Policy and Technology Resources Agreement may be obtained from the district website at [www.bearvalleyusd.org](http://www.bearvalleyusd.org) or any district school.

**GROUND FORS SUSPENSION & MANDATORY EXPULSION**

EC §48900, EC §48915, BVUSD Board Policy 5144, 5144.1 & 5144.2

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

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 110535) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.



- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying: means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager of a communication, including, but not limited to any of the following:
- (i) A message, text, sound, video or image.
- (ii) A post on a social network Internet website, including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying.
- (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) Reasonable pupil means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period, whether on or off the campus.
- (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

## TITLE I PARENT INVOLVEMENT POLICY

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members at each school:

1. Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society
2. Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home.

3. Initiate consistent and effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities
4. Receive training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home.
5. Encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles

School plans shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural, language or other barriers which may inhibit such participation.

## UNIFORM & GROOMING POLICIES

EC §35183, EC §35183.5, BVUSD Board Policy 5132 & Administrative Regulation 5132

### General

The Board of Trustees 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. In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Trustees policy and administrative regulations. These school dress codes shall be regularly reviewed.

### Gang Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (EC 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.