



July 2015

Dear Parent/Guardian,

As required by law, I wish to notify you, as the parent and/ or guardian of student(s) enrolled in our schools, of your rights and responsibilities. I ask, therefore, that you please take a moment of your time to carefully review the attached materials. After your review, please sign and return the acknowledgment indicating that you have received and reviewed these materials. Your signature is acknowledgment that you have been informed of your rights, but does not indicate that consent to participate in any particular program has been either given or withheld.

There is a key to the legal references throughout this booklet on the next page.

Some legislation requires additional notification to parents or guardians during the school term or at least 15 days prior to a specific activity. A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents file, with the principal of the school, a statement, in writing, requesting that their child not participate. Other legislation grants certain rights that are spelled out in this form. All parent/ student rights statutes may be found in the California Education Code.

Sincerely,

Robert Guillen

Superintendent

Banning Unified School District

MISSION STATEMENT

The Mission of the Banning Unified School District, as an educational community, is to improve academic achievement, provide a safe school environment, and maintain a positive school climate to produce life long learners and cultivate productive citizens.

2015-2016 DISTRICT GOALS

1. Meet/ Exceed the Adequate Yearly Progress (AYP)/ Academic Performance Index (API) for Each School Site, Increase CAHSEE Passing Rates, Increase Annual High School Graduation Rates, and Close the Achievement Gap between Subgroups and School-wide Population
2. Promote a Safe, Secure, and Disciplined Environment
3. Maintain Fiscal Solvency through Effective and Efficient District Operations
4. Promote the Positive Aspects of our Schools and District
5. Effectively Utilize Technology to Maximize Learning Opportunities, Manage Information, and Expand Communication
6. Provide Ongoing Professional Development Emphasizing Best Practices and Research-Based Instructional Strategies

**Please review the
material in this booklet**

**Then SIGN and RETURN the
acknowledgement on page 19**

ATTENDANCE

● General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities, medical appointments and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

- G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. When the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - H. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - J. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

The references at the end of the sections in this booklet include the following codes:

BP . . . District Board Policy

AR . . . Administrative Regulation

EC . . . Education Code

HSC . . . Health and Safety Code

PC . . . Penal Code

WIC . . . Welfare and Institutions Code

CCR . . . California Code of Regulations

CC . . . Civil Code

FC . . . Family Code

GC . . . Government Code

VC . . . Vehicle Code

BPC . . . Business and Professions Code

FAC . . . Food and Agriculture Code

USC . . . United States Code

CFR . . . Code of Federal Regulations

NCLB . . . No Child Left Behind Act of 2001 [20 USC 7114(D)(7)]

PPRA . . . Pupil Privacy Rights Amendment

FERPA . . . Family Educational Rights and Privacy Act

Title VI. Title VI of the Civil Rights Act of 1964 [42 USC 1981]

Title IX. Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]

IDEA . . . Individuals with Disabilities Education Act

§ 504 . . . Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]

EOA . . . Equal Opportunities Act [20 USC 1701]

5. “Immediate family,” as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil.” [EC 46014, 48205]

Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts, by agreement, also allow the transfer of students from or to other districts (interdistrict). Victims of bullying or violence are given preference in interdistrict transfers. In some cases the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48301, 48306, 48980, 49068; NCLB]

1. Intra-District Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district.

The Board shall annually review this policy.

Enrollment Priorities

Priority for attendance outside a student’s attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school.
2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school.
3. If a student attends a school designated by the California Department of Education as “persistently dangerous,” he/she shall be provided an option to transfer to another district school or charter school.
4. The Superintendent or designee may approve a student’s transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.
To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
5. Priority may be given to siblings of students already in attendance in that school.
6. Priority may be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school’s attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school’s capacity. A school’s capacity shall be calculated in a nonarbitrary manner using student enrollment and available space.

Enrollment decisions shall not be based on a student’s academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided


As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child’s education one day at a time, so every day is essential.

In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school.

Get homework assignments and review work. There is only one chance to get a great education.

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that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

Transportation

Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need. [BP 5116.1; EC 35160.5, 48980; 20 USC 6316, 7912; 5 CCR 11992]

2. Inter-District Attendance

The Board of Trustees recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

Limits on Student Transfers Out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of

Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. [BP 5117 November 2012; EC 46600-46611, 48204, 48300-48316, 48350-48361, 48900, 48915, 48980; 52317]

3. Open Enrollment

A student enrolled in one of the state identified 1,000 low-achieving schools qualifies to attend any school in the current district or state that has a higher API. An application for transfer must be submitted to the current district or the new district prior to January 1 for the next school year.

The application may request enrollment in a specific school or program within the new school district. Districts may create procedures for admission, rejection, lottery of available room, and providing for students who live within the district. The application will be answered within 60 days. [EC 48350-48361]

☛ Truancy

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: A student is truant after missing three days school or 30-minute periods without a valid excuse.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, or a SARB or district attorney program. A fourth truancy may result in a chance to improve attendance, but can also result in the student being placed within the jurisdiction of the juvenile court as a ward of the court. Other actions may include required community service, payment of a fine of \$50, attend

a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – \$100 fine; second conviction – \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a \$2,000 fine or imprisonment up to a year or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601.3; VC 13202.7]

● **Truancy Notice**

A letter will be sent to parents upon a student’s initial classification as a truant. Any student who is absent from school without valid excuse three days in one school year or tardy without valid excuse in excess of 30 minutes on each of more than three days in one school year is a truant.

● **School Attendance Review Board (SARB)**

Any student who is a habitual truant or who is irregular in attendance at school may be referred to the SARB. Failure to remediate may result in referral to the District Attorney.

● **Attendance Where Caregiver Resides**

If your child lives in the home of a caregiving adult, as defined by law, or a foster home your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver’s home. [EC 48204(a), 48980(h); FC 6550-6552]

● **Attendance in District in Which Parent/Guardian is Employed**

Your child may have the option of attending school in the school district where you or your spouse are employed for at least 10 hours per week. If interested, call the school office for information. [EC 48204(b), 48980(i)]

● **Individualized Instruction**

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [EC 48206.3, 48980(b)]

● **Pupils in Hospitals Outside of School District**

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [EC 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [EC 48208]

● **Leaving School at Lunch Time**

The Banning Unified School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student’s health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5]

● **Minimum Days/Pupil Free Staff Development Days**

If your child will be affected by minimum days or staff development days, we will give you at least one month’s notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

● **Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

DISCIPLINE

● **Safe School**

Banning Unified School District embraces a philosophy of safe schools with regard to expellable offenses related to drugs, alcohol and dangerous objects. The “Safe Schools” philosophy is defined to mean that students who are found in violation of Education Code Section 48900, subsections

As a parent, you are the best person to set rules and consequences for your children.

Unfortunately, society has been forced to set some rules as well. This section talks about those rules.

(b), (c) and (d) under certain conditions may be expelled on the first offense. It is within the authority of the Governing Board to recommend rehabilitative programs as part of the readmission requirements. [EC 48900]

● **School Rules**

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980]

● **Release of Student to Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6]

● **Parent Responsibility**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$18,700 in damages and another maximum of \$10,300 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904; CC 1714.1; GC 53069.5]

Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

● **Student Search**

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]

● **Notice of Occurrence of a Violent Crime**

Following verification with law enforcement of the occurrence of a violent crime on an elementary or secondary school site, each principal may send a written notice of the occurrence and general nature of a crime to each pupil's parent or legal guardian.

● **Hazing**

No student, or other person in attendance, at any public or private educational institution shall conspire to engage in hazing. [PC 245.6]

● **Corporal Punishment**

No person employed or engaged in a public school shall inflict, or cause to be inflicted, corporal punishment upon a pupil. [EC 49001]

● **Laser Pointers**

Students may not possess laser pointers on elementary or secondary school campuses, unless there is a valid instructional or school-related purpose. [PC 417.27]

● **Beepers/Electronic Recording Devices**

The Board of Education does not encourage student possession or use of electronic signaling devices, including cellular telephones, on school premises; nor does the Board of Education assume liability for electronic signaling devices, including cellular telephones, if such devices are damaged, lost, or stolen.

No student shall be prohibited from possessing or using an electronic signaling device when it has been determined and documented as an essential health need for that student by a licensed physician and/or surgeon and this need has been verified by the principal or designee. [EC 48901.5, 51512; ne]

● **Impersonation on the Internet**

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

● **Firearms**

Prohibits any person, except peace officers, from bringing firearms on campus without prior written permission of administration. [PC 626.9]

● **Canine Inspections**

The District reserves the right to use trained detection canines for the purpose of conducting periodic, random

inspections of school premises, including unoccupied classrooms, student lockers and vehicles parked on or near school grounds. Detection canines shall remain under the control of the canine's official handler at all times.

● Suspension/Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent of the 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 one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
 - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code and Penal Code 257 an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stole or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) 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. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. 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, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, or image
 - (ii) A post on a social network Internet Web site, including, but not limited to, (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (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 may not be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 or the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.
- Except that a 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 any pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]
- A student can also be suspended and/or expelled for the following reasons: 48900.2 Committed Sexual Harassment, 48900.3 Participated in an Act of Hate Violence; 48900.4 Engaged in harassment, threats, or intimidation, directed against school district personnel or pupils (these do not apply to K-3 students), 48900.7 Made terrorist threats against school officials or school property, or both. A pupil may be suspended or expelled for acts which are enumerated in Education Code 48900 and related to school activity or attendance which occur at any time including but not limited to (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off campus, (4) during, or while going to or coming from a school sponsored activity. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

Mandatory Recommendation for Expulsion

A mandatory recommendation for expulsion will be made for:

- (1) Possession/furnishing a gun.
- (2) Brandishing a knife.
- (3) Selling a controlled substance.
- (4) Sexual battery.
- (5) Possession of an explosive. [EC 48195(c)]

Providing Education for Expelled Students

The district offers educational programs at Milo P. Johnson Learning Center. [EC 48916.1; 48926]

Suspension by Teacher

A teacher may suspend any student from the teacher’s class for any of the acts listed under “Grounds for

Suspension and Expulsion” for the day of the suspension and the day following. [EC 48910]

In-School Suspension

A pupil suspended from a school for any of the reasons enumerated in § 48900 and 48900.2 may be assigned, by the principal or the principal’s designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils, or staff or if an action to expel the pupil has not been initiated. [EC 48911.1(d)]

Expulsion Hearings

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the Principal or Superintendent or designee determines that one of the acts listed under “Grounds for Suspension and Expulsion” has occurred. Written notice of the hearing shall be forwarded to the student and student’s parents/guardian at least ten (10) calendar days before the date of the hearing. [EC 48900, 48918]

Due Process Rights

When recommended for expulsion, a student has the right to appear in person, be represented by counsel, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses testifying, to question evidence presented and present oral and documentary evidence on the pupil’s behalf.

Personal Appearance of Witnesses

At the request of superintendent or pupil, the board may issue a subpoena for the personal appearance of a key witness for an administrative panel hearing on expulsion unless the witness would be subject to unreasonable risk of harm. [EC 48918]

Expulsion Readmission Procedures

An expulsion order shall remain in effect until the Board may order the readmission of the student. At the conference, the conditions for readmission will be reviewed. The Superintendent or designee shall verify that the conditions have been met. School regulations will be reviewed and the student and parents/guardian will be asked to indicate in writing their willingness to comply with these regulations. [EC 48916]

IEP Notification Expulsion Request for Special Education Pupil

The Board may expel a special education student only if an individualized education program team has determined that (1) the misconduct was not caused by, or a direct manifestation of, the student’s identified handicap, and (2) the student was appropriately placed at the time the misconduct occurred. The parents/guardian shall be notified of his/her right to participate in the meeting at least 48 hours before the meeting. His/her request that the meeting

be postponed shall be granted for up to three (3) additional school days. [EC 48915.5]

Required Parental Attendance

Whenever a student is suspended from a class for section (1) and (k) under 48900 (profanity, disruption, defiance), the teacher from whose class the student was suspended may require the student’s parents/guardian to attend a portion of a school day in that class. After the visit, the parents/guardian shall meet with the principal or principal’s designee. [EC 48900.1]

Hate Violence

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5. [EC 48900.3; BP 5145.9]

STUDENT DRESS AND GROOMING

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

Dress Code

All pupils shall abide by the District-wide Dress Code Policy established by the Board. [BP 5132] District Personnel shall also abide by the Dress Code for Personnel established by the Board. [BP 4119.22; EC 53183]

Gang-Related Apparel

The principal, staff, and parent(s) guardian(s) 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. Students and parent(s)/guardian(s) shall be informed about dress, gang related apparel, and grooming standards at the beginning of the school year and whenever these standards are revised. Any student who violates these standards shall be subject to appropriate disciplinary action. [BP 5132]

STUDENT SERVICES

● Advanced Placement Examination Fees

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980(k), 52240]

● Student Lunch Program

Your child may be eligible to purchase lunch at a reduced rate. An application is available in the school office, and may be sent to students' homes. [EC 49510-49520]

● Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

● Academic and non-academic courses, classes, electives, activities, sports, and related facilities

State and federal policies require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in 7th grade staff will not counsel students into programs, courses, or careers based on their gender or gender identity. [EC 221.5; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

● Student Use of Technology

The Board of Trustees intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

The Superintendent or designee shall provide age-appropriate instruction regarding the district's acceptable use agreement, including instruction on the safe use of social networking sites and other Internet services

including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision. [BP 6163.4]

On-Line/Internet Services:

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities

specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.
Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor the system for improper use.

The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy. [AR6163.4]

● **School Accountability Report Card**

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at www.banning.k12.ca.us. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258]

● **Pupil Fees**

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student's education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like as woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052,

48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

● **Volunteering at School**

At Banning U.S.D. we 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. All volunteers must be fingerprinted. [BP 1240]

HEALTH SERVICES

● **Kindergarten and First Grade Physical Exam**

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact

Riverside County Public Health Dept.
3055 W. Ramsey Street, Banning, CA 92220
(951) 849-6794.

● **Kindergarten and/or First Grade Oral Health Assessment**

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. [EC 49452.8]

● **Immunizations**

A pupil may not be admitted to school unless he/she has been fully immunized against diphtheria, hepatitis b, haemophilus influenzae type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for

varicella or provide proof from a doctor stating child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.

It is this district's policy that there be no "conditional" admittance to schools. Documented proof that immunizations are up-to-date is required before admission to school is granted. This requirement does not apply in at least the following instances:

- If the parent or guardian files a letter or affidavit with the district stating which required immunizations have or have not been given due to personal beliefs. A State Department of Public Health form with the signature of a health practitioner who provided immunization information and signature of parent or guardian on the form saying they received the immunization information.
- If note from physician is supplied saying physical or medical condition does not allow vaccination.
- If a homeless student is enrolling.

The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120480; EC 48216, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

● **Medication**

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver annually submits a written statement indicating a desire that the school district assist their child in taking the medication or allow the student to self-administer medication. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon, epinephrine, and epilepsy seizure medication to a student. The letter gives permission to the district representative to communicate with the health care provider, pharmacist

For your child's safety, we need to know if your child is taking medication on a regular basis.

and acknowledge understanding of how the medication will be administered. [EC 49414.7, 49423, 49480; 5 CCR 600]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self administer. The District will have a supply of epi-pens at each school site. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

● Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451]

● Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855]

● Vision, Hearing, and Scoliosis Screening

An authorized person will check your child's vision upon enrollment (unless the student enters the District in grade 4 or 7) and in grades 2, 5, and 8. Hearing tests will be conducted when your child is enrolled or first enters a District school. Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine). These tests will/may be administered unless you annually present to the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455]

● Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35291, 35294.6]

● Confidential Medical Services

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

● Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

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. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Covered California (800) 300-1506. [EC 49471.5]

Public, Charter, and Private school parents/guardians and athletes are annually required to complete a concussion awareness form if student participates in school-sponsored athletics other than physical education or athletic event during the school day. [EC 49475]

● Health and Welfare

Students shall be under the supervision of the school authorities:

- From the time they arrive on the school premises until they leave the school premises
- When they are provided transportation by the School District
- When they attend school-sponsored functions [EC 44807]

● Drug, Alcohol, Steroid and Tobacco Prevention Programs

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is strictly prohibited. A \$250 fine can result from use of tobacco products on public property within 25 feet of any playground or sandbox. School districts may adopt no smoking policies that are not part of the TUPE program. It is now illegal to possess synthetic marijuana; possession can lead to \$250 fine. The District has adopted a

policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5]

This district often seeks funding to support student programs; the district qualifies for Tobacco Use Prevention Education (TUPE) grant money. Money for the grant comes from Proposition 99 (1988) that added a 25¢ tax on each pack of cigarettes. In grades 6-12, TUPE funds support health education efforts aimed at the prevention and reduction of tobacco use by students and provide intervention and cessation services to students currently using tobacco. All recipients will adopt tobacco free district policies as well as post “Tobacco Use Is Prohibited” signs at all property entrances. [HSC 104350, 104420, 104460]

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC 49033, 60041; HSC 11032]

Synthetic Marijuana (Cannabis)

Every person who sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, is guilty of a misdemeanor, punishable by imprisonment in a county jail not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000), or by both that fine and imprisonment. [HSC 11357.5, 11375.5]

● Type-2 Diabetes Information

Type 2 diabetes is the most common form of diabetes in adults. Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body’s cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body’s cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes:

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however,

the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body’s ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms:

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments:

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.

- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child’s age, weight, and height. A doctor can also request tests of a child’s blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available:

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student’s school nurse, school administrator, or health care provider if you have questions.

INSTRUCTION AND CURRICULUM

● District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14; PPRA]

● California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a new computer-based student testing system that ties to

the standards for English language arts and mathematics called the California Assessment of Student Performance and Progress (CAASPP). This new system replaces the Standardized Testing and Reporting (STAR) Program that was based on 1997 standards. Parents can opt their child(ren) out of CAASPP testing by submitting a written letter. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615]

● LCFF and LCAP

The LCFF (Local Control Funding Formula) changes the way the State provides money to school districts. Under this new system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district’s enrollment. More information about the LCFF is available at www.cde.ca.gov/fg/aa/lc/.

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, educators, employees, and the community to establish their plan. The plan must describe the overall vision for students, annual goals, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district’s budget will help achieve the goals, and annually assess how well the strategies improved outcomes. [EC 52060, 52066]

LCAP Goals

1. Basic: degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas and for the pupils they are teaching; pupils have access to standards-aligned instructional materials pursuant to Education Code section 60119; and school facilities are maintained in good repair pursuant to Education Code section 17002d). (Priority 1)
2. Implementation of State Standards: implementation of academic content and performance standards adopted by the state board for all pupils, including English learners. (Priority 2)
3. Course access: pupil enrollment in a broad course of study that includes all of the subject areas described in Education Code section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable. (Priority 7)
4. Pupil achievement: performance on standardized tests, score on Academic Performance Index, share of pupils that are college and career ready, share of English learners that become English proficient, English learner reclassification rate, share of pupils that pass Advanced Placement exams with 3 or higher, share of

pupils determined prepared for college by the Early Assessment Program. (Priority 4)

5. Other pupil outcomes: pupil outcomes in the subject areas described in Education Code section 51210 and subdivisions (a) to (i), inclusive, of Education Code section 51220, as applicable. (Priority 8)
6. Parent involvement: efforts to seek parent input in decision making, promotion of parent participation in programs for unduplicated pupils and special need subgroups. (Priority 3)
7. Pupil engagement: school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, high school graduations rates. (Priority 6)
8. School climate: pupil suspension rates, pupil expulsion rates, other local measures including surveys of pupils, parents and teachers on the sense of safety and school connectedness. (Priority 6)

● **Instruction and Personal Beliefs**

Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend all or part of these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, staff give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor's material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939; HSC 151000]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

Tests/Surveys on Personal Beliefs

You and/or your children over 18 will be notified and will be asked for written permission before your child is given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. Notice will be sent to parents prior to any such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 60615; PPRa, 20 USC 1232(h); 34 CFR 98; NCLB]

SCHOOL RECORDS AND STUDENT ACHIEVEMENTS

● **District Courses**

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [EC 49063, 49091.14]

● **Pupil Records**

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when

your child transfers to another school. In some instances information about your child may be released to District staff, foster agencies, after school program operators, summer camp operators, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health. The records are maintained at each school site by the principal or designee. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation #1340 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for \$1.50 for the first page and 10 cents per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [EC 51250]

Student Data from Social Media Websites

School Districts may now adopt a plan to gather student information from social media websites. The Governing Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student’s ability, citizenship and effort. [EC 49067]

Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [NCLB]

High School Exit Exam

In addition to other graduation requirements, each student is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students must have completed all other graduation requirements. Students must pass both the English and Mathematics sections. Each pupil shall take the CAHSEE beginning in 10th grade and may retake the examination as follows – two opportunities in 11th grade and three in 12th grade. If they do not pass while in high school, students may take the CAHSEE up to three times a year until they pass it, no matter how many times that takes. Accommodations can be made for students with disabilities. There is help for students for up to two consecutive years after completion of grade 12. [EC 48980, 60850, 60852.2] CAHSEE testing dates for 2015-2016:

<u>English Language Arts:</u>	<u>Mathematics:</u>	<u>Grades:</u>
October 6, 2015	October 7, 2015	12
November 3, 2015	November 4, 2015	11 & 12
February 2, 2016	February 3, 2016	11 & 12
March 15, 2016	March 16, 2016	10
May 10, 2016	May 11, 2016	10, 11, & 12

Release of Directory Information

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes a student’s name, address, telephone information, electronic mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this

information by submitting a request in writing. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; NCLB]

UNIVERSITY ADMISSIONS

● University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the student’s last two years of high school. A GPA of 3.0 (B) or higher is required for California residents. [EC 48980, 51229]

Links to University of California/California State University requirements:

www.universityofcalifornia.edu/admissions/undergraduate.html

www.calstate.edu/datastore/admissions.shtml

www.csumentor.edu/planning/high_school/

www.ucop.edu/doorways/

● Definition of career technical education

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. More information is available about Career Technical Education at California Department of Education, www.cde.ca.gov/ci/ct. [EC 48980(l), 51229]

High School Graduation Requirements compared to UC/CSU Requirements

	UC/ CSU	EC	Banning
English (b)	4	3	3
Mathematics (c) (including Algebra I)	3	2	2
Science (d)	2	2	2
History/Social Studies (a)	2	3	3
Foreign Language (e)	2 *		
Visual/Performing Arts (f)		1	1
Career Technical Education			
Physical Education		2	2
Elective (g)	1		

* UC/CSU Requirements are for 2 years, with 3 years recommended, of foreign language plus 1 year of elective credit

At this time Banning Unified School District offers the following Career Technology Education courses that qualify toward the UC/CSU “(a)-(g)” requirements:

Creative Digital Media (f)

TV Video Digital Media Production (f)

[BP/AR 6146.1 March 2014; EC 35186, 37252, 37254, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

● Talking with a counselor

High school counselors are trained to help students prepare for college or career training. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families.

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance.

● Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: mental or physical 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. When safe to do so District employees must intervene and report when they

see discrimination, harassment, intimidation or bullying. Resources about bullying and violence are found at:

www.cde.ca.gov/ls/ss/se/bullyres.asp
www.cde.ca.gov/ls/ss/se/bullyfaq.asp
www.cde.ca.gov/ls/ss/vp/ssresources.asp

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234; PC 422; BP 5131, 5145.3]

● **Non-Discrimination/Harassment**

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.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint

procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal. [BP 5145.3 January 2015; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213; § 504; 42 USC 6101-6107; Title VI, Title VII, Title IX; 27 CFR 35.107; 34 CFR 100.3, 104.7, 106.8, 106.9]

● **Sexual Harassment**

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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 a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information 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. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

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

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. [BP 5145.7 January 2015; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688; 42 USC 1983; Title VI, Title VII; 34 CFR 106.1-106.71]

Complaints Regarding Discrimination, Harassment, Intimidation, Bullying,

Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnicity, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer.

The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Robert Guillen, Superintendent
161 West Williams St., Banning, CA 92220
(951) 922-0227

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety Plan, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Intimidation, Bullying, Pupil Fees, Civil Rights Guarantees that receive state or federal financial assistance, Williams Settlement issues, School Safety Plan, Safe Place to Learn, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 49010-49013, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations.

Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Complainants are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- American Civil Liberties Act 504 – Office of Civil Rights
- Child Abuse – Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services – U.S. Secretary of Agriculture
- Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.
- General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138;34 CFR 300.510-511, 300.513; E.C. 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. Complaints may also be filed regarding intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12. [EC 35186, 37254, 52378]

Williams Settlement complaint procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at www.banning.k12.ca.us, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, www.cde.ca.gov/re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of resolution, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.

- The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

MISCELLANEOUS

● School Bus Passenger Safety

Students/parents will receive, upon registration, bus safety rules and expected passenger safety conduct. [EC 39831.5]

● School Safety Plans: Notice to Specified Persons and Entities

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, and disasters. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289]

Before adopting its comprehensive school safety plan, each school site council or school safety planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Each school site council or safety planning committee shall notify, in writing, specified persons and entities including the local mayor, a representative of the local employee school organization, representatives of parent organizations including the parent teacher association and parent teacher clubs, a representative of each teacher organization at the school site, a representative of the student body government, and all other persons that have indicated they want to be notified. Each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with the requirement to develop a comprehensive school site safety plan. [EC 35294.6, 35294.8, 35294.8(c)]

● Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

● Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities

this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by June 30 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at www.banning.k12.ca.us, under Maintenance and Operations.

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

<u>Product</u>	<u>Active Ingredient(s)</u>
Niban Granular Bait	Orthoboric acid 5%
Dragnet	Permethrin
Demand CS	Lambda-Cyhalothrin
Tempo SC	Cyfluthrin
CB-80	Pyrethrins, Piperonyl butoxide
Cy-Kick	Cyfluthrin
Delta Dust	Deltamethrin
Final Bait Box	Brodifacoum
Wasp Freeze	Pyrethrin / Allethrin
Maxforce Gel	Fipronil
Maxforce Granular Bait	Hydramethylnon
D-Force	Deltamethrin
Precor 2000	S-Methoprene, Permethrin
Round-Up	Isopropylamine Salt of Glyphosate
Ranger Pro	Glyphosate, Isopropylamine salt
Weed-B-Gone	2,4-D, Dimethylamine Salt; Dicamba, Dimethylamine Salt
Turflon Ester	Triclopyr Butoxyethyl Ester
Catch Master	Boric Acid

● Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [EC 48209.13, FERPA, 34 CFR Section 99.7(b)]

ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL NOTIFICATION OF PARENTS'/ STUDENTS' RIGHTS FOR 2015-16 SCHOOL YEAR

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protection regarding:

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

DO NOT RELEASE DIRECTORY INFORMATION 2015-16 SCHOOL YEAR

If you **DO NOT** wish directory information released, please sign below and return to the school office. (Otherwise, leave blank). Note that this will prohibit the District from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

PHOTOGRAPHS, FILMS, SLIDES, INTERNET, VIDEO and AUDIO TAPE RECORDINGS RELEASE 2015-16 SCHOOL YEAR

Banning Unified School District requests permission to reproduce, through audio or visual means, activities related to this student's educational program. Note that signing this will prohibit the District from including your student in any video project that may be produced throughout the school year (*yearbook excluded*). Please mark the box below, fill out the information, and sign the appropriate line.

I **DO NOT** wish for my student's image to be reproduced through audio or visual means.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

PERMISSION/OBJECTION TO INTERNET USE 2015-16 SCHOOL YEAR

I have read the School District Acceptable Use Agreement (AR 4040) and understand its provisions. I accept responsibility for the appropriate use of Banning Unified School District computer resources, which include all computer systems, network systems, Internet and Intranet, website, or other data processing equipment owned by Banning Unified School District, as well as remote computers, or computer systems when used to access the Banning Unified School District computer resources, as outlined in the Acceptable Use Agreement. I understand that use of Banning Unified School District computer resources in violation of the Acceptable Use Agreement may result in student discipline and/or cancellation or restriction of user privileges. I agree to report any use which is in violation of the Acceptable Use Agreement to the appropriate system administrator, Superintendent, or Chief Business Official, as indicated in the Acceptable Use Agreement.

STUDENT'S NAME: _____
(Please Print) *Date*

STUDENT'S SIGNATURE: _____

I **GIVE PERMISSION** for my son/ daughter/ward to access the Internet at his/her school site.

I **OBJECT** to my student having access to the Internet during the 2015-2016 school year. This objection applies to the 2015-2016 school year, and must be specifically renewed at the beginning of each school year.

PARENT/GUARDIAN'S NAME: _____
(Please Print) *Date*

SIGNATURE: _____ PHONE: _____

July 2015 Julio

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

October 2015 Octubre

S	M	T	W	T	F	S
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				3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016 Enero

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2016 Abril

S	M	T	W	T	F	S
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August 2015 Agosto

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30	31					

November 2015 Noviembre

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29	30					

February 2016 Febrero

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27	28	29				

May 2016 Mayo

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30	31					

September 2015 Septiembre

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2015 Diciembre

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2016 Marzo

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2016 Junio

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

LEGEND — CLAVE

FIRST/LAST DAY OF SCHOOL		PRIMER/ÚLTIMO DÍA ESCOLAR	ELEMENTARY MINIMUM DAY		DÍA MÍNIMO PRIMARIAS	END OF TRIMESTER		FIN DEL TRIMESTRE
SCHOOL HOLIDAYS		FESTIVOS ESCOLARES	SECONDARY MINIMUM DAY		DÍA MÍNIMO SECUNDARIAS	FIN DEL SEMESTRE		FIN DEL SEMESTRE
DISTRICT STAR TESTING WINDOW		PERIODO DE PRUEBAS STAR	MINIMUM DAY STUDENTS & STAFF		DÍA MÍNIMO PERSONAL Y ESTUDIANTES			

Approved 6/30/2015 Aprobado

IMPORTANT DATES FECHAS IMPORTANTES

All Teachers Return	8/3/2015	Todos los Maestros regresan
First Day of School	8/10/2015	Primer Día de Escuela
1st Trimester Ends	10/30/2015	Fin de 1er Trimestre
1st Semester Ends	12/19/2015	Fin de 1er Semestre
2nd Trimester Ends	2/24/2016	Fin de 3rd Cuatro
2nd Semester Ends	5/28/2016	Fin de 2nd Semestre
Last Day of School	5/26/2016	Ultimo día de Escuela
Last Teacher Work Day	5/27/2016	Ultimo día de Maestros Trabajan
Secondary Testing	12/15-17/2015	Pruebas Secundarias
(Seniors only)	5/17-19/2016	(Seniors sólo)
	5/24-26/2016	
Advanced Placement Testing	5/2-13/2016	Exámenes de Colocación Avanzada

TESTING WINDOW PERIODO DE PRUEBAS

CAASP, SBAC, CAA	CAASP, SBAC, CAA
(Grades 3-8 only)	(Grados 3-8 sólo)
(Grade 11 only)	(Grado 11 sólo)
CST, CMA, CAA	CST, CMA, CAA

MINIMUM DAYS DÍAS MÍNIMOS

Elementary	TBD	Primarias
Secondary	TBD	Secundarias
All Students & staff	12/18/2015	Estudiantes y maestros
	3/24/2016	
	5/26/2016	

HOLIDAYS & BREAKS FESTIVOS Y RECESOS

Independence Day Observed	7/3/2015	Día de la Independencia
Labor Day	9/7/2015	Día del Trabajadores
Veterans' Day Observed	11/11/2015	Día de los Veteranos
Thanksgiving Break	11/23-27/2015	Receso del Acción de Gracias
Winter Break	12/21/2015 - 1/1/2016	Receso de Invierno
Martin L. King Jr. Day	1/18/2016	Día de Martin Luther King Jr.
Washington's Birthday Observed	2/15/2016	Día de Washington Observado
Lincoln's Birthday Observed	2/19/2016	Día de Lincoln Observado
Presidents' Week Recess	2/15-19/2016	Receso del Presidentes
Spring Break	3/25 - 4/1/2016	Receso de Primavera
Memorial Day Holiday Observed	5/30/2016	Receso del Día Conmemorativo

MISSION STATEMENT

"Enlightening Young Minds"

The mission of the Banning Unified School District, as an educational community, is to improve academic achievement, provide a safe school environment, and maintain a positive school climate to produce life long learners and cultivate productive citizens.

DECLARACIÓN DE PROPÓSITO

"Éclairer jeunes esprits"

El propósito del Distrito Escolar Unificado de Banning, siendo una comunidad educativa, es el mejorar el logro académico, proveer un ambiente escolar seguro y mantener un clima escolar positivo para producir estudiantes de por vida y cultivar ciudadanos productivos.