

Beverly Hills Unified School District

Annual Notification of Parent or Guardian



Rights and Responsibilities Handbook

2018 - 2019

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INTRODUCTION

The Beverly Hills Unified School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review. This handbook is updated periodically and the most current edition will always be on the District website.

INSTRUCTIONAL PROGRAMS

Curriculum

Parents/guardians are highly encouraged to attend Back to School Night and Parent Conferences.

During Back to School Night, teachers outline the year's curriculum, instructional goals, review grading policies, and discuss behavioral expectations. All courses for grades 7-12 are described in the teachers' syllabi. Parents/guardians can also access State Standards at: www.cde.ca.gov/be/st/ss/.

Parents/guardians can examine copies of the student texts provided to their students as well as observe classes (per visitation rules) in which their student is enrolled. EC 49092.10 and 51101(a) (1) (8)

Availability of Prospectus

Each school annually compiles a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. EC 49063 and 49091.14

Academic Integrity

The Board of Education believes that personal integrity is an essential component to achievement. Students will reach their full potential only by being honest with themselves and with others. The Board of Education expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can be successful as a result of their own efforts. The Board of Education expects that students will not cheat, either for personal gain or for the gain of others. (BP 5124.1)

Academic Performance

The Board of Education expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Parents/guardians have the right to receive academic performance standards, proficiencies, or skills their student is expected to accomplish. Parents/guardians will be notified of their rights to consult with school personnel if their student is identified as being at risk for retention, performing below standards, or retained as an (K-8) student, and their right to appeal such decisions. The final determination rests with the Principal as advised by the teacher(s) of record (K-8). EC 48070.5, BP/AR 5123). Promotion for students in grades 9-12 is determined by the amount of credits earned.

Availability of State Funds to Cover Cost of Fees of Exam (EC § 52244 and EC § 48980(k))

Pupils enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact the counselor at the school for specific information.

Academic & Career Counseling

Educational counseling includes academic, career and vocational counseling for students.

Parents/guardians have the right to participate in the immediate and long range planning sessions when guidance is offered to students. (EC 49600) Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Requirement for Graduation from Beverly Hills High School - BP6146.1

Course Requirements

To obtain a diploma of graduation from high school, students shall complete at least the following courses in grades 9 through 12, which meet or exceed Education Code 51225.3 requirements and meet or exceed the University of California course requirements, with each course being one year unless otherwise specified: (Education Code 51225.3)

1. Earn 235 semester credits in grades 9-12 for the class of 2016-17; 230 semester credits in grades 9-12 for the class of 2018-19; 235 semester credits in grades 9-12 for the class of 2020 and beyond

2. English (40 Semester Credits in Grades 9-12)

English 9th grade	10 Semester Credits
English 10th grade	10 Semester Credits
English 11th grade	10 Semester Credits
English 12th grade	10 Semester Credits

May include ELD classes (Level 3 & 4)

3. Mathematics (30 Semester Credits in Grades 9-12, and the completion of Algebra, Geometry, and a third year of University of California Mathematics (c) approved Mathematics)

In alignment with Education Code 51224.5 students graduating in 2004 and beyond must complete coursework in grades 7-12 that meets or exceeds State Academic Content Standards for Algebra I. If any student completes coursework in grades 7 through 12 that meets or exceeds state academic content standards for Algebra, those courses shall apply toward satisfying this mathematics requirement. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

4. History/Social Science (30 Semester Credits for Grades 9-12)

9th or 10th Grade	World History/Geography	10 Semester Credits
11th Grade	U.S. History	10 Semester Credits
12th Grade	U.S. Government	5 Semester Credits
12th Grade	Economics	5 Semester Credits

May include EL World History/U.S. History 20 Semester Credits

5. Science (25 Semester Credits in Grades 9-12)

Biological lab Science	10 Semester Credits
Physical lab Science	10 Semester Credits
Health	5 Semester Credits

6. Physical Education (20 Semester Credits in Grade 9 and Grades 10-12). Passing of 5/6 California

Physical Fitness Standards by the completion of grade 10 Physical Education

9th Grade Physical Education	10 Semester Credits
10th -12th Grade Physical Education	10 Semester Credits

Elective opportunities in physical education may be provided for interested students in grades 11 and 12.

7. Foreign Language (20 Semester Credits in Grades 9-12) One year of foreign language equivalent credit from middle grades may be applied toward this requirement.

8. Visual or Performing Arts (10 Semester Credits in Grades 9-12 of the same course)

9. Elective Requirement (55 Semester Credits in Grades 9-12)

10. Senior Plan (5 credits)

All Beverly Hills High School students will be guided by administration and counseling staff to complete the Beverly Hills High School Four Year/College and Career Plan. Students will complete the 5 credit requirement by attending counseling meetings and workshops that prepare students for a college or specialty school/program application upon graduation.

Foster youth exemption from local graduation requirements - EC 48853, 49069, and 51225.2

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

College Admission Requirements & Higher Education Information

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.cccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

Cal Grant Program – EC 69432.9

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants. In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students' GPA will be sent to CASC. Speak with your 12th grade student's counselor for more details.

Home Instruction/ Temporary Disabilities

Temporary Disabilities Individual Instruction (EC 48206.3, 48207 and 48208) A student who is unable to attend regular day classes due to a temporary disability that places him/her in a residential health facility shall receive individual instruction by the district in which the child is temporarily residing. The location of the hospital or health facility is considered the child's place of residence during his/her stay there. Parents are responsible to notify the District where the child is temporarily residing of his/her presence. Independent Home/Hospital Instruction for Pupils with Temporary Disabilities (EC 48206.3 and EC 48980 (b)) Home teaching ("individual instruction") shall be provided to students with a temporary disabilities which makes attendance in the regular day classes or alternative education program in which pupils are enrolled impossible or inadvisable. The services shall be provided to pupils who are predicted to be absent in excess of ten consecutive instructional days. A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable, may receive individualized instruction provided in the pupil's home for fives per week. Please contact the Student Services Department for further information. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Independent Study

A short-term Independent Study contract is a voluntary alternative to a regular classroom program of instruction when a student is absent from school for not less than five (5) and not more than ten (10) consecutive school days. (BP/AR 6158)

No Independent Study contracts will be issued for the first 20 days, the last 20 days of the school year, or during state testing times.

Schools are not obligated to provide students with an Independent Study contract. The availability of an Independent Study contract must be agreed upon by mutual consent of the Principal, teacher, parent/guardian, and student. Students should only be placed on Independent Study if the student can successfully accomplish their academics. (EC 51745(a) and 51747 (c)(7)) Blank Independent Study Contracts are available from the principal.

Requests for Independent Study contracts must be given to the teacher(s) at least 10 school days prior to the first day of the absence (in the event of an emergency, contact the Principal).

A written Independent Study contract must be completed, signed and dated for each participating student prior to the starting date of the Independent Study. The contract must contain all the components prescribed by law.

Each student's Independent Study contract shall be coordinated, evaluated and carried out under the general supervision of a certificated teacher.

All assigned work is due on the day upon which the student is scheduled to return to the classroom and shall be graded by appropriately credentialed teachers.

No individual with disabilities, as defined in Education Code 56026, may participate in Independent Study unless his/her Individualized Education Program (IEP) specifically provides for such participation. (EC 51745 (c))

Notice of Alternative Schools

The District currently offers alternative programs as authorized by state law. The Board of Education, Superintendent, or designee may assign students to an alternative program for poor academic performance or behavior or by mutual consent with the parent for lack of academic achievement. (EC 48432.5, 48637, 58500; BP 5114.7, 5114.8)

Alternative programs are designed to provide support and strategies for students needing specialized placements.

Continuation School is for students 16 years old and above.

Student Study Team

A Student Study Team (SST) is a school-based, problem-solving group whose purpose is to improve student success and provide assistance and support in the areas of instruction and behavior management to parents/guardians, students and teachers. The SST may include the parent/guardian, student, principal or other administrator, counselor, classroom or special education teachers, and/or school psychologist. Contact your student's school for additional information.

Section 504

Section 504 of the Rehabilitation Act of 1973, is a U.S. federal civil rights protection for people with disabilities; it took effect in May 1977. According to this law, individuals with Disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities, where major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. A parent/guardian who believes that their student may have a disability under Section 504 may contact the Principal of the school to arrange for a Student Study Team Review Meeting. The Student Study Team will evaluate the student's needs and may then recommend an assessment for support and services as appropriate under Section 504. The parent/guardian will be invited to participate in the 504 meeting and will be given an opportunity to examine all relevant records. The Principal, regular education teaching staff and staff designated as the 504 Team are responsible for assessing, implementing, reviewing and modifying the 504 Plan. Concerns regarding students with a 504 Plan are addressed first at the site level with the 504 Team and the Principal. Any further concerns regarding this process or its outcome should be referred to the Director of Student Services at (310) 551-510 x2387. (EC 56301; BP/AR 6170)

Special Education

In accordance with Federal and State law, Special Education programs and services are provided to students with identified disabilities which adversely impact the student's educational program. Eligible students are provided a Free and Appropriate Public Educational Program (FAPE) in the "least restrictive environment" (L.R.E.). Services are recommended for identified individuals from birth through the age of 21, who are eligible, with one of the following disabling conditions:

- Autism
- Deaf
- Deaf Blind
- Emotionally Disturbed
- Hearing Impaired
- Intellectual Disability
- Multiple Disabilities
- Orthopedically Impaired
- Other Health Impaired
- Specific Learning Disability
- Speech Delays/Language Disability
- Traumatic Brain Injury
- Visually Impaired
- Established Medical Disability (3-5 years only)

How is My Child Referred to Special Education?

A parent/guardian who believes that their student may have a disabling condition which may require Special Education programs and services, can make a referral in the following manner:

For children between the ages of birth to five, contact the Special Education Department at (310) 551-5100 x2312.

For students enrolled in Beverly Hills Unified School District:

Grades K-8 Contact your elementary school Principal for a referral to the Student Study Team.

Grades 9-12 Contact the school psychologist or administrator at your student's school for a referral to the Student Study Team.

Assessment, Eligibility and Services

If an assessment is warranted, the school's multidisciplinary team will assess the student's needs and determine eligibility in accordance with Federal and State criteria. If the student is eligible, specialized academic instruction, appropriate special education accommodations, modifications and services will be offered as outlined in the student's Individual Education Plan (IEP).

If a student is not identified as having a disability under Federal and State law, the IEP team will suggest interventions and strategies that can be utilized to address student needs. IEP team members may also decide to refer the student back to the SST for further interventions, or suggest that parents contact outside agencies and/or services. Under Federal and State law, parents/guardians have specific rights once the assessment plan is signed.

Procedural Safeguards for Special Education

Compliance issues can be resolved at the District level by contacting the Director of Special Education at (310) 551-5100 x2312. Compliance issues not resolved at the District level may be addressed to the California Department of Education, Special Education Division, Procedural Safeguards, Referral Services, 1430 N Street, Suite 2401, Sacramento, CA 95814. The telephone number is (800) 926-0648.

For more information, please log onto

http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31992&type=d&pREC_ID=27612

Promotion/ Retention of Pupils (EC 48070.5 (e) and Board Policy 5048)

Students who are not making reasonable academic progress, as measured by appropriate skill acquisition for that grade level or by achieving at a rate at least equal to the previous year's progress shall be retained. Students participating in categorical programs designed to accommodate specialized needs e.g. those 1) identified as handicapped and placed in Special Education, or 2) designated as Non-English Proficient (NEP), will not be retained. Parents will be notified as soon as possible when a student is identified as being at risk of being retained at the end of the school year. Parents will be notified of the before school, after school, and/or summer academic prevention/intervention opportunities available for their child. More specific information is available from the school.

Notice of Grade Change Appeals Process

Parents have a right to request a change of a pupil's grade on the following grounds (Education Code §49070):

1. Mistake
2. Fraud
3. Bad faith and/or
4. Incompetency in assigning the grade

When grades are earned for any course of instruction taught in the public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher. The next step, if not resolved with the teacher, is a written request to the principal. The final step is a written request to the Local District Superintendent or designated administrator. A positive partnership between parent/guardians, teachers, administrators and support staff is essential to the education process. At each step, the parent has the right to present information in support of the request. Please see below for forms.

****It is also important to note the marks for work habits and cooperation shall not be deemed as grades.**

Timelines and Procedures

1. The parent/guardian shall attempt to resolve concerns through verbal communication with the teacher or the teacher's immediate supervisor. The teacher's supervisor shall refer the complaint to the teacher first. (AR 5125.3)
2. The teacher's immediate supervisor may meet with the teacher to discuss the concern or complaint in a non-investigatory manner.
3. If the complaint is not resolved, the parent/guardian shall make the complaint in writing on the Grade Appeals Form and given to the teacher's immediate supervisor no later than thirty (30) calendar days after the parent/guardian's student leaves the affected class.
 - a. The teacher shall receive notification and a copy of the written Appeals Form within five (5) school days from the date their supervisor received the written complaint. (BEA Contract, Article XIII)
 - b. The teacher and supervisor shall meet and discuss the concern or complaint and shall conduct a thorough, impartial investigation of the matter. The teacher shall have the right to meet with the parent/guardian.
 - c. If the issue is not resolved within five (5) days after the conference, a summary of the complaint, the factual investigation and the action taken, shall be prepared by the supervisor and provided to the teacher. Receipt of the investigation and accompanying materials shall be acknowledged in writing by the teacher.
 - d. This acknowledgment signifies the receipt of the summary only, not necessarily agreement of findings.
4. The teacher shall have five (5) school days to furnish a written response.
5. Within thirty (30) day of the receipt of the parent/guardian's written Grade Appeals Form, the principal shall meet with the parent/guardian and the teacher who recorded the information in question. The principal shall then sustain or deny the allegations in writing using the Grade Appeal Findings Form. (EC 49070)

6. If the thorough, impartial investigation determines that the allegations are unfounded, the complaint shall be disregarded and shall not be a matter of record.

Appeals Process

If the allegations of the parent/guardian are denied, the parent/guardian may within thirty (30) days submit a written appeal to the Board of Education. (Use the Final Grades Appeal Form below)

1. Within thirty (30) of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the teacher (if still employed) who recorded the information in question. (AR 5125.3)
2. The Board shall then decide whether to sustain or deny the allegations. The parent will be notified in writing.
3. If it sustains any or all of the allegations, the Superintendent shall immediately correct or remove and destroy the information from the student's record.
4. If the decision of the Board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become part of the student's record.
5. The decision of the Board of Education shall be final. (EC 49070)

School Accountability Report Card

Each year, all schools are required to issue a School Accountability Report Card (SARC) that shares with the community the programs and successes of the school including information about expenditures, discipline, attendance, and student performance. This information is posted on the District's and school site's web pages. (EC 33126, 35256, 35258, 41409.3)

Placement in Mathematics Courses for Pupils Entering Grades 5 through 9

The purpose of the policy is to create a fair, objective, and transparent protocol that serves pupils who are transitioning between elementary and middle school and middle school and high school. Beginning of the 2016-17 school year, the District will implement the requirements of the California Mathematics Placement Act of 2015 to accurately evaluate and place students in appropriate mathematics courses. The District will take into consideration the following multiple objective academic measures of pupil performance: Teacher recommendation based upon classroom assessments and grades. Results from a diagnostic assessment within the first four weeks of school to ensure accurate pupil placement and permit re-evaluation of individual pupil progress. End of the course final, summative assessment grade measuring student mastery on state-adopted standards demonstrating advanced understanding, and demonstrating sufficient preparation for the next in sequence mathematics course. Final math grade on the end of the year official report card. Standardized statewide mathematics assessment score, CAASPP performance data. For pupils receiving special education services, the final mathematics placement will be determined by the pupil's IEP team. For pupils who transfer into the District after the school year begins, the above criteria will be applied within the first four weeks of school.

Exemptions for Students in Grades 5 through 8 Performing Above Grade Level

For students in grades 5 through 8, parents/guardians will receive communication from site administration informing them of the opportunity to take mathematics placement assessment(s), qualifying them for placement in mathematics courses above grade level. Data from the above-mentioned assessment(s) will determine mathematics placement for these pupils.

Public Reporting of Students' Mathematics Performance, Grades 5 through 8

Pursuant to Section 51224.7 of the Education Code, site administration will report annually to the Office of Superintendent on the aggregate pupil placement data, demonstrating that all students are appropriately and fairly placed in mathematics courses based upon the multiple objective performance measures listed above.

Parent/Guardian and Pupil Recourse for Challenging Mathematics Placement

The District acknowledges the need to offer clear and timely recourse for each pupil and his/her parent(s) or legal guardian(s) who question the pupil's placement. The District enumerates the following

remedial steps: 1. Parent/Guardian may make a request that site administration present the outcomes from the objective multiple performance measures listed above. 2. Parent/Guardian may formally request that the student retake the end of the course final, summative assessment. Parent/Guardian may request reconsideration of mathematics placement based upon this data. 3. Parent/Guardian may sign a waiver requesting that the pupil be placed in the next in sequence course in Grade 9, against the professional recommendation of site administration, acknowledging and accepting responsibility of this placement.

Comprehensive Sexual Health and HIV/AIDS Prevention Education – EC 51938

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

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

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants.
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker
6. Parents will be notified in writing prior to any instruction or class or portion of a class being conducted in which human reproductive organs and their functions or processes are described, illustrated, or discussed. The parent or guardian will be notified in writing of the opportunity to review any written or audiovisual materials used in the instruction, at reasonable times and places, prior to holding the class. Parents may request in writing that their child not attend the instruction or class. This section does not apply to words or pictures in any textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene or health.

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

EC 51513 requires schools to obtain active consent when conducting surveys of student beliefs or practices. However, EC 51938(b) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.

Surveys Regarding Health Behaviors

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Note: EC 51513 requires schools to obtain active consent when conducting surveys of student beliefs or practices. However, EC 51938(b) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12. EC 51513. Surveys are usually administered in February or March.

California High School Proficiency Exam

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

Annual Notification, Counseling (EC 51229)

Requires school districts to provide annual notification to parents or guardians of students in grades 9 to 12 that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors. Please visit the BHHS Counseling website to learn more:

http://bhhs.bhusd.org/apps/pages/index.jsp?uREC_ID=10626&type=d&pREC_ID=296804

Career Technical Education Course

Requires a school district that elects to allow a career technical course to satisfy the graduation requirement imposed by EC 51225.3(a)(1)(E) to provide the following notifications:

Information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California. The BHHS Norman Guide has more information. EC 48980(m)

California Assessment of Student Performance and Progress (CAASPP): An indicator of progress toward career and college readiness

California's new academic standards – the things we want students to know and be able to do – are designed so students graduate ready for college and a career. One way we measure their progress is through computer-based assessments, which students in grades 3-8 and 11 take each spring. These tests were created specifically to gauge each student's performance in mathematics and English language arts/literacy as they develop – grade by grade – the skills called for by the standards, including the ability to write clearly, think critically and solve problems. Teachers, business leaders and public colleges and universities all support these long-term learning goals, because they reflect what students need to be prepared for the career and college experiences that await them. Education Code and California Code of Regulations requires, among other things, that on an annual basis school districts inform parents of (1) their student's participation in the CAASPP; and, (2) that any written request to excuse his/her child from the CAASPP shall be granted.

English Immersion Program – EC 310, 5 CCR 11309

English Learner students are evaluated and enrolled in a structured English immersion program or a mainstream English program as appropriate to their needs. Parents are annually notified of placement and an opportunity to apply for a parental exception waiver. More information can be accessed at http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31992&type=d&pREC_ID=531565

GATE Program – 5 CCR 3831

Requires the school district to develop a written plan for the GATE program which shall be available for public inspection. Plan to include: 1) the rationale for the purposes of the program, including the general goals and specific objectives which pupils are expected to achieve; 2) rationale for the district's method of identification of gifted and talented pupils; 3) where appropriate, procedure for the consideration of the identification and placement of a pupil who was identified as gifted or talented in the district from which the pupil transferred; 4) the services to be rendered and the activities to be included for pupils participating in special day classes, receiving special services, or participating in special activities for an amount of time as specified in Education Code Section 52206; 5) plan for evaluating the various components of the program; 6) procedures for modifying the district gifted and talented program on the basis of the annual review; 7) staff development plan based upon a needs assessment which includes specification of requisite competencies of teachers and supervisory personnel; 8) procedures for ensuring continuous parent participation in recommending policy for planning, evaluating, and implementing the district program; 9) procedure to inform parents of a pupil's participation or nonparticipation in the gifted and talented program; and 10) an objective related budget. (http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31992&type=d&pREC_ID=30102)

Title I – 20 USC 6311, 34 CFR 200.61

Requires the school district, at the beginning of each school year, to notify the parents of each student attending any school receiving Title I funds that they may request, and the district will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a school that receives Title I funds shall provide to each individual parent information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Counseling Services – Mental Health Support

High School Counseling Services

The NormanAid Center provides confidential mental health services such as intervention counseling, peer counseling, conflict mediation, self-help library, Maple Center Counseling, Normanonymous, and the Student Support Blog. If you would like to speak with someone, stop by Room 288 to make an appointment or contact Mrs. Norman-Franks.

Visiting the NormanAid Center

Students need to obtain permission from their teachers in order to receive services at the NormanAid Center. Students are welcome to drop in during lunchtime. Though drop-in counseling is sometimes available, it is recommended that students make an appointment.

Intervention Counselor Mrs. Norman-Franks

Mrs. Norman-Franks supervises and oversees the services at the NormanAid Center. Students are able to meet with Mrs. Norman-Franks on a short-term basis to assess how to best support the student. Mrs. Norman-Franks makes referrals to the various counselors working at the NormanAid Center as well as to outside agencies. Mrs. Norman-Franks may be contacted directly by email at anorman@bhusd.org, by phone at (310) 551-5100 ext. 8717, or by leaving a note for her at the NormanAid Center.

**NormanAid Student Support Center is located in Room 288

Take advantage of the programs and resources we have for you!

The Maple Counseling Center

The Maple Counseling Center has contracted with the Beverly Hills School District to provide counseling services to students on-site at Beverly Hills High School. Maple counselors see students for a multitude of issues including school stress, time management/study skills, peer pressure, self-esteem issues, family or friend relationships concerns, depression, and/or anxiety, just to name a few.

Norman Aid Student Guidebook

Please take the time to review the Student Guidebook created by the NormanAid Center for more information and resources about BHHS, being successful in school, friendships, and more. Handbooks can be found at the NormanAid Center and are available on the BHHS website at <http://www.bhhs.bhusd.org>.

Sexual Bias (EC 221.5)

Students may select and attend classes commencing in grade 7, including nonacademic and electives, without regard to sex and are to be counseled toward career choices based on interest and ability and not sex. Additionally, parents may participate in counseling sessions and decisions regarding their child.

Counseling Services (K-8)

1. Individual counseling is a component of the school counselor's role. Students are seen for emotional, behavioral and academic concerns. Referrals are typically given to the counselor from the teacher, parent or self-referrals made by students. Students are seen on a weekly basis and sometimes are seen in groups depending on the issue that arises.

Students at risk meet with the school counselor due to low grades on their progress reports and report cards. Parents and students meet with the counselor or with the assistant principal to help set goals for academic achievement.

2. The Student Study Team is a part of the school counselor's role in helping with academic and behavioral difficulties. The team meets on a regular basis to help identify ways to help students with their success at school.

3. Testing is another aspect of the school counselor with regards to GATE and SBAC testing. GATE testing is administered in the fall and in the spring. Students are tested in a group while others are tested on an individual basis. SBAC testing is coordinated with the assistant principal and is conducted in the spring semester. Results are analyzed and data is compiled in order to better meet the needs of the students.

3. Classroom lessons are provided by the school counselor to primary and intermediate grades. The school counselor teaches lessons on the district's character education themes as well as playground topics, and grade level situations that may arise in a school day.

4. The 4th and 5th Grade Conflict Manager Program is coordinated by the school counselor who oversees the program. The program begins in the fall with an application and interview process in which 30-35 students are chosen. The students are then trained to help students in grades K-3 solve their friendship difficulties on the playground. The program has been in effect for 10 years and is a success with the primary students.

SCHOOL ATTENDANCE

Avoiding Absences, Written Excuses

Beverly Hills Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

Key Concepts about Why Good Attendance Matters

- Good attendance helps children do well in school and eventually in the workplace.
- Excused and unexcused absences quickly add up to too much time lost in the classroom, starting in kindergarten and even pre-k, especially for the most vulnerable populations. – students fall behind in social and academic readiness skills, often resulting in literacy issues by grade 3.
- Students are at risk academically if they miss 10 percent of the school year, or about 18 days. Chronic absence, or missing 10 percent or more of the school year, does not just affect the students who miss school – their peers miss the interactions and group activity contributions.
- Educators and families need to monitor how many days each student misses school for any reason – excused, unexcused or suspensions – to intervene early.
- Reducing chronic absence can help close the achievement gap.

Mandatory Attendance

Each person between the age of 6 and 18, who has not been officially exempted from school, must be enrolled and attend school full time. (EC 48200; 48400 et seq.)

Parent/Guardian Responsibilities

It is the obligation of the parent/guardian to compel the attendance of their student at school. Any parent/ guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution. (EC 48260.5)

Truancy

Any student who is absent a full school day, or tardy or absent for more than any 30 minute period during a school day without a valid excuse, or any combination, thereof on three occasions, will be classified as a truant. (EC 48260) The student's parent/guardian will be sent a truancy letter.

Any student who has once been reported as a truant and who is again tardy or absent during a school day without a valid excuse on one or more occasions, shall be again reported as a truant. (EC 48261) The student's parent/guardian will be sent additional truancy letter(s), and the school administrator will request a conference to address the attendance problem.

Any student who has been reported as a truant three or more times in a school year is deemed a habitual truant. (EC 48262) The student's parent/guardian will receive a Habitual Truant letter, and shall

be referred to the School Attendance Review Team (SART). If truancy issues continue, the parent/guardian will be referred to the School Attendance Review Board (SARB).

School Attendance Review Board (SARB)

SARB is composed of representatives from the District, law enforcement, probation, the District Attorney, and various community based and youth service agencies. Members work collaboratively to diagnose the problem and develop a plan to get the student back to school. Failure to meet with SARB or follow its directives can result in a referral to Juvenile Probation for truancy mediation, or the District Attorney's office for prosecution. (EC 48263 and 48263.5)

Notification of Absences

If a student is absent, the parent/guardian is to call the school the same day as the absence. If the school does not receive a call or note from the parent/guardian, the school will attempt to make contact. When the student returns to school, a valid explanation verifying the reason for the absence must be provided by the parent/guardian. (BP/AR 5113, CCR 306)

Excused Absences (EC48205)

A parent/guardian's knowledge and/or approval of a student's absence without a valid excuse, does not excuse the absence. To be recognized as a legally valid excuse as defined by Education Code section 48205 and/or other provisions of law, a student's absence from school must be:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family (as defined in AR 5113), so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent. BHUSD AR5113 states that a physician's note is always required after 14 cumulative days of illness.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion (cannot exceed four days per month / EC46014), attendance at religious retreats (cannot exceed four (4) hours per semester), or attendance at an employment conference, when the student's absence has been requested in writing by the parent/guardian in advance and approved by the Principal in advance.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

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

Absence for Confidential Medical Service (EC 46010.1) A November 2004, California Attorney General Opinion concludes that a district may not notify a parent when a student leaves school to obtain confidential medical services, nor may a district require a student obtain written parental consent prior to releasing student from school to receive confidential medical services.

Tardiness

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

Truancy Definitions

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a “chronic truant”. Unexcused absences are all absences that do not fall within EC 48205. Excused absences are described above. EC 48260, 48262 and 48263.6

Arrest of Truants/School Attendance Review Boards

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB). EC 48263 and 48264

Chronic Absenteeism

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement. As part of the new State accountability system, a school’s academic performance ranking will be penalized for high rates of chronic absenteeism. EC 60901

Attendance Options/Permits

EC 48980(h): Requires the annual notification to advise parents or guardians of all existing statutory attendance options and local attendance options available in the school district, including all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. Notification to include a description of all options, a description of the procedure for application to alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. Notification to also include an explanation of the existing statutory attendance options including, but not limited to, those available under EC 35160.5, 46600 et seq., 48204(b), 48300 et seq, and 48350 et seq.

Residency Requirements

Provides that a pupil complies with a school district’s residency requirements in instances where the pupil’s parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week. By requiring a school district to allow those

pupils to attend a public school within the school district, thereby increasing the duties of a school district, imposes a state-mandated local program. EC 48204

Residency

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. EC 48200 and 48204

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

Intra-district Transfer (EC 35160.5(b)) Students are expected to attend the school serving the attendance zone in which they reside. However, parents residing in the district may choose a different school within the district, providing Board established rules and procedures are followed to request the change, space is available and/or verifiable special circumstances exist. Information on each school within the District is provided on the District website. Transportation to any other school is the responsibility of the parent. Applications materials will be available by February 1st and must be received by May 31st. For further information please contact the Child Welfare and Attendance Office at 310.551.5100 ext. 2250.

Inter-district Attendance

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

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter-district attendance agreement. EC 46600 et seq

Residency Verification

Verification of Identity of parent, caregiver, licensed foster agency or group home representative, or California Superior Court-appointed legal guardian; ONE of the following:

1. A Driver's License (any photo driver's license or CA ID Card is permitted) or A passport with photo ID
If an agent or representative of social services or foster care agency, appropriate identification.

Verification of Residence of parent, caregiver, licensed foster agency or group home.

Representative, or California Superior Court-appointed legal guardian:

2. A current lease/rental agreement listing all the occupants, including but not limited to all school aged children residing in the property, ora current Los Angeles County Property Tax Bill, Mortgage Statement or grant deed in the legal guardian's name showing residence property address, and a Current Southern California Edison bill (both parts, top & bottom, in English) or verification of electrical service connection reflecting name and address at the location provided above.*

3. Present two additional forms of residency verification reflecting name and address at the location provided above:

- Current Gas bill (both parts, top & bottom, in English) or verification of gas service
- Current Cable Bill/Phone Bill (both parts, top & bottom, in English) connection.*
- Current Income Tax Documents (from the IRS, State, and/or County)
- Current Water (both parts, top & bottom, in English) or verification of water service connection.*
- Current Waste Management Bill (both parts, top & bottom, in English)
- Current Payroll Stub (both name and address must appear on payroll stub)
- Current Social Services documents
- A current bank statement or current credit card bill reflecting name and address

**Note: In the event a utility service connection is used as proof of residency, then a utility bill (both parts, in English) must be provided within 45 days to assure continued enrollment.

NEW ENROLLEES PLEASE BRING:

1. Certified Student Birth Certificate or Passport
2. Student's current immunization records
3. Any Previous school student records (i.e. report cards, etc.)
4. Residency Verification Affidavit

http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=32471&type=d&pREC_ID=29478

Homeless and Foster Youth Education (AB 1573)

A pupil may comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

Homeless Youth Education— 42 US 11432, EC 51225.1 and 51225.2

Requires every local education agency to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

1. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).
2. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
3. For more information, contact the Child Welfare & Attendance Office at 310-551-5100x2250.

STUDENT DISCIPLINE

Introduction

We look forward to having you as a member of the Beverly Hills Unified School District community. We care about the students attending our public schools and want them to receive the finest educational opportunities possible. The purpose of this section is to provide you with information to assure you that your Board of Education vigorously supports learning within a framework of academic excellence, discipline, and orderliness. We believe that students in public schools should progress from being adult-directed, with minimal application of disciplinary measures, to being self-directed. We are proud of the students of our school system. They have proven themselves to be good citizens and scholars in the classroom and in the community.

It is important that you, as a parent, are aware of the Board of Education Policy and Procedures, which are followed when disciplinary situations arise. With this awareness, you will also be able to assist in helping your child understand the importance of conducting themselves appropriately. Ultimately, our goal is for your child to enjoy a rich learning experience in the Beverly Hills schools.

General Conduct

The Board of Education believes that every student's character is molded by influences starting with the student's family and including all the institutions that affect the student's life. It is a major purpose of public education to teach, model, and encourage the development of good character in every student in every possible way. The Beverly Hills Unified School District Board of Education recognizes that a quality education includes a fundamental expectation that schools provide an environment that encourages the development of a strong moral anchor in truth, responsibility, and justice.

American public education has historically viewed character development as a foundation of the major mission of successful teaching and learning. The social environments of homes, schools, and communities form values and character. Clear expectations and pride in complying with the norms of the community help shape behavior. Families, schools, and communities have a profound influence on character, ethics, and values in both direct and indirect ways and school communities have a responsibility to teach, demonstrate, and promote ethical behavior. All participants in the education process must work in the partnership to ensure the successful development of the citizens of future generations.

School Rules – EC 35291

At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 35291.

Areas of Responsibility

Board of Education Responsibilities

The Board of Education shall:

1. Hold all school personnel, through the Superintendent, responsible for the control and proper conduct of students while under the legal supervision of the school.
2. Give full support, and mutual cooperation shall be expected of all school personnel in the administration of District policy.

Administrator Responsibilities

The Superintendent shall:

1. Establish procedures to carry out Board of Education discipline policy.

2. Hold all school personnel, students and parents responsible for the Board of Education policy and the conduct of children in the schools of the Beverly Hills Unified School District.
3. Notify the parent/guardian of all students of the availability of the District policy pertaining to student discipline. (EC 35291)

The School Administrator shall:

1. Initiate and enforce a set of school rules to facilitate effective learning and promote attitudes and habits of good citizenship.
2. Communicate the rules for student discipline to the continuing students at the beginning of the fall semester, and to transfer students at the time of their enrollment. (EC35291)
Support classroom teachers in their efforts to promote improved and acceptable behavior of students.
3. Notify parents/guardians of student offenses considered serious by the administrator by telephone, letter or personnel conference.
4. Involve parents, community organizations and other government agencies in obtaining the best behavioral performances by students.
5. Maintain documented records of deviant student behavior as a means of helping in the guidance of the students, as a record for parental conferences, as reference for authorized agencies and for supporting evidence where suspensions or expulsions may become necessary.
6. Cooperate with law enforcement personnel.
7. Always remain cognizant of his legal and professional responsibilities to the District and to the students.
8. Be responsible for administration, management, instructional programs, and operation of the school.

Teachers Responsibilities

The Teachers shall:

1. Conduct well-planned and effective classroom programs.
2. Initiate and enforce sets of classroom regulations and positive behavioral reinforcements that facilitate effective learning.
3. Cooperate with administrators and other classroom teachers to enforce general school rules and appropriate campus behavior.
4. Follow procedures outlined in each school's handbook to handle discipline problems for which he/she is directly responsible.
5. Make prompt referrals when a student's conduct and record indicate that more than routine controls are needed.
6. Remove any student whose behavior seriously disrupts the learning atmosphere of the class, and cooperate with the administrator in his/her effort to promote improved and acceptable behavior of students.

Classified Personnel Responsibilities

The Classified Personnel shall:

Classified Personnel shall be responsible to assist in maintaining student behavior in those areas specifically authorized and assigned by the Superintendent and/or principal, except when health, welfare, safety of others or plant security is jeopardized.

Administrative Procedures

The Board of Education recognizes that each student is an individual and that control and correction of student misconduct must be managed on an individual student basis. The following procedures will be used for disciplinary purposes:

A. Conferences

Misconduct indicates the need for a comprehensive look at the student's behavior to determine possible causes and probable corrective measures.

Conferences may involve some or all of the following people; students, teachers, psychologists, counselors, attendance officers, school administrators, parents, and District Office personnel.

B. Student Study Team

Misconduct of a continuing nature indicates the need for a comprehensive look at the student's behavior to determine possible causes and probable corrective measures. The Student Study Team, which may include some or all of the following people: student, teachers, psychologist, counselors, attendance officer, school administrator, parents, and District Office personnel, will review student behavior, develop and monitor a plan for assistance.

C. Behavior Support Contract

A behavioral contract may be written before or after disciplinary action for any act of misconduct, including no diligence in studies. When this action is taken, the parent will be provided with a copy of the contract. The District encourages use of performance contracts, whereby student/District-determined goals in academic/behavior areas are specifically and expressly stated. Students are held accountable for achievement of these mutually agreed upon goals.

D. Removal from Class

A student who creates a safety hazard in class or commits severe disruptive infractions in class may be suspended from that class after other corrective measures have been attempted by the teacher for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal for appropriate action. (EC 48910).

E. Probation

A student may be placed on probation before or after disciplinary action for any act of misconduct, including no diligence in studies. When this action is taken, parents will be notified in writing.

F. Detention

A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day. ([AR 5144](#))

A student may receive recess restrictions in accordance with AR 5144.

G. Loss of Credit or Removal from Course (High School)

The Beverly Hills Unified School District believes that the school and home are engaged in a partnership to teach the values of integrity, truth, personal accountability, and respect for the rights of others. (See section on Academic Honesty, BP 5040.1)

H. Single Period Truancy

Any comprehensive high school student who has five (5) single period trancies in any one class, per semester, will be referred to an Assistant Principal and referred to the School Attendance Review Board. Extensive communication with students and parents has been built into the procedure.

Exclusion from School

1. The Board of Education may exclude from attendance at regular school classes any child whose physical or mental disability is such as to cause his attendance to be a detriment to the welfare of other students. Ed. Code Section 48211 sets forth the following reasons for exclusions:

- a) When a student displays filthy or vicious habits;
- b) When a student has a contagious or infectious disease;
- c) When a student lacks proper immunization;
- d) When a principal determines that, the continued presence of the child would constitute a clear and present danger to the life, safety, or health of pupils or school personnel.

Parent/Guardian Responsibilities

The Parent/Guardian shall:

Adhere to existing laws governing the conduct and education of their children;

1. Comply with Compulsory Education Laws EC 48200, 48400, 48450, and 48454, which state that:

- a) A person between the ages of 6 and 16 years, not exempted, is subject to compulsory full-time education;
- b) A person between the ages of 16 and 18 years shall attend school in an approved program unless he/she has received a high school diploma or its equivalent;

Be liable for any misconduct resulting in injury or death to any student, or to any persons employed by or volunteering for the School District. The liability of the parent or guardian shall not exceed \$12,500; (EC 48904(a), Civil Code 1714.1)

c) Be liable for any defacement or injury to any real or personal property belonging to the school district or any school employee. The liability of the parent or guardian shall not exceed \$ 12,500; (EC 48904(a), Civil Code 1714.1)

d) Be liable for all property belonging to the school district that is loaned to the student and not returned upon demand of an employee of the District. The liability of the parent or guardian shall not exceed \$12,500; (EC 48904(a), Civil Code 1714.1)

e) Ensure compliance with the Vehicle Code regarding bicycle and automobile regulations in the vicinity of and on school property.

Student Responsibilities

1. Prohibited student conduct includes but is not limited to:
2. Behavior that endangers staff and/or students.
3. Behavior that disrupts the orderly classroom or school environment
4. Harassment of students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
5. Hazing (SB 1454, Chapter 601, Statutes of 2006). Amends CEC § 48900, governing suspension and expulsion, to define hazing by reference to Penal Code § 245.6 which states, "'Hazing' means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events." Conspiring to engage in hazing, participating in hazing, or committing any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any fellow student (EC 32051)
6. Damage to or theft of property belonging to the district, staff or students.
7. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)
8. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
9. Profane, vulgar or abusive language
10. Plagiarism or dishonesty in schoolwork or on tests
11. Inappropriate dress
12. Tardiness and unexcused absence from school
13. Failure to remain on school premises in accordance with school rules
14. Obstructing or disrupting any authorized activity conducted under the authority of the Board of Education or its employees
15. Conducting activities that evidence intent to conflict with school sponsored events or with the proper functioning of the regular school program
16. Using force, violence, threat, intimidation, extortion or coercion to obstruct any school officials in the performance of their duties
17. Preventing a student, teacher or other school authorities from attending a class
18. Obstructing or disrupting the educational program of the school
19. Entering or using in any unauthorized manner any school facilities, including buildings, grounds and equipment
20. Failing to comply with the direction of police or any other law enforcement officers while they are acting in the performance of their duties on the school grounds
21. Smoking, possessing or selling tobacco products on or within any school or district property

- 22. Selling, buying, igniting or possessing fireworks of any kind while under the jurisdiction of the school, including “poppers” or “snappers”
- 21. Unlawfully possessing, using, selling, giving away or otherwise furnishing to another or being under the influence of any controlled substance, as defined in Section 11007, Health and Safety Code, or of any alcoholic beverage or intoxicant of any kind
- 22. Engaging in any form of sexual harassment
- 23. Possessing, selling, or furnishing any firearm, knife, explosive or other dangerous object.

BHUSD Student Responsibility Contract for K-8 Students

As a student in the Beverly Hills Unified School District, I understand that I must meet certain responsibilities and obligations, including, but not limited to the following:

- 1. To remain on campus at all times during the school day and attend all of my classes except for legally excused reasons (illness, medical appointments, bereavement or quarantine). I will leave a classroom only with teacher permission and an authorized hall pass. If I must leave campus during the school day, an authorized adult through the school office will sign me out. I will sign in through the school office upon my return or if, for any reason, I am late to school. Following an absence, I will present a signed absence slip to my homeroom teacher.
- 2. To arrive on time for all classes. Tardiness impacts student performance. Detention will be assigned to Middle School students for tardiness. Repeated detention assignments, or failure to serve detention in a timely manner, may result in additional disciplinary consequences, including suspension from school.
- 3. To follow all school rules and policies at all times, and to follow the verbal directions of all teachers, administrators, and other staff members.
- 4. To behave honestly and ethically at all times. I will not knowingly provide false information to any teacher, administrator, or other staff member. I understand that violating the District Cheating Policy will result in disciplinary consequences. Cheating can include either giving or receiving aid.
- 5. To refrain from leaving trash on the classroom floor or in the halls or cafeteria. I understand that eating is not permitted outside the cafeteria or other designated areas. I understand that if I violate these rules, I may be assigned school service duty.
- 6. To refrain from chewing gum on school grounds. I understand that I may receive detention and/or school service if I am caught chewing gum any time on campus.
- 7. To refrain from wearing attire which bears inappropriate logos or detracts from the academic environment of the school or affects the safety of the individual (hats/caps, sagging pants, hanging belts, short shorts or skirts, low cut necklines, halter tops, spaghetti straps, blouses or pants that expose the stomach or undergarments, etc.). I understand that wearing inappropriate clothing to school may result in my being required to change to more suitable attire. Make-up of any kind is NOT permitted.
- 8. To follow the District’s Acceptable Use Policy on student access to networked information resources. I understand that access will be granted me only if I submit and comply with the permission and agreement forms signed by me and my parents. I agree to act in a considerate and responsible manner while conducting research and communicating with others as related to school assignments. I will abide by the rules of every network that I access. I understand that if I don’t follow the rules associated with the use of telecommunications and electronic information resources, the appropriate disciplinary consequences, including loss of access to the school’s and district’s electronic information resources, as well as suspension from school, may be enforced upon my violation of said rules.
- 9. To refrain from using cellular phones or other electronic devices on campus during the school day. Cell phones may be used ONLY before and after school. During the school day, cell phones are to

- be turned off and kept out of sight. I understand that I bring my cell phone or other electronic devices to school at my own risk and that the school is not responsible for lost or stolen items.
10. To refrain from bringing cameras, video cameras, or other recording devices – including picture or video cell phones – to campus without prior written permission from a school administrator.
 11. To refrain from riding a bicycle, skateboard, or rollerblades on campus. I am aware that Beverly Hills Unified School District Board Policy 5030 requires students who ride bicycles to school to wear safety helmets. Students not wearing helmets may forfeit permission to park bicycles on the school grounds. Students are responsible for securing bikes and helmets. I understand that scooters and skateboards are never allowed on campus.
 12. To refrain from defacing property with graffiti or other acts which damage school property. I understand that the penalty for such damage will be suspension from school, notification of the Beverly Hills Police Department, a parent conference, my responsibility for reimbursement of the costs of repairing the damage, and, in serious cases, initiation of expulsion procedures.
 13. To refrain from unauthorized possession of school/personal property such as keys, examinations, equipment or personal effects. Unauthorized possession may result in my suspension and/or expulsion.
 14. To refrain from the unlawful use, possession or sale of drugs or alcohol on or off school grounds, when involved in any school related activity, or when on the way to or from home/school. I understand that violation of the District drug/alcohol policy will result in my suspension from school, notification of the Beverly Hills Police Department, a parent conference, and initiation of expulsion procedures. I understand that return to school is contingent upon enrollment in an approved drug education/counseling program.
 15. To refrain from fighting or from inciting others to fight. I agree to seek counsel with an appropriate adult when I am involved in disagreements that could lead to fighting. I understand that the penalty for violating this section may result in suspension from school.
 16. To refrain from bringing any type of weapon (includes any type of pocket knife or sharp object) to school. I understand that the penalty for violating this section is my suspension from school and initiation of expulsion procedures.
 17. To refrain from any type of bullying and/or hazing activities that would be likely to cause bodily danger, physical harm, or personal degradation or disgrace to another student. This can be electronically or in person. I understand that any student found bullying and/or hazing will be subject to suspension and/or expulsion and may be referred to the Beverly Hills Police Department.
 18. To respect the dignity and rights of every student and adult. I will refrain from making racial slurs or using vulgar, obscene or insulting language. I understand that violation of the District Sexual Harassment Policy will result in disciplinary action. This policy prohibits verbal, written, or physical sexual harassment. I understand I am responsible for conducting myself responsibly with regard to the rights and safety of others and the importance of mutual respect and understanding.
 19. To refrain from any behavior which disrupts school activities. I understand that actions such as inappropriate classroom conduct, profanity, lack of respect for classmates and adults, the unauthorized selling of any items on campus, the possession of matches, tobacco, poppers, or fireworks are unacceptable behaviors and may result in suspension and/or expulsion.

BHUSD Student Responsibility Contract Summarized for K-3 Students

1. I will behave respectfully to all adults and other students at my school.
2. I will be quiet and orderly in the hallways, cafeteria, and the office.
3. I will ask my teacher's permission whenever I leave my room during class time.
4. I will clean up after myself.
5. I will dress appropriately for school.
6. I will not use inappropriate language.
7. I will not chew or possess gum on school grounds.

8. I know that I cannot bring toys, music players or electronic games to school.
9. I will stay out of the halls during recess and lunch times and never enter a classroom without a teacher.
10. I will not bully others and keep my hands and feet to myself at all times.
11. I know that I cannot ride my bicycle to school until I am in the 4th grade.
12. I will not cheat on any tests or assignments or help others to cheat.
13. I will never bring weapons or dangerous items of any kind to school. This includes any type of pocketknife or sharp object. I understand that if I do I will be suspended or possibly expelled from school.
14. I will not damage school property in any way.
15. I will not take things that do not belong to me.
16. I will not bring a cellular phone or other electronic devices to school. If I bring a cellular phone to school, it must be turned off during school hours and hidden from view at all times. If I do not follow these rules, my cell phone will be taken away and I will no longer be allowed to have one at school.

BHUSD Student Responsibility Contract for 9th – 12th Students

Please see page 20 of the BHHS Norman Guide:

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Cheating Policy

The Beverly Hills Unified School District believes that the school and home are engaged in a partnership to teach the values of integrity, truth, personal accountability, and respect for the rights of others.

Cheating- Defined

Students should understand that, among other things, cheating includes communicating with another student during an exam, copying material during an exam, allowing another student to copy from their exam paper, using unauthorized notes or devices, submitting falsified information for grading purposes, obtaining and supplying a copy and/or information about an exam without the knowledge and consent of the teacher, submitting work written by another person (except as outlined below *), submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism), copying another person's assignment (s), allowing another student to copy his or her assignment, or taking home exams without the knowledge and consent of the instructor.

** When a student submits an assignment, that assignment should be only his or her own work unless the teacher has specifically set up the assignment as a group project or other collaborative assignment. In such cases, the names of all students involved in the group process should be listed on the assignment. If the teacher has not designated the assignment as a group project, submitting an assignment written by more than one person is plagiarism.*

Consequences for cheating (elementary school)

First Infraction

- The assignment will not count in the grade calculation.
- Referral will be made to the assistant principal.
- Parent will be notified by the teacher and a conference will be held with the teacher and the student.

Second infraction

- The assignment will not count in the grade calculation.
- Conduct mark may be lowered.
- Referral will be made to the assistant principal.
- Cheating will be noted in the comment section of the report card.
- Student may be suspended.

Consequences for Cheating (middle school)

First Infraction

- The test or assignment on which the cheating occurred will receive a grade of zero.
- Conduct mark may be lowered.
- Referral will be made to assistant principal.
- Parent will be notified by the teacher and a conference will be held with the assistant principal, teacher, parent and student. Student and parent will sign a contract to acknowledge consequences for further infractions.

Second Infraction

- The student will receive a grade of F in the class.
- Conduct mark will be lowered.
- Referral will be made to assistant principal.
- Parent will be notified by the teacher and a conference will be held with assistant principal, counselor, parent, student and teacher.
- The student will be suspended.

Consequences for Cheating (high school)- Please see page 21 of the Norman Guide:

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Other Cheating Policies:

If a student steals, sells or buys (or offers to sell or buy) a final examination or has unauthorized possession of a final examination, a parent conference will be called, a suspension will be assigned, and the student will fail the course.

If a student steals keys (has unauthorized possession of keys) or is involved in illegal school entry, an administrator is to be notified immediately. The school administration will notify the Beverly Hills Police Department, the student will be suspended, a parent conference will be called, and the student will fail the course. Where appropriate, expulsion procedures will be initiated.

Of course, it is our hope that through discussion and diligence the consequences as associated with cheating will not have to be initiated.

Academic Eligibility – Extra Curricular / Co-Curricular Activities

Initial Scholastic Eligibility

Entering ninth graders are scholastically eligible.

Continuing Scholastic Eligibility

A Student is scholastically eligible if:

- a. The student achieved an unweighted 2.0 grade-point average, on a 4.0 scale, in enrolled courses at the conclusion of the previous grading period.
- b. The student is currently enrolled in at least 20 semester credits of work;
 - (i) Non-Traditional Programs
In schools where other than traditional semester programs are offered, the principal of each individual school shall be responsible for determining the equivalent of 20 semester credits of work.
 - (ii) Accelerated Programs
Students studying on an accelerated program that includes one (1) or more advanced (either high school or college) courses while enrolled in high school may substitute enrollment and passing grades in these courses for one (1) or more required 20 semester credits of work: evaluation of these courses is to be done by the high school principal.
- c. The student was passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period;

- d. The student is maintained during the previous grading period a minimum unweighted 2.0 grade-point average, on a 4.0 scale, in all enrolled courses.

Probationary Period: Students not meeting eligibility requirements there is a one time probationary period that can be granted for a quarter in compliance with CIF Blue Book section 205 To request an eligibility wavier, the student must have support of the Head Varsity Coach. The information and wavier form must be presented to the Assistant Principal in charge of Athletics within (5) days of the school mailing home report cards. The Administration's decision is final, and the student will remain ineligible until a decision is made.

Miscellaneous Academic Provisions

An "Incomplete" (I) grade is considered a failure (F) until the required work is completed. The G.P.A. will then be recomputed.

Exception Procedures

1. Students with less than a 2.0 G.P.A. and/or those who have failed one subject in the second ten-week period, except those who have failed two or more subjects, may (on appeal) be allowed to continue in the extra-curricular activity for ten weeks to bring their G.P.A. up to a 2.0 and/or eliminate the "F" grade.
2. The principal may grant such an exception in extenuating circumstances only if low grades were not a result of poor attendance and/or behavior and "lack of effort." However, under no circumstances may an exception to the 2.0 G.P.A. rule be made for more than ten weeks.

Citizenship

Students who have two or more unsatisfactory citizenship marks on their report cards at the quarter will be ineligible until the next grading period.

Attendance

Any students who have five or more trancies in any one class will be ineligible.

Tutorial

The staff will provide for continuous and timely monitoring of student attendance, academic achievement, and citizenship. Students with a 2.0 G.P.A. who have received D's or F's will be counseled and tutored to improve academic performance.

Property Damage – EC 48904

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

Dress Code

Student dress and grooming should enhance comfort, provide for a feeling of individuality, and allow for pursuit of current fashions. While it is considered that formal education is a serious process, that students are in the process of securing an education, and that the atmosphere of the school should be conducive to learning, the Board of Education hopes that parental judgment and student self-discipline will result in the ultimate goal of steadily decreasing administrative control and enforcement in the areas of student dress and grooming. Details on K-8th grade students' dress code can be read under the BHUSD Student Responsibilities Section above on page 24, item 7. High School student's dress code can be read in the Norman Guide on page 20:

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****Parents may be called if standards are not met and students may be required to return home to change into more suitable attire.**

Requirement of Parent/Guardian School Attendance – EC 48900.1

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

Bicycle Rules

Students in grades 4-12 are permitted to ride bicycles to school. All bicycles must be registered with the Beverly Hills Police Department and licenses must be carried on the bicycle.

Students may not ride bicycles or skate boards on school grounds. Coasting with one foot is considered riding. Students must wear helmets when they ride bicycles to and from school.

Bus Conduct

Upon registration, parents or guardians of pupils not previously transported in a school bus in grades pre-kindergarten, kindergarten and 1-6, inclusive, shall be provided with written information on school bus safety as specified (EC 39831.5).

Communication Guidelines: Student Use of Bulletin Boards, Circulation of Printed Materials, and Petitions

Time, Place, and Manner of Distribution:

General:

Regulations related to the circulation of petitions, circulars, and other printed matter shall be disseminated in order that all persons concerned are fully aware of same.

Time: The time of distribution shall be limited to the hours before school, during the nutrition and lunch periods, and after the office school day.

Place: The place of distribution shall be reasonably restricted to permit the normal flow of traffic within the school corridors, stairwells, and entrance and exits on the school campus.

Manner: The manner of distribution and expression shall be such that:

No coercion is used to induce students to accept the printed matter or to sign petitions. All petitions shall be clearly marked as to origin and sponsorship; Leaflets and all printed material shall be submitted to the appropriate school reviewing authority (Principal or his designate) at least one school day prior to distribution. The reviewing authority shall prohibit the distribution of printed material if it would disrupt the orderly operation of the school; Materials printed for distribution shall not be left unattended at any place or time in the school or on the school grounds; Students use good taste, reflective of community standards, in the manner of expressing ideas. The language, pictures, drawings, or photographs to be used in the materials distributed shall not be vulgarity (vulgarity is defined as that which is lewd, profane, coarse, or offensive). Material shall conform to community standards of propriety and public behavior on or near campuses; Buttons, badges, and other insignias of symbolic expression shall be subject to the above guidelines.

Bulletin board: School administrators shall provide reasonable bulletin board space for posting student announcements; Student announcements shall contain the posting date and the signature of the appropriate advisor. Such announcements shall be removed after a prescribed reasonable time to assure fair access to bulletin boards for all other students; Announcements posted shall be subject to the prohibitions listed below

Prohibited Material: Material, which is libelous or violates the right of privacy; Material, which is obscene to minors according to current legal definitions; Profanity and material, which expresses or advocates racial, religious, or ethnic prejudice; Material, which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school; Material which is

distributed in violation of the guidelines described herein including the time, place and manner of distribution; Materials which are commercial in nature, i.e. selling of merchandise or services.

Disciplinary Action:

Any student who (a) distributes a petition, circular, newspaper, or other printed material, (b) wears a button, badge, or other insignia, or (c) posts any item on a bulletin board in violation of the above prohibitions and restrictions is subject to suspension, expulsion, or other penalties depending on the severity or repetition of the violation, and in accordance with the established disciplinary procedures of the school district.

Electronic Signaling Devices – EC 48901.5

By policy or practice the school district, or its individual schools, may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions.

1. It is the intent of the Board of Education, in exercising its authority to regulate the use of electronic signaling devices, to establish guidelines and regulations that will ensure the continuation of a positive climate for learning, free from unnecessary disruptions. The Board recognizes that, as the technology of wireless communication in our society has evolved there is now widespread use of electronic signaling devices, including cellular and digital telephones and pager devices, among our student population that has previously been prohibited.

2. The Board believes that, although recent changes in state law no longer prohibit students from possessing or using signaling devices, restrictions on their use on a school campus must exist to ensure that such use does not infringe upon the rights of others or interfere with classroom instruction or other school activities.

3. The Board does not encourage student possession or use of electronic signaling devices on a school campus nor does it assume liability if such devices are damaged, lost, or stolen. Students are prohibited from using such devices in the classroom or in a school environment where such use would infringe on the rights of another student or staff member or would interfere with the school program. Cellular telephones are to be turned off in the classroom, during passing periods, and during school activities in which their use would cause a disruption. Students who use these devices on campus shall do so only before school, during Nutrition, Lunch, and after school. The Board encourages students to use cellular telephones for family business and emergency purposes only.

4. If the privilege of using these devices at school is abused and the possession or use of an electronic signaling device violates this policy, the school has the right to revoke the privilege and prohibit a student from possessing such a device. The principal/designee is responsible for including violations of this policy in the school discipline plan as appropriate.

5. No recording devices, including but not limited to, photo/video cell phones, tape/digital recorders, cameras of any kind, are to be used on campus without prior written approval of the site administrator.

6. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined and documented by a licensed physician and/or surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

Student Drug and Alcohol Use

Prohibitions and Procedures Relating to Abusive Substances and Tobacco

Definitions:

1. "Abusive substance" is defined to mean any controlled substance as defined in Section 11007 of the Health and Safety Code, any alcoholic beverage, or any in toxicant of any kind.

2. "Abusive substance violation" is defined to mean any unlawful use (being under the influence of); possession (having an abusive substance on the student or in the area under the student's control, such as his locker); or distribution (barter, exchange, sale or gift of any abusive substance or what is purported to be an abusive substance, or unlawfully offering, arranging, or negotiating to sell any

drug paraphernalia, as defined in Section 11364 of the Health and Safety Code), (1) on school grounds; (2) at a school sponsored or authorized activity; (3) going to or coming from school; (4) during the lunch period, whether on or off campus; (5) during, or while going to or coming from a school sponsored activity; (6) or anywhere else in such circumstance where the act is related to school activity or school attendance.

3. Instruction on Substance Abuse and Tobacco Use (EC 51260) A program of instruction will be provided at the elementary and secondary levels on drug, alcohol and tobacco use education. The effects of the use of tobacco, alcohol, narcotics, dangerous drugs and other dangerous substances will be presented and discussed. Developing a healthy "life style" without use, coping strategies for quitting, and refusal skills for prevention will also be explored.

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

Prohibited Students Activities

Activities, which are contrary to the welfare and best interest of the students and the school, as determined by the Education Code (EC), the Board of Education and the local school administration are prohibited.

Grounds for Suspension and Expulsion - EC 48900

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of

their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for 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 preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another

pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to 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 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision(a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Electronic Nicotine Delivery Systems (e-cigarettes)

With the rise in the use of electronic nicotine delivery systems (ENDS) among minors, schools are encouraged to adopt a policy to prohibit its use. Schools may also want to provide information to parents as a preventative measure.

The Beverly Hills Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Progressive Discipline Schedule

The schedule of actions possible with an infraction of regulations:

1. Conference regarding violation and a warning;
2. In-school probation or suspension from a specific class and/or activity;
3. Detention (or volunteer service in lieu of detention);
4. Parent conference;
5. Parent/teacher conference;
6. Suspension;
7. Involuntary transfer to another school in accordance with AR 5144.1;
8. Transfer to another specialized program or continuation school;
9. Expulsion from the District. In accordance with AB 1729 “The Other Means of Correction Law”;
10. Withholding grades, diploma and/or transcripts.

The following represents samples of violations that may occur in the schools. The asterisk (*) indicates mandatory immediate Law Enforcement Agency notification. The double asterisk (**) indicates that recommendation for expulsion is required under EC 48915. The number in the area of Disciplinary Action refers to the schedule of actions listed above.

Recommended Disciplinary Action	Minimum Action	Maximum Action
A. Violations against Persons:		
*Assault Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.	6	9
*Battery Any willful and unlawful use of force or violence upon the person of another.	6	9
*Assault on a Staff Member Any willful and unlawful use of force or violence upon the person of another.	6	9

*Battery on a Staff Member		
Any willful and unlawful use of force or violence upon the person of another.	8	9
*Weapon Possession		
The unauthorized possession of any instrument designed for or capable of producing death or great bodily harm.	6	9**
Possessing selling or furnishing a firearm, knife, explosive or other dangerous object of no reasonable use to the student.		9**
Brandishing a knife at another person.		9**
Assault with a Deadly Weapon		
Every person who commits an assault upon the person of another with a deadly weapon or instrument or by any means of force likely to produce great bodily injury is punishable by law.		9**
Possession of an Imitation Firearm		
Replica substantially similar to an existing firearm to lead a reasonable person to conclude that the replica is a firearm.	6	9
Possession of Fireworks of any kind		
Selling, buying, igniting or possessing fireworks of any kind while under the jurisdiction of the school. This includes “poppers” or “snappers”.	6	9
*Sexual Assault or Sexual Battery		
Committed or attempted to commit a sexual assault or committed a sexual battery.		9**
Fighting		
Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	4	9
Hazing		
Participation in or conspiring to engage in, or conspiring for others to engage in, harassing acts that injure, degrade, or disgrace other individuals (EC 32050-32052)	6	9
Interference/Obstruction		
Any action taken to attempt to prevent a staff member from exercising lawful assigned duties.	6	9
Verbal Abuse		
Threatening language to a staff member	6	9
Serious Physical Injury		
Causing serious physical injury to another person, except in self-defense.		9**

Bullying		
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.	6	9
Sexual Harassment		
Committed sexual harassment sufficiently severe or pervasive to have negative impact on the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (This section does not apply to students in kindergarten through third grade.) Information regarding reporting procedures and available remedies may be obtained at http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31992&type=d&pREC_ID=1163261	6	9
Hate Violence (person)		
Any action taken to injure, intimidate, interfere with, oppress or threaten another person because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation.	6	9
Harassment/Intimidation of Witness		
The harassment or intimidation of a witness or eyewitness in a school disciplinary proceeding.	6	9
B. Violations Against Property:		
Extortion or Robbery		
The obtaining of property from another without consent..., induced by a wrongful use of force or threat, or under the guise of official right.	6	9**
Theft		
The unlawful taking of property.	6	9
Unauthorized Use of School Property		
The unauthorized/illegal use of school property.	4	9
Willful Damage of School Property		
Any student who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school district is liable. (This includes gang activities such as tagging, etc.)	6	9
Damage to Personal Property		
The Superintendent or principal may withhold the grades, diploma, and/or transcripts of any student responsible for damaging or failing to return District property, until the	1	10

student's parent or guardian has paid for the damages. If the student and parent are unable to pay for damages or return the property, the student shall be offered a program of voluntary work in lieu of payment.

Knowing Receipt of Stolen School or Private Property 3 9

Hate Violence (property)
Any action taken to deface, damage or destroy the real or personal property of any person because of the other person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation. 6 9

C. Violations Against Public Decency and Good Morals

Gambling
The playing of a game of chance for stakes. 4 8

Vulgarity/Profanity
Language that is disgusting to the senses, repulsive. 1 7

Offensive Social Behavior
Activities that are an infraction of acceptable social actions. 1 7

D. Violations Against Public Health and Safety

Possession or Use of Any of the Following:

Dangerous Drugs	6	9
Unauthorized Controlled Substance	6	9
Alcohol	6	9
Tobacco	3	9
Drug Paraphernalia	6	9

Selling Dangerous drugs. Unauthorized Controlled Substances or "Look-Alike" Substances 9**

Tobacco-Free Schools
The use and sale of tobacco products is banned at all times and everywhere on all district property including, but not limited to, all school buildings, school vehicles and play and athletic fields. 6 9

E. Violations Against Traffic Regulations

Reckless Driving
Driving on school property in such a manner as to endanger persons or property. 6 9

Parking

Parking in an unauthorized area on school property.	1	6
F. Violations Against School Standards		
Continued Willful Disobedience		
Repeated refusal to follow school rules and regulations. (K-3 students shall not be suspended for willful disobedience.)	6	8
Defiance of Authority		
Willful refusal to follow a legal direction/order given by a staff member.	6	8
Disruptive Behavior		
Actions, which are detrimental to the effective operations of the school.	1	8
False Identification		
Refusal to give or giving false identification when requested to do so by a staff member.	4	8
Forgery		
Falsifying a signature or tampering with any school documents, including school transcript, computer or hand-generated.	6	8
Leaving Campus		
Leaving campus during school hours without proper clearance. (See Policy 443.5.)	1	6
Misbehavior on School Buses		
Continued disorderly behavior or severe misbehavior shall be sufficient reason for a principal to deny a student transportation on a school bus	1	6
Student Attire and Grooming		
**See Dress Code	1	6
Violation of Suspension		
Physically present on a school campus or at a school activity while on suspension and/or expulsion before, during or after school.	6	9
Habitual/Continual Violation of Above Standards		
	6	9
Cheating		
(see page 24 above)	1	9

Suspension and Expulsion/Due Process

Definitions:

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (EC 48925)

Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level; Referral to a certificated employee designated by the principal to advise students; Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in EC 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel (EC 48925).

Day means a calendar day unless otherwise specifically provided (EC 48925).

School day means a day upon which the schools of the district are in session or weekdays during the summer recess (EC 48925).

Student includes a student's parent/guardian or legal counsel (EC 48925).

Principal's Designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person maybe designated at any time as the principal's primary designee and only one such person maybe designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office (EC 48911).

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment (EC 35291.5, 48900.1, 48980).

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline (EC 35291).

Removal from Class by a Teacher/Parental Attendance

After other means of correction have failed, a teacher may suspend any student from his/her class for the remainder of the day and the following day for 48900 (i) or (k) violation (EC 48900.1).

1. A teacher also may refer a student to the principal or designee for consideration of suspension from school (EC 48910).
2. When removing a student from his/her class, the teacher shall immediately report this action to the principal and send the student to the principal for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed.
3. As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor should attend the conference if it is practical, and a school administrator may attend if either the parent/guardian or teacher so requests.
4. A student removed from class shall not be returned to class during the period of removal without approval of the teacher of the class and the principal (EC 48910).
5. A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed (EC 48910).
6. The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal (EC 48913).
7. Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher

makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law (EC 48900.1).

8. This notice shall also ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by EC 48900.1.

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion (EC 48911).

Suspension procedures

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense (EC 48911 (b)).

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school (EC 48911(c)).

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or Designee.

3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension (EC 48911). This notice shall state the specific offense committed by the student (EC 48900.8). In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter (EC 48914).

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend (EC 48911).

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or Designee may, in writing, extend the suspension until such time as the Board has made a decision (EC 48911 (g)).

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or Designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process (EC 48911).

Teacher Confidential Notice Regarding Student Behavior

Current law (EC Section 49079) requires the teacher of a student who is engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h) or in Section 48900.2, 48900.3, 48900.4 or 48900.7 of Education Code Section 48900, be so informed. Principal or designee shall provide teachers with written notice within a reasonable timeframe.

Authority to Expel

Only the Board may expel a student. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under “Mandatory Recommendation and Mandatory Expulsion”.

The Board may also order a student expelled for any of the acts listed above under “Grounds for Suspension and Expulsion” upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following (EC 48915(b) and (e)):

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

Mandatory Suspension and Recommendation for Expulsion (EC 48915(c)):

The principal, Superintendent or Designee shall recommend that the Board expel any student found at school or at a school activity to be:

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee’s concurrence;
2. Brandishing a knife as defined in EC 48915(g) at another person;
3. Unlawfully selling a controlled substance listed in Health and Safety code 11053-11058;
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in as defined in Penal Code 261, 266(c), 286, 288, 288(a) or 289, or committed a sexual battery as defined in Penal Code 243.4 (EC 48900(n));
5. Possession of an explosive;

Upon finding that a student committed any of the above acts, the Board shall expel the student(EC 48915(d)).

Recommendation for Expulsion (EC 48915 (a)(1)):

The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds; unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1. Causing serious physical injury to another person, except in self-defense;
2. Possession of any knife (as defined in EC 48915(g)), explosive or other dangerous object of no reasonable use to the student;
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for either of the following:
 - a) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis;
 - b) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
4. Robbery or extortion;
 - a) Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

**If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

Permissive Expulsion, Supplemental Findings Required (EC 48915(b) and (e)):

5. Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to EC 48918(d), the governing board may order a pupil expelled upon finding that the pupil committed an act listed under EC 48915(c) as listed above or in subdivision of EC 48900 (a) through (m) or EC 48900.2, 48900.3 or 48900.4. A decision to expel shall be based on a finding of one or both of the following:

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

Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 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 (EC 48918).

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion (EC 48918(a)).

1. If the Board finds it impractical during the school year to comply with time requirements for conducting an expulsion hearing, the Superintendent or Designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held (EC 48918(a)).
2. If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in EC 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year (EC 48918(a)).
3. Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay (EC 48918(a)).

Rights of Complaining Witness

1. An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness (EC 48918.5). Whenever the Superintendent or Designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to (EC 48918.5):

- a) Receive five days' notice of his/her scheduled testimony at the hearing;
- b) Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies;
- c) Have a closed hearing during the time he/she testifies.

2. Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or Designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending (EC 48918.5).

Written Notice of the Expulsion Hearing

1. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include (EC 48900.8, 48918(b)):

- a) Date and place of the hearing;
- b) Statement of the specific facts, charges and offense upon which the proposed Expulsion is based;
- c) Copy of district disciplinary rules which relate to the alleged violation;
- d) Notification of the student's or parent/guardian's obligation, pursuant to EC 48915.1, to provide information about the student's status in the district to any other district in which the student seeks

enrollment. This obligation applies when a student is expelled for acts other than those described in EC 48915 (a) or (c);

2. Opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney advisor. If the student or the student's parent/guardian is to be represented by legal counsel or by a non-attorney advisor, written notice must be given to the District at least five days prior to the hearing;

a) Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California

b) Non-attorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing

3. Right to inspect and obtain copies of all documents to be used at the hearing;

4. Opportunity to confront and question all witnesses who testify at the hearing;

5. Opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding, the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated.

a) Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student and the counsel of the student shall also be allowed to attend the closed session (EC 48918(c)).

b) If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television (EC 48918(c)).

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made (EC 48918(g)).

3. **Presentation of Evidence:** While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm (EC 48918(f) and (h)).

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

4. **Testimony by Complaining Witnesses:** The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student (EC 48918):

a) Any complaining witness shall be given five days' notice before being called to testify;

Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony;

Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential;

The person presiding over the hearing may remove a support person whom he/she finds disrupting the hearing;

b) If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5;

c) Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose;

d) In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment; The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

e) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room. The person conducting the hearing may: Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness;

Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours;

Permit one of the support persons to accompany the complaining witness to the witness stand.

5. Decision within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed (EC 48918(a)).

6. Decision within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed (EC 48918(a)).

Alternative Expulsion Hearing: Administrative Panel

1. Instead of conducting an expulsion hearing itself, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on staff of the school in which the student is enrolled (EC 48918(d)).

2. A hearing conducted by the administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."

3. The administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or Designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian (EC 48918(e)).

4. If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order (EC 48918(f)).

5. In accordance with Board policy, the administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year (See “Decision Not to Enforce expulsion Order” below).

6. The Board shall make its decision about the student’s expulsion within 40 school days after the date of the student’s removal from school unless the student requests in writing that the decision be postponed (EC 48918(a)).

Final Action by the Board

1. Whether the expulsion hearing is conducted in closed session by the Board, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting (EC 48918(j)).

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

2. Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within a district. For a student expelled for an act listed under “Mandatory Recommendation and Mandatory Expulsion” above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred (EC 48916).

3. At the time of the expulsion order, the Board shall recommend a plan for the student’s rehabilitation, which may include (EC 48916):

- a) Periodic review as well as assessment of the student at the time of review for readmission;
- b) Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs.

Written Notice to Expel

The Superintendent or Designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in EC 48900 (a)-(o), EC 48900.2-48900.4 and EC 48915(c) (EC 48900.8);
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (EC 48916);
3. Notice of the right to appeal the expulsion to the County Board of Education (EC 48918);
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (EC 48918);
5. Notice of the student’s or parent/guardian’s obligation to inform any new district in which the student seeks to enroll of the student’s status with the expelling district, pursuant to EC 48915.1 (EC 48918).

Decision Not to Enforce Expulsion Order

1. In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

- a) The student’s pattern of behavior;
- b) The seriousness of the misconduct;
- c) The student’s attitude toward the misconduct and his/her willingness to follow a rehabilitation program.

Suspension of enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student’s rehabilitation. This rehabilitation program may provide for involvement of the student’s parent/guardian in the student’s education. However, a parent/guardian’s refusal to participate in the rehabilitation program shall not be considered in the Board’s determination as to whether the student has satisfactorily completed the rehabilitation program.

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.

3. Suspension of enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings;

Suspension of enforcement of an expulsion order shall not affect the time and requirements for filing an appeal of the expulsion order with the County Board of Education; (EC 48917)

6. The Superintendent or Designee shall send written notice of any decision to suspend enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education (EC 48918(j)).

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation (EC 48919).

Post-Expulsion Placements

1. The Board shall refer expelled students to a program of study that is (EC 48915, 48915.01):
 - a) Appropriately prepared to accommodate students who exhibit discipline problems.
 - b) Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site.
 - c) Not housed at the school site attended by the student at the time of suspension.
 - d) When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6 through #13 and #17 through #19 under "Grounds for Suspension and Expulsion" above may be referred instead to a program of study provided at another comprehensive middle, junior, or senior high school, or at an elementary school (EC 48915).
 - e) The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any grades 7-12 (EC 48916.1).

Readmission after Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student (EC 48916).
2. The Superintendent or Designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or Designee shall verify that provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be required to indicate their willingness to comply with these regulations in writing.
3. The Superintendent or Designee shall transmit his/her recommendation regarding readmission to the Board. If information would be disclosed in violation of EC 49073-49079, the Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
 - a) If the readmission is granted, the Superintendent or Designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission;
 - b) The Board may deny readmission only if it finds that the student has not satisfied conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees (EC 48916);
 - c) If the Board denies readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in

another program that serves expelled students, including placement in a county community school (EC 48916).

d) The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying re-admittance into the regular program. This notice shall indicate the Board's determination of the educational program, which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district (EC 48916).

Maintenance of Records

1. The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five working days of a written request by the admitting school (EC 48900.8, 48918(k)).

2. The Superintendent or Designee shall honor any other district's request for information about an expulsion from this district within five working days (EC 48915.1).

Notifications to Law Enforcement Authorities

1. Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245 (EC 48902).

2. The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts, which may involve possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 629.9 and 626.10 (EC 48902).

3. Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate EC 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind (EC 48902).

Suspension and Expulsion/Due Process (Students with Disabilities)

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

Suspension

1. The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) do not constitute a change in placement pursuant to 34 CFR 300.519 (EC 48903; 34 CFR 300.520).

2. The principal or designee shall monitor the number of days, including portions of days, students with valid individualized education programs (IEP) have been suspended during the school year.

Services during Suspension

1. Students suspended for more than 10 school days in a school year shall continue to receive services during the term of the suspension, to the extent necessary to provide the student a free and appropriate public education (20 USC 1412(a)(1)(A); 34 CFR 300.520).

2. If a student with disabilities is excluded from school bus transportation, the student is entitled to be provided with an alternative form of transportation at no cost to the student or parent/guardian, provided that transportation is specified in the student's IEP (EC 48915.5).

Interim Alternative Placement Due to Dangerous Behavior

A student with a disability may be placed in an appropriate interim alternative educational setting for up to 45 days when he/she commits one of the following acts (20 USC 1415(k)(1); 34 CFR 300.520):

1. Carries a weapon, as defined in 18 USC 930, to school or to a school function.

2. Knowingly possesses or uses illegal drugs while at school or a school function;

Sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V.

3. The student's alternative educational setting shall be determined by the student's IEP team (20 USC 1415(k)(2)).

a. A hearing officer may order a change in placement of a student with a disability to an appropriate interim educational setting if the hearing officer (20 USC 1415(k)(2); 34 CFR 300.521, 300.522).

b. Determines that the district has established by substantial evidence, meaning beyond a preponderance of the evidence, that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

c. Consider the appropriateness of the student's current placement.

d. Consider whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services.

e. Determines that the interim alternative educational setting proposed by school personnel who have met with the student's special education teacher allows the student to:

1) Progress in the general curriculum and continue to receive those services and modifications, including those described in his/her IEP, to enable the student to meet the goals of the IEP

2) Receive services and modifications designed to address the behavior and ensure that the behavior does not recur.

1. The student may be placed in the interim alternative educational setting for up to 45 days, or until the conclusion of any due process hearing proceedings requested by the parent/guardian (20 USC 1415(k)(2)).

Behavioral Assessment and Intervention Plan

2. Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior (20 USC 1415(k)(1); 34 CFR 300.520).

3. As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions (34 CFR 300.520).

Procedural Safeguards/Manifestation Determination

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when disciplinary action is contemplated for a dangerous behavior as described above, or when a change of placement is contemplated (20 USC 1415(k)(4); 34 CFR 300.523):

1. The parents/guardians of the student shall be immediately notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504 on the day the decision to take action is made.

2. Immediately if possible, but in no case later than 10 school days after the date of the decision, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

3. At this review, the IEP team and other qualified personnel shall consider, in terms of the behavior subject to the disciplinary action, all relevant information, including (20 USC 1415(k)(4); 34 CFR 300.523):

Evaluation and diagnostic results, including the results or other relevant information supplied by the student's parents/guardians;

a) Observations of the student;

b) The student's IEP and placement.

c) In relationship to the behavior subject to the disciplinary action, the team shall then determine whether the IEP and placement were appropriate and whether supplementary aids, services, and behavioral intervention strategies were provided consistent with the student's IEP and placement. The team shall also determine that the student's disability did not impair the ability of the student to

understand the impact and consequences of the behavior, nor did it impair his/her ability to control the behavior subject to the disciplinary action (20 USC 1415(k)(4); 34 CFR 300.523).

d) If the team determines that the student's behavior was not a manifestation of his/her disability, then the student may be disciplined in accordance with the procedures for students without disabilities, as long as the student continues to receive services to the extent necessary to provide that student a free and appropriate public education (20 USC 1415(k)(4); 34 CFR 300.524).

e) If the team determines that the student's behavior was a manifestation of his/her disability, then the student's placement may be changed only via the IEP process. (20 USC 1415(k)(4))

Due Process Appeals

1. If the parent/guardian disagrees with a decision that the behavior was not a manifestation of the student's disability or with any decision regarding placement, he/she has a right to appeal the decision (20 USC 1415(k)(6); 34 CFR 300.525).

2. If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer or the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise (34 CFR 300.526).

3. If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing (34 CFR 300.526).

Services during Expulsion

1. Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

2. Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students (EC 48917).

Notification to Law Enforcement Authorities

1. Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245 (EC 48902).

2. The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10 (EC 48902).

3. Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate EC 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind (EC 48902).

Suspension and Expulsion/Due Process

1. The Governing Board has established policies and standards of behavior in order to promote learning and to protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel students from regular classroom instruction.

2. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

3. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (EC 48900.5)
4. Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (EC 48915)
5. The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or Designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (EC 48911, 48915, 48915.5)

Decision not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law. (BP 5045)

Procedures for Students Not Yet Eligible for Special Education Services:

1. A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the district had knowledge that the student was disabled before the behavior occurred (20 USC 1415(k)(8)).
2. The district shall be deemed to have knowledge that the student had a disability if one of the following conditions exists (20 USC 1415(k)(8); 34 CFR 300.527):
 - a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, that the student is in need of special education or related services.
 - b) The behavior or performance of the student demonstrates the need for such services, in accordance with 34 CFR 300.7.
 - b) The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.530-300.536.
 - c) The teacher of the student or other district personnel has expressed concern about the behavior or performance of the student to the district's director of special education or to other personnel in accordance with the district's established child find or special education referral system.
3. The district would be deemed to not have knowledge as specified in items #1-4 above if, as a result of receiving such information, the district either conducted an evaluation and determined that the student was not a student with a disability or determined that an evaluation was not necessary and provided notice to the parent/guardian of its determination (34 CFR 300.527).
4. If it is determined that the district did not have knowledge that the student was disabled prior to taking disciplinary action against the student, then the student shall be disciplined in accordance with procedures established for students without disabilities (20 USC 1415(k)(8)).
5. If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities (34 CFR 300.527).

Property Damage – EC 48904

Parents or guardians may be held financially liable up to \$10,000 if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Duties of Pupils – 5 CCR 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Jurisdiction – EC 44807

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

Mandatory Expulsion Violations – EC 48915

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault.
- Possession of an explosive.

The school board shall order the student expelled upon finding that the student committed the act.

Interviewing Students during School

Upon presentation of proper identification to the Principal or designee, duly authorized representatives of law enforcement shall be allowed to interview students. The investigating officer may request a staff member be present at such an interview. Prior parent notification or presence is not required. If a student is removed from school by a law enforcement representative, the Principal and law enforcement agent are required to make an attempt to notify the parent/guardian except when the student is taken into custody as a victim of suspected child abuse. (EC 48906)

Dangerous Objects

Laser Pointer – PC 417.27

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Imitation Firearm – PC 12550, 12556

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

Parent Challenge to Suspension (EC49070) (BHUSD Administrative Regulation 5125.3)

The custodial parent/guardian of any student may submit to the principal a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (The principal will guide the parent/guardian through the appeal process. For more information, contact the Director of Student Services at 310-551-5100 x2387.)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

PARENT/GUARDIAN & STUDENT RIGHTS & RESPONSIBILITIES

Notification of Parent or Guardian (EC 48980)

Education Code (EC) 48980 et seq. requires school districts to notify parents or guardians of their rights and responsibilities at the beginning of the academic year. EC 48982 requires parents or guardians to sign the notice and return it to school. A signature on the notice is an acknowledgement by parents or guardians that they have been informed of their rights. EC 48981 allows for notice to be provided by regular mail, in electronic format if requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. EC 48984 prohibits a school district from undertaking any activity covered by EC 48980 for any pupil unless the parent or guardian has been properly notified or has received separate special notification. EC 51100 et seq. encourages schools to promote parents or guardians understanding of, and involvement in, the education of their children for all families in the school community. This handbook is designed to meet the notification requirements.

Rights of Parents and Guardians to Information

California Education Code 51101 (in part)

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- Within a reasonable period of time after making the request, to observe their child's classroom(s).
- Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- To be notified on a timely basis if their child is absent from school without permission.
- To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- To request a particular school for their child, and to receive a response from the school district.
- To have a school environment for their child that is safe and supportive of learning.
- To examine the curriculum materials of their child's class(es).
- To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- To have access to the school records of their child.
- To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- To participate as a member of a parent advisory committee, schoolsite council, or site-based management leadership team.
- To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

Right to Review Student Records

Parents/guardians have the right to request an inspection of any official records, files and data related to their student. The request must be in writing and the school has five (5) days to respond to requests. Parents/guardians have equal access to student information, both custodial and non-custodial, unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or enter a post-secondary institution at any age, all rights regarding access to records transfer to them. However, parents/guardians retain access to student records of students who are their dependents for tax purposes. Each school office maintains its students' official records and maintains access logs. Students 16 years of age or older have the right to request inspection of their records. A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a reasonable fee not to exceed the actual cost of furnishing the copies.

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

Directory Information – EC 49073

Requires notice to parents or guardians, on an annual basis, of the categories of directory information that the school plans to release and of the persons or agencies who may receive such information. Authorizes parents to preclude release by notifying the school district.

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The school yearbook will contain the student photographs too. The District has determined that the following individuals, officials, or organizations may receive directory information: BHHS Alumni Association, PTA, Beverly Hills Education Foundation, City of Beverly Hills, Universities /Institutions of Higher Education, Elected Officials, Department of Public Health, and Armed Services (11th & 12th grade only).

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

deny access to his/her pupil's directory information. Parents are may submit the *Student Contact Information Opt-Out* form to the principal each August during registration or anytime. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent has provided written consent that directory information may be released.

Appearance of Students in News Media Presentations

Reporters and photographers from print and electronic media are often invited to school campuses to help publicize activities and programs to the community. News media representatives may also visit schools in the course of covering a news story. Media representatives generally are permitted on campus unless there is reason to believe their presence would cause a disruption to the educational process. Once on the premises, the media is permitted to interview and photograph students. They may also ask students their names in order to identify them in stories and photographs. A parent/guardian who prefers that their student not be photographed or interviewed may write a note to the school to that effect. School staff and administrators will make every effort to ensure that student's photo or name does not appear in news reports. Schools cannot guarantee that students will not appear in the background of photographs or be approached by reporters for comments.

In addition to notifying the school, it is important that the parent/guardian tell their student if they do not wish them to be photographed or interviewed. Whenever possible, teachers will send home a notice that a media visit to their campus or classroom has been scheduled and will remind parent/guardians of their right to request that their student not participate. (BP 1112, BP 1250)

District policy states that a student's full name or photograph may not be published on the District or school web sites without the expressed written permission of the student's parent or guardian. (BP 1113)

District Social Media Guidelines

Privacy

The Superintendent or designee shall ensure that official district social media content and postings protect the privacy rights of students, parents/guardians, staff, board members, and other individuals. Social media and networking sites and other online platforms shall not be used by employees to transmit confidential information about students, employees or other district operations. The Superintendent or designees shall ensure that copyright laws are not violated in the use of material on district social media platforms.

Appropriate Use of Social Media

All district-related communication through social media platforms should always be conducted in accordance with district policies and procedures. District social media platforms may not contain content that is obscene, libelous or discriminatory. Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and procedures. Users of district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act and federal disclosure laws.

Students' Use of Social Media

- Must abide by all school rules and district policies
- Posting inappropriate, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments toward or about any student or employee on any website is prohibited and may be subject to discipline.
- Communication is limited to educational or school-related activities only.
- Direct conversations with teachers can only be educational and must use District-supported platforms.
- Notify teacher or parent of any inappropriate behavior or posts.

- Be aware of what you post online - social media tools are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone other than your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's work without their permission. Be aware that it is a violation of copyright law to copy and paste someone else's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Parents' Role Regarding Social Media

- Monitor their children's online activity and only allow them to register for platforms supported by the school.
- Communicate internet safety and cyberbullying with their children.
- Model positive online etiquette and behavior.
- If discovered, report to school administration postings that are inappropriate, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments toward or about any student or employee on any website.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to read and/or participate in social media projects.
- Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
- Parents should not upload or include any information that does not also meet the student guidelines above.

Content Creators/ Publishers' Social Media Usage (Example, PTAs, BHEA, Employee Bargaining Groups)

- The purpose of any social media is to contribute to the peaceful, productive climate of the District and its schools.
- When discussing the organization or district-related matters, employee Content Publishers will identify themselves by name and position with the office.
- Content Publishers should provide knowledgeable information in the area of expertise and offer unique, meaningful perspectives.

- When engaging in discussions that offer a variety of perspectives and differing opinions, postings shall remain appropriate and courteous.
- Speak respectfully about the District and current or potential employees and partners. Postings are to be civil and not include postings that will reflect negatively on the organization's reputation. Postings are to be respectful, uphold the rights of all individuals and not include: ethnic slurs, name-calling, personal insults, obscenity, or any conduct that would not be acceptable in the workplace. Any posting should show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- Content does not violate copyright or intellectual property laws, and the employee Content Publisher has secured the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork, or any other material(s) posted.
- Content or postings do not include advertising for third party non-educational and for-profit events or activities.
- Content Publishers will respect the privacy rights of students, staff, parents/guardians, board members, and other individuals, including student information and employee phone numbers and home addresses as required by policy and state and federal laws.
- The postings of photographs, video and other personally identifiable images and names of minor students require parent/guardian written consent.
- Content Publishers should remember that they could be held individually legally liable for online postings. Employees can be disciplined by the District for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Postings should not include unsubstantiated claims, speculations or personal opinions.
- If an error is made, the information should be corrected as soon as possible. Any changes to a previous post or information should be indicated.
- Only those authorized by the Superintendent (or his/ her designee) may use district brand marks or logos in social media site postings. The organizational logo, department logos, or program logos should not be used in personal blogs or postings. If an organization is not sure that its site has been authorized, please contact the Superintendent or his/ her designee.
- Content Publishers should be aware of their association with the District in online social networks.
- When identified as an employee, Content Publishers should ensure the profile and related content is consistent with organizational policies.
- Content Publishers should be mindful of not blurring their professional and personal lives when administering district social networking sites. The Superintendent or designee shall ensure that official social media platforms are regularly monitored.

Free and Reduced-price Meals – EC 49510 et seq.

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31983&type=d&pREC_ID=27601

Student Fees, Deposits and Charges

The Board of Education recognizes its responsibility to ensure that books, materials equipment and supplies necessary for students' participation in the educational program are made available to them. No students shall be required to pay any fees, deposits or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including district curricular and extracurricular educational activities. (EC 49011) As necessary, the district and its schools may approve and impose fees, deposits and other charges which are specifically allowed by law. For such legally authorized fees, deposits and charges, the district may

consider students' and parents'/guardians' ability to pay when establishing fee schedules and for granting waivers or exceptions. The district, its schools and programs may also lawfully solicit voluntary donations of funds or property, or request voluntary participation in fundraising activities, by students and parents/guardians.

SCHOOL SAFETY

Safe School Plan – EC 32280 et seq.

Each Beverly Hills Unified School District school site has a Comprehensive Safe School Plan, which includes a disaster preparedness plan and emergency procedures. The Safe School Plan is maintained by the elected School Site Council. Copies are available to read at each school office. (Tactical information is redacted to protect the school.) Fire and emergency drills are held periodically at each school.

The California Education Code establishes the basic framework for school districts to take steps to make schools safe. Each school in a district is required to develop a comprehensive school safety plan “that addresses the safety concerns identified through a systematic planning process.” (Ed. Code, § 32280.) A “safety plan” is “a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.” (Ed. Code, § 32280.) The plan must be annually reviewed and updated by March 1. (Ed. Code, § 32286.)

Generally, the school site council is responsible for developing the safety plan. (Ed. Code, § 32281.) However, in lieu of the school site council, a school district or county office of education may elect to develop confidentially the portions of the safety plan that include tactical responses to criminal incidents that may result in death or serious bodily, otherwise known as a “tactical response plan.” (Ed. Code, § 32281(f)(1).) The term “tactical response” means the “steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.” (Ed. Code, § 32281(f)(2).) When developing a tactical response plan, district or county officials must consult with law enforcement officials and invite representatives of exclusive bargaining units of district employees to participate. (Ed. Code, § 32281(f)(1).) Safe School Plans can be accessed at:

http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31992&type=d&pREC_ID=644111

BHUSD wishes to thank the Beverly Hills Police Department, Fire Department, and Emergence Response Departments for their assistance in keeping our schools safe.

School Visiting Procedures – EC 51101(a) (12)

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

PC 627.6: Requires schools to post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Civility on School Grounds – CC 1708.9, EC 32210

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Search of School Lockers

School lockers remain the property of the Beverly Hills Unified School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in appropriate discipline.

Schoolbus Safety – EC 39831.5

Requires school districts to provide written information on schoolbus safety (i.e., a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus stops) upon registration to parents or guardians of all pupils not previously transported in a schoolbus and who are in pre-kindergarten, kindergarten and grades 1 to 6.

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Walking or Riding a Bike to School – VC 21212

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

Annual Pesticide Notification

1. Notification of Use of Pesticide Products (EC 17612 and 48980.3) The law requires that the school district provide to all staff and parents or guardians of pupils at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active ingredient or ingredients in each pesticide product and contain the Internet access address on information about pesticides and pesticide use reduction as found Section 13184 of the Food and Agricultural Code. EC § 17610.1 added in 2005 to prohibit application of certain pesticides on school sites. (AB 405, Ch. 566, Statutes of 2005).

2. Parents/guardians can register with the school to receive notification of individual pesticide applications. If you register for this notification you shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

3. Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department's web-site at www.cdpr.ca.gov

The Healthy Schools Act of 2000 requires that all schools provide parents or guardians of

students with annual written notification of planned pesticide use on school sites. BHUSD refined its Pest Management program to insure a safe school environment. Pesticides are applied by trained specialists, generally on weekends with no wide area spraying. One exception is the treatment of yellow jackets or wasps, which may be requested on an emergency basis, and involves low pressure injection of chemicals into underground nests. Chemicals used by BHUSD trained specialists are the least toxic and most rapidly biodegradable products on the market. Household pesticides available at stores are generally more potent. Chemicals used for emergency treatments are harmless within a few minutes of application. Fields and school grounds that are to be treated in the normal rotation of maintenance work will be posted with signs the day before treatment. The signs will be left up for three (3) days after treatment. If you or your student have been attending schools or using school facilities until now without having any problems, you should have no cause for concern. There are no anticipated changes in procedures. The following pesticides may be used during the school year.

Fields and school grounds that are to be treated in the normal rotation of maintenance work will be posted with signs the day before treatment. The signs will be left up for three (3) days after treatment. If you or your student have been attending schools or using school facilities until now without having any problems, you should have no cause for concern. There are no anticipated changes in procedures. The following pesticides may be used during the school year.

Pesticide List

<u>Material Name</u>	<u>Active ingredient</u>	<u>Target Pest</u>
Maxforce Gel	Fipronil	Insects, Roaches, Spiders
Maxforce Complete	Hydramethylnon	Insects
Termidor	Fipronil	Ants (Limited to 2x/year)
Gentrol	Hydramethylnon	Roaches
Demand CS	Lambda-Cyhalothrin	Insects, Roaches, Spiders
Phantom	Chlorfenapyr	Insects, Roaches, Spiders
Ramik	Diphacinone	Rats, Mice
Maki	Bromadialone	Rats, Mice
Delta Dust	Deltamethrin	Insects, Bees
Wasp Freeze	d-trans allethrin and phenothrin	Bees, Wasps
Dragnet	Permethrin	Bees, Wasps

Gun-Free School Zone – PC 626.9 and 30310

Recasts the provisions relating to a person holding a valid license to carry a concealed firearm to allow that person to carry a firearm in an area that is within 1,000 feet of, but not on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive. Deletes the exemption that allows a person holding a valid license to carry a concealed firearm to bring or possess a firearm on the campus of a university or college. Creates an additional exemption from those prohibitions for certain appointed peace officers who are authorized to carry a firearm by their appointing agency, and an exemption for certain retired reserve peace officers who are authorized to carry a concealed or loaded firearm.

Reorganizes those exceptions: deletes the exemption that allows a person to carry ammunition or reloaded ammunition onto school grounds if the person is licensed to carry a concealed firearm. Creates an additional exception to that prohibition by authorizing a person to carry ammunition or reloaded ammunition onto school grounds if it is in a motor vehicle at all times and is within a locked container or within the locked trunk of the vehicle.

HEALTH SERVICES & REQUIREMENTS

Entrance Health Screening – HSC 124085, 124100, and 124105

Requires the school district to notify the parents or guardians of pupils in kindergarten and first grade that a physical examination is required for all children entering first grade. Notification to also inform parents or guardians of the availability of free health screenings through the local health department. State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

Emergency Medical Assistance at School

The Emergency Card will be used to contact a parent/guardian in the event of a medical emergency. The school will act in the absence of parent/guardian contact to ensure appropriate medical treatment is provided even if the parents cannot be reached. The school staff may call 911 to make needed services available for a student while on the way to or from school or during a school off-site activity. It is important to include all information regarding student health needs (health conditions and/or medications). A parent/guardian is responsible for updating their student's emergency card as information changes during the school year. This confidential health information will only be shared at the discretion of the Principal with staff who has a "legitimate education interest." (EC 49472; BP/AR 5141.21 through 5141.33)

When to Keep Student Home

Any student exhibiting one or more of the following conditions/symptoms must be kept home from school. Unless otherwise noted, student may return to school the following day after it is determined to the satisfaction of District representatives that a contagious or infectious disease does not exist. (Education Code 48980, 49403 and 49451)

- Temperature of 100° F or higher. Student may return to school when he or she has been without a fever for **24 hours without the use of fever-reducing medication.**
- Nasal discharge that cannot be controlled with tissue and proper hand washing.
- Non-allergy related sore throat and/or persistent cough. Student may return to school when symptoms are resolved or medical provider documents that the student can return to school.
- Continued symptoms within 24 hours of illness-related absence.
- Vomiting or persistent nausea. Student may return 48 hours after vomiting has stopped or medical provider documents that the student can return to school.
- Diarrhea. Student may return 48 hours after diarrhea has stopped or medical provider documents that the student can return to school.
- Rash of unknown cause. Student may return when rash is gone or medical provider documents that rash is not contagious.

- Lice. Students found with live lice should be sent home to start treatment as soon as possible to avoid the spread of lice. Students may return to school upon satisfactory treatment and after there are no visible lice upon re-examination. (AR 5141.33)
- Suspected contagious condition (i.e., Impetigo, Ringworm, Scabies, Pink Eye, etc.). Student may return to school when condition has resolved or medical provider documents that the student can return to school.
- Asthma symptoms not relieved with medication.
- Allergic reaction. Student may return to school the next day if reaction has resolved.

Health Care Coverage – EC 49452.9

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

Oral Health Assessment – EC 49452.8

Requires a pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31st of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

Physical Examination – EC 49451

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 49451. 20 USC 1232h: Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or is expected to be scheduled that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the pupil or other pupils. Notification to offer parents an opportunity to opt pupils out of participation in the activity. Requires school district to develop policy, in consultation with parents, regarding the administration of physical examinations or screenings that the school may administer to a pupil. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

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

Note: Physical examinations that schools are required to conduct include sight and hearing testing under EC 49452 and scoliosis screening under EC 49452.5.

Why Your Child Needs Immunization Shots:

The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles and whooping cough (pertussis) spread quickly, so children need to be protected before they enter. California schools are required to check immunization

records for all new student admissions at Kindergarten or Transitional Kindergarten through 12th grade and all students advancing to 7th grade before entry.

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

What You Will Need for Admission: To attend school, your child’s Immunization Record must show the date for each required shot below. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment. If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including the duration of the medical exemption. A personal beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit ShotsForSchool.org. You must also submit an immunization record for all required shots not exempted. If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s). You must also submit an immunization record for all required shots not exempted. **Questions?** Visit ShotsForSchool.org or contact your local health department (<http://publichealth.lacounty.gov/chs/phcenters.htm>) or ShotsForSchool.org .

Parents’ Guide to Immunizations

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
Polio (OPV or IPV)	4 doses (3 doses OK if one was given on or after 4th birthday)	4 doses (3 doses OK if one was given on or after 2nd birthday)	
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)	5 doses of DTaP, DTP, or DT (4 doses OK if one was given on or after 4th birthday)	4 doses of DTaP, DTP, DT, Tdap, or Td (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/ DTP given on or after 7th birthday for all 7th-12th graders.)	1 dose of Tdap (Or DTP/DTaP given on or after the 7th birthday.)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	2 doses of MMR or any measles-containing vaccine (Both doses given on or after 1st birthday.)
Hepatitis B (Hep B or HBV)	3 doses		
Varicella (chickenpox, VAR, MMR-V or VZV)	1 dose	1 dose for ages 7-12 years. 2 doses for ages 13-17 years.	

Immunizations – HSC 120325, 120335, 120338, 120365, 120370, and 120375

Eliminates the exemption from existing specified immunization requirements based upon personal beliefs, but would allow exemption from future immunization requirements deemed appropriate by the State Department of Public Health for either medical reasons or personal beliefs. Exempts pupils in a

home-based private school and students enrolled in an independent study program and who do not receive classroom-based instruction, pursuant to specified law from the prohibition described above. Allows pupils who, prior to January 1, 2016, have a letter or affidavit on file at a private or public elementary or secondary school, child day care center, day nursery, nursery school, family day care home, or development center stating beliefs opposed to immunization, to be enrolled in any private or public elementary or secondary school, child day care center, day nursery, nursery school, family day care home, or development center within the state until the pupil enrolls in the next grade span, as defined. Except as under the circumstances described above, on and after July 1, 2016, prohibits a governing authority from unconditionally admitting to any of those institutions for the first time or admitting or advancing any pupil to the 7th grade level, unless the pupil has been immunized as required by the bill. Specifies that its provisions do not prohibit a pupil who qualifies for an individualized education program, pursuant to specified laws, from accessing any special education and related services required by his or her individualized education program. Narrows the authorization for temporary exclusion from a school or other institution to make it applicable only to a child who has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the diseases described above. Makes conforming changes to related provisions.

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

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

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

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

Medication Regimen – EC 49480

Requires the school district to inform the parents or legal guardians of all pupils in the district of the following: The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular schoolday, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement. Official forms have been developed to assist parents in directing the school to help with administration of medications and are available from the Health Assistant or Nurse at each BHUSD school. The forms can also be located online at:

http://www.bhusd.org/apps/pages/index.jsp?uREC_ID=31992&type=d&pREC_ID=644111 .

Administration of Epilepsy Medication – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

Medications at School Checklist

- Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
- If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
- If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423). Official forms have been developed to assist parents in directing the school to help with administration of medications and available from the Health Assistant or Nurse at each BHUSD school.
- As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
- All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
- Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
- Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
- Know and follow the medicine policy of your child's school.

Food Allergies at School

There are students who are allergic to certain foods, including nuts (peanuts, walnuts, hazelnuts, etc.). When exposed to nuts, allergic students may break out in hives. Their airway may swell and they could stop breathing. Each school site has designated Nut-Free area(s). This was put in place to show consideration for students with nut allergies.

Please help us keep all of our students safe and healthy at school.

1. If you have a student who has food allergies, make sure you notify the school nurse, the teacher(s) and the cafeteria manager.
2. Talk to your student about not sharing or trading their food or lunches with other children.
3. Talk to your school about celebrations before sending food items to school. We encourage parents/guardians to bring non-food items such as stickers or pencils for school celebrations in lieu of food items which present a challenge for students with food allergies.
4. When sending food for others to consume, do not send any foods that have nut or nut by-products in them. Read food labels for nuts or nut derivatives.
5. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.

Concussion and Head Injuries – EC 49475

A concussion is a type of brain injury and all brain injuries are serious. A concussion can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. It can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness.

What are the signs and symptoms of concussion?

Signs and symptoms of concussion may show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion listed below, or if you notice the symptoms or signs of concussion yourself, your child should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, determines that your child is symptom-free and able to return to play.

Signs observed by coaching staff...	Symptoms reported by athletes...
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events prior to hit or fall	Confusion
Can’t recall events after hit or fall	Just not “feeling right” or “feeling down”

Concussions affect people differently. While most athletes with concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. In rare cases, a dangerous blood clot may form on the brain and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body she/he exhibits any of the following danger signs:

One pupil is larger than the other	Convulsions or seizures
Is drowsy or cannot be awakened	Cannot recognize people or places
Weakness, numbness, or decreased coordination	Repeated vomiting or nausea
Slurred speech	Has unusual behavior

A headache that not only does not diminish, but gets worse

Becomes increasingly confused, restless, or agitated

Loses consciousness

Why must an athlete be removed from play after a concussion?

If an athlete has a concussion, his/her brain needs time to heal. Continuing to play while the brain is still healing leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that young athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion...

If you suspect that your child has a concussion, remove him/her from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Do not try to judge the severity of the injury yourself. Close observation of the athlete should continue for several hours. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.

California Education Code 49475 and the California Interscholastic Federation (CIF) Bylaw 313 require implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student athletes:

Any athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until he or she is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice. The athlete shall not be permitted to return to the athletic activity until he or she receives written clearance to return to the athletic activity from that licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. It's better to miss one game than miss the whole season.

For more information, visit: <http://www.cdc.gov/headsup/youthsports/index.html> (Centers for Disease Control and Prevention) or http://www.cifstate.org/sports-medicine/concussions/student_parents (CIF)

Health Insurance Coverage for Athletes – EC 32221.5

Requires school districts that operate high school interscholastic athletic teams to include a statement regarding no- or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members. 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. 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 211.

Confidential Medical Services – EC 46010.1

A school district each academic year must notify pupils in grades 7 to 12, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Notice may be included with any other notice given pursuant to Education Code.

The California Attorney General in November 2004, opined that a school district may not adopt a policy under which the district will notify a parent when a pupil leaves school to obtain confidential medical

services, nor may a district require a pupil obtain written parental consent prior to releasing pupil from school to receive confidential medical services.

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

Emergency Treatment for Anaphylaxis – EC 49414

Requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis).

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

Sunscreen and Sun-protective Clothing – EC 35183.5

Provides that pupils may use sunscreen during the school day without a physician's note or prescription. Requires the school to adopt a policy regarding the type of sun-protective clothing, including but not limited to hats that pupils may wear for outdoor use during the school day.

Tobacco-free Campus – HSC 104420 and 104495

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

Medical Records Sharing – HSC 120440

Requires a school district planning to provide information from pupils' medical records to an immunization system and to inform students or parents or guardians of the following:

Medical information may be shared with local health departments and the State Department of Health Services. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

PROTECTION & SAFEGUARDS

Safe Place to Learn Act – EC 234 and 234.1

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

In addition, a copy of the policy and information about the manner in which to file a complaint, to pupils, parents, employees, agents of the governing board, and the general public shall be posted in all schools and offices, including staff lounges and pupil government meeting rooms. Or, visit:

http://www.bhusd.org/parents/uniform_complaint_procedures.jsp

Nondiscrimination Statement

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200 et seq. requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964, also prohibits discrimination on the basis of gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

The Beverly Hills School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. Privacy for non-transgender students: A student for whom this presents a potential violation of his/her right to privacy or religious expression should notify school administration, who will work with the student/parent to find an acceptable arrangement. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged

discrimination was first obtained. For a complaint form or additional information, visit:
http://www.bhusd.org/parents/uniform_complaint_procedures.jsp .

Nondiscrimination and Sexual Harassment

Student Conduct Policy

1. The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.
2. Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.
3. The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.
4. Students and parents/guardians shall be notified of district and school rules related to conduct and shall receive regular instruction regarding these rules. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors as well as prevention and intervention strategies.
5. The Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (including HIV and AIDS), Mental Disability, Medical Condition (cancer related), Age (over 40), Marital Status, Vietnam-era Veteran Status, or Actual or Perceived Sexual Orientation and Denial of Family Care Leave. The Board shall promote programs that ensure the discriminatory practices are eliminated in all district activities.
6. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. If disciplinary action is needed, the progressive discipline steps may be followed, including as appropriate: warning, reprimand, suspension and dismissal.
7. Any student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal, or the Chief Administrative Officer. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Business office. Copies of the Uniform Complaint Form may be obtained from the school office or at http://www.bhusd.org/parents/uniform_complaint_procedures.jsp

Nondiscrimination/Harassment (EC 200-262.4 and BP 5145.3)

The Board of Education 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, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

1. The Beverly Hills Unified School Board of Education affirms the right for all students, staff, and parents and guardians to be free from hate crimes, abusive statements, or any activity, which degrades the unique qualities of an individual, such as race, ethnicity, culture, heritage, sexuality, physical/mental attributes, religious beliefs and practices. Such verbal or physical acts are damaging to one's self-esteem and will not be tolerated on any District campus or at any school activity whether on or off campus. The Board encourages the superintendent and staff to develop programs, which enhance self-esteem, raise awareness and sensitivity, and foster respect for individuals and their unique qualities.

2. The Board recognizes that such hate-crime statements, threats, physical assaults, or damage to property are inflammatory to those victimized by such acts and jeopardizes the safety and wellbeing of students and staff. The Board authorizes the staff to discipline students involved in such acts, including suspensions and recommendation for expulsion.

3. The District will not tolerate any act of harassment or intimidation including gestures, comments, threats or actions, wither written, verbal or physical, which cause, threaten to cause or are likely to cause bodily harm or personal degradation on any District campus or at any school activity whether on or off campus.

4. The consequences of these actions may include a broad range of disciplinary measures as appropriate; however, every effort will also be taken to provide or locate appropriate assistance for both the victim and the offender.

Initial Response and Reporting Expectations

1. The District expects all employees, if they observe or become aware of an act of intimidation, to take immediate, appropriate steps to intervene.

2. If, in the opinion of the employee, the matter has not been resolved, then the situation must be reported to an administrator for further investigation.

3. The District expects students, parents and other community members who observe or become aware of a serious act of harassment/intimidation to report this act to a school administrator for further investigation.

Investigation and Response

1. Any incident, which may constitute an act of harassment/intimidation, which is reported to the principal, shall be thoroughly investigated by the site administrator or designee. Consequences shall be commensurate with the results of the investigation. This may include, but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion of the offender. The parent or guardian shall be contacted and may be asked to attend a conference with school officials.

2. If the parent or guardian does not attend the conference, the site administrator shall send a letter informing the parent of the actions under consideration and notifying parent of all data pertinent to the action.

3. Depending on the severity of the incident, the administrator shall take appropriate steps to insure campus safety. This may include any or all of the following: implement an immediate safety plan; isolate and supervise involved students; provide staff support for involved students as necessary; report incident to law enforcement, if appropriate; notify the parents/guardians of both the offender and the victim and develop a behavior-support plan with parents.

4. If the act of harassment/intimidation is deemed to warrant a suspension, expulsion or involuntary transfer to another school, then the matter will be processed in accordance with [Administrative Regulations 5144.1, Suspension/Expulsion/Due Process and AR5145.7 Sexual Harassment](#).

Assessment and Intervention

1. An administrative contact will be made with the victim and offender prior to resuming regular schedule of classes. If deemed necessary, the administrator or designee may convene a multi-disciplinary team to further assess and determine the need for ongoing support for the victim or the offender.

2. The support plan may include any or all of the following: a case manager, counseling services (site, district and/or community resources); parenting skills classes; and other additional support services as deemed appropriate. The case manager will maintain a record of the services provided.

School Follow-up

1. The case manager has a responsibility to follow up and evaluate the behavior support plan.

2. The case manager will compile a report to the site administrator on the process, resources used, and the follow up procedure involving the victim and the offender.

3. A copy of the behavior plan and follow-up report will then be forwarded to the Director of Student Services and Special Projects.

Sexual Harassment and Sexual Discrimination (EC 231.5, 48980(g) and Board Policy 4119.11 and 5047)

The District shall not tolerate any form of sexual harassment or sexual discrimination in the schools or at the workplace, in any form, including acts of students. Disciplinary action will be taken promptly against any employee, supervisory or otherwise, or student engaging in unlawful sexual harassment or sexual discrimination. A copy of these policies is available at each school and at the District Office, and is a part of all new student orientations. Students or staff should immediately report incidences of sexual harassment or sexual discrimination to the principal or designee, supervisor, or the Assistant Superintendent of Business Services. Information about the District's Sexual Harassment Regulations can be found on the District's [Title IX Sexual Discrimination](#) website. Information about filing formal complaints can be found on the District's [Uniform Complaint](#) website. The Title IX Coordinator for issues that do not involve employees is the Assistant Superintendent of Business Services.

Sexual Harassment– EC 231.5 and 48980(g)

1. The Beverly Hills Unified School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices.
2. Sexual Harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.
3. The District strongly condemns, opposes and prohibits sexual harassment of students whether verbal, written or physical by anyone in or from the District. Therefore, the Board shall not tolerate the sexual harassment of any student by any other student or any District employee. Any student who is found guilty of sexual harassment shall be subject to disciplinary action.
4. Teaching the value and importance of mutual respect and understanding of both sexes shall be a part of the K-12 instructional program. Such instruction shall be made a part of the curriculum design in age appropriate ways.

It shall be the policy of this district to:

1. Prohibit and discourage any person in the work or educational setting from sexually harassing any other person, including students, in the work or educational setting.
2. Provide a harassment-free work and educational environment.
3. Remedy in a speedy manner any consequences of sexual harassment.
4. Provide on-going education and awareness of the problem of sexual harassment.
5. Provide information about how to pursue claims of sexual harassment.

Definition of Sexual Harassment:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by any person from or in the work or educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs, or activities available at or through the educational institution.
5. As it relates to students, subjects any pupil to discrimination on the basis of sex, including sexual harassment, in any District program or activity.
6. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Consequences for Violation of Policy:

1. Any person who violates this policy will be subject to disciplinary action up to and including discharge, suspension, or other appropriate disciplinary measures.
2. Any student who violates this policy will be subject to disciplinary action up to and including expulsion.
3. All students/parents/guardians will receive [information about the District's Sexual Harassment Policy](#) during the first month of school.

Understanding and Avoiding Harassment:

All pupils have the right to participate in an educational process that is free from discriminatory attitudes and practices and acts of hate violence. A definition of harassment is the unwanted and unwelcome behavior from other students or staff members, which interferes with another individual's life. When it is sexual in nature, then it is considered to be "sexual harassment". When it is racial in nature, then it is considered to be "hate-motivated behavior" or sometimes a "hate crime". Regardless, the District will not tolerate any form of harassment in the schools or at the workplace. Disciplinary action will be taken promptly against any student engaging in unlawful acts of sexual harassment or hate violence. Examples of actions that interfere with a person's education that are prohibited for both students and staff include (EC 48900.2, 48900.4, and 48980(h)):

1. Unwanted touching
2. Obscene comments
3. Physical threats
4. Obscene gestures
5. Indecent exposure
6. Sexual innuendos
7. Gender specific comments
8. Requests for sexual favors
9. Racial-specific comments
10. Suggestive looks

Why is this topic so important?

Many people have been called rude or obscene names and maybe even been threatened because of their religion, race or simply because they are a boy or a girl. This guide is designed to remind everyone that "harassment" of any kind is not acceptable behavior at any time and is against school rules.

"Harassment" is not welcome in the Beverly Hills Unified School District!

We believe that every student has the right to learn:

1. Without being called names and
2. Without being threatened because they are a boy or a girl, or from a certain religion or race.

What is harassment?

Harassment is unwanted and unwelcome behavior from other students or staff members, which interferes with another person's life. When it is sexual in nature, it is "sexual harassment." When it is racial in nature, it is "hate-motivated behavior" or sometimes a "hate crime." It is against the rules for students to make remarks that embarrass others or make them feel uncomfortable because of actions or remarks that are sexual or racial in nature.

What should a student do if s/he feels that s/he has been harassed?

1. Tell a teacher, counselor or school administrator. When telling what happened, be specific. Any report you make is private. You may bring a parent or guardian with you, if you would like. The information you give is private and will not be made public, unless you talk about it yourself with others. Any witnesses will be told to keep the information about the situation to themselves, too.
2. Do not worry about someone "getting even" with you for telling.
3. The school will support you and investigate your concern quickly. School administrators will do their best to make sure no one tries to "get even."
4. Tell the truth.

5. Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.

What happens next?

A harassment complaint is usually settled at the school, but sometimes it will be reviewed at the District Office. An investigator will be assigned and will communicate with those individuals who can help to sort out the facts. The investigator will determine whether harassment has occurred, prepare a report about the situation and give the information to your principal. Your principal will then suggest a solution or remedy. Finally, if things are not settled, you have the right to submit your concern to the Assistant Superintendent of Business.

Enforcement of Standards

1. Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, s/he shall refer the matter to his/her supervisor or administrator for further investigation.
2. Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board Policy and Administrative Regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289, and 49013

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to appropriate complaint officer who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is

found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Visit http://www.bhusd.org/parents/uniform_complaint_procedures.jsp for additional information or assistance.

Sex Equity: Title IX Notifications – EC 221.61

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. Title IX coordinator for BHUSD is Assistant Superintendent of Business, La Tanya Kirk-Carter Latham and may be reached at lkirk@bhusd.org. You may file a Title IX complaint by visiting http://www.bhusd.org/parents/uniform_complaint_procedures.jsp.

Asbestos Management Plan – 40 CFR 763.93

The School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Director of Maintenance.

Megan’s Law – PC 290 et seq.

Assembly Concurrent Resolution 72 (Resolution Ch. 122, 1998) strongly encourages school districts to inform parents or guardians about the availability of Megan's Law information in the annual notification. Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on [how to protect yourself and your family](#), [facts about sex offenders](#), [frequently asked questions](#), and [sex offender registration requirements in California](#).

Child Abuse and Neglect Reporting – PC 11164 et seq.

The Beverly Hills Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff’s Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies. Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Chief Human Resources Officer.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

- To stop a disturbance threatening physical injury to people or damage to property;
- For purposes of self-defense;
- To obtain possession of weapons or other dangerous objects within control of a student;
- To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

For additional resources, visit California Department of Education webpage:

<http://www.cde.ca.gov/ls/ss/ap/>

Electronic Listening or Recording Device – EC 51512

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

Harm or Destruction of Animals – EC 32255 et seq.

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Chapter 2.3 (commencing with Section 32255) of Part 19. Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question. An opt-out form is provided to parents annually via the re-enrollment process and remains available year-round at each school office.

Homeless Youth Education – 42 US 11432, EC 48853, 49069, 51225.1 and 51225.2

Requires every local education agency to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

Notification:

- Liaison contact information: James Hanson, CWA: jhanson@bhusd.org or 310-551-5100x2250.
- Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).
- Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
- Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).
- Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
- Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

Foster Pupils (EC 48850 et seq.)

Requires district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full

and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

Foster youth exemption from local graduation requirements – (EC 48853, 49069, and 51225.2)

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

Competitive Athletics – EC 221.9

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information: The total enrollment of the school, classified by gender. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender. The number of boys' and girls' teams, classified by sport and by competition level. Schools shall make the information identified above publicly available by posting it on the school's website. BHHS maintains a competitive athletics program and their data can be located at: <http://bhhs.bhusd.org/athletics/>

"Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

Victim of a Violent Crime – 20 USC 7912

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact your child's principal.

Lactating Pupils – EC 222

Requires a school to provide, only if there is at least one lactating pupil on the school campus, reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These reasonable accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk. Also requires that a lactating pupil on a school campus be given a reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. Prohibits a pupil from incurring an academic penalty as a result of her use, during the school day, of these reasonable accommodations. Authorizes a complaint of noncompliance with the requirements of the bill to be filed with the local educational agency, and would require the local educational agency to respond to such a complaint, in accordance with specified procedures. Authorizes a complainant to appeal a decision of the local educational agency to the State Department of Education and would require the department to issue a written decision within 60 days of its receipt of the appeal. Requires a local educational agency to provide a remedy to the affected pupil if the local educational agency finds merit in a complaint or if the Superintendent of Public Instruction finds merit in an appeal. Includes a statement of legislative findings and declarations.

Custody Issues

Parents may try to use the school as a forum for disputing custody matters. This is not tolerated.

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Release Juvenile Information – WIC 831

Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court.

Williams Complaint Policy & Procedure – EC 35186

Requires school districts to use a modified uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Allows for the filing of anonymous complaints. A complainant who identifies himself or herself is entitled to a response upon request. Requires notice to be posted in classrooms notifying parents, guardians, pupils and teachers of the following:

“There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments as defined in paragraphs (2) and (3) of subdivision (h).”

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at <http://www.bhusd.org/pdf/hr/Williams%20Uniform%20Complaint%20Procedures.pdf> . Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

USE OF TECHNOLOGY

Acceptable Use of Technology

One of the adopted goals of the Beverly Hills Unified School District is to assist in advancing the use of technology to enhance student learning. Access to Beverly Hills Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Beverly Hills Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Beverly Hills Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Internet Safety

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, MySpace or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com. The Beverly Hills Unified School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home. Thank you for your support and cooperation in keeping our students safe.

Responsible Use of Technology Policy for Students A.K.A. "RUP"

The Beverly Hills Unified School District ("BHUSD") believes the use of technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and society. BHUSD encourages the use of technology in a safe, responsible, courteous, and legal manner to further learning and communication opportunities for students in support of BHUSD's educational mission. Since the Internet and related technologies are vast and expanding resources capable of being used inappropriately, this Acceptable Use of Technology for Students and Waiver, Release and Hold Harmless Agreement (the "Agreement") sets forth and provides notice of the guidelines, behavior, terms and conditions that students are expected to abide by when using technologies made available by BHUSD to students.

Technologies Covered: BHUSD may provide Internet access, desktop computers, mobile computers or laptops, tablets, handheld devices, videoconferencing capabilities, online collaboration, message boards, email, web-based programs, document creation tools, shared calendars, education applications (including Google Apps for Education), and other technology and technology-related devices, capabilities, and/or features. These technologies improve student communication and collaboration skills, facilitate dissemination of lesson plans and assignments, and extend learning beyond classroom walls while building digital and technology-based skills. As new technologies emerge, BHUSD intends to provide access to such technologies to the extent they further educational objectives. The guidelines, behavior, and terms and conditions outlined in this document cover all available technologies provided and/or made available by BHUSD, not just specifically listed.

No Expectation of Privacy: Students have no expectation of privacy in their use of technology made available by BHUSD. Students' computer files, internet usage, communications (such as email and voice

mail), and other technology-related activities are not private. BHUSD has the right to monitor and inspect technology systems and students' use thereof at any time, without advance notice or consent.

Privileges: The use of technology at BHUSD is a privilege, not a right. Students are responsible for their own behavior at all times. Student safety is BHUSD's highest priority. BHUSD may deny, revoke, or suspend specific user access. The system administrators (operating under the aegis of the Board of Education and the District Office) have the authority and discretion to determine appropriate technology use, and to deny, revoke, or suspend the use of any user. Their decision is final.

Use Expectations: Student use of technology provided or made available by BHUSD is permitted and encouraged where such use is suitable for educational purposes and supports the goals and objectives of BHUSD. All technology is to be used in a manner that is consistent with applicable laws, BHUSD Board Policies and Administrative Regulations, and standards of student conduct. Without limitation, students shall use technology provided or made available by BHUSD in consideration of and/or compliance with the following:

- 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 and passwords private and shall only use the account to which they have been assigned.
- 2) Students shall use technology provided and/or made available by BHUSD responsibly and only for educational purposes.
- 3) Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful or inappropriate matter is that which the average person, applying contemporary societal standards, would consider as depicting or describing matter in a patently offensive way, sexual conduct, and which lacks serious literary, artistic, political or scientific value for minors.
- 4) Students shall use appropriate language while using technology-based communication and publishing services. Students must be aware that matter communicated or published may be copied, reproduced, distributed, and/or viewed globally.
- 5) Unless otherwise instructed by BHUSD personnel, parent(s), and/or guardian(s), students shall not disclose, use, or disseminate personal identification information about themselves or others. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
- 6) Unless otherwise instructed and approved by BHUSD personnel, parent(s), and/or guardian(s), students shall not meet with someone they have met online without their parent approval and participation.
- 7) Students shall not use technology-based communication services to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy, or administrative regulations.
- 8) Students shall not use technology provided and/or made available by BHUSD to engage in commercial or other for-profit activities of for financial gain.

- 9) Students shall not threaten, intimidate, harass, or ridicule other students or staff.
- 10) Unless otherwise instructed by BHUSD personnel, students shall not upload or download materials on BHUSD provided technological devices. Students shall not upload, download, make or create computer viruses/malware, and/or otherwise intentionally to harm or destroy BHUSD equipment or materials, or manipulate the data of BHUSD or of any other user in any manner.
- 11) Students shall not use another student's or staff member's online services account, read or access other users' electronic mail or files, attempt to interfere with other users' ability to send or receive electronic mail, or delete, copy, modify, use or forge other users' mail or electronic files.
- 12) Students shall report any message they receive that is inappropriate or makes them feel uncomfortable.
- 13) Students shall report any security problem, damage to, or misuse of the network, technological resources, or technology-related services to the supervising teacher or principal.
- 14) Students shall not intentionally waste limited resources such as printer paper and ink, or hard drive space or memory.
- 15) Students are responsible for maintaining up-to-date file folders. Email should be read and deleted regularly. File server space is limited.
- 16) Copyrighted material shall be posted online only in accordance with applicable copyright laws, and such laws will be observed in the use and distribution of information retrieved from or sent over the network/Internet. Any materials utilized for research projects should be given proper credit as with any other printed source of information. Downloading of copyrighted material may be done for personal use only, and copyrighted material may not be placed on the system for distribution without the author's permission. Software shall only be added when the original copy of the software's license is kept on file at the appropriate district location.
- 17) The technology provided or made available by BHUSD are not public forums, they are extensions of classroom spaces where student free speech rights are limited.

Violation of Use Policy: Whenever a student is found to have violated board policy, administrative regulation, or this Agreement, a student's user privileges may be revoked, suspended, or otherwise restricted, and/or supervision of the student's use of technological resources may be increased, as appropriate.

In addition, student use of technology that violates applicable laws, board policies, administrative regulations, and/or this Agreement, shall result in disciplinary action in accordance with law and board policy. Consequences of such misconduct may include, but are not limited to: written notification to parent / guardian; documentation of offense in student file; referral; detention; loss, suspension, or restriction of use privileges; suspension; expulsion; and/or legal action and prosecution.

District/School Websites: BHUSD and each school site maintain its own website. Material published on these web pages will have permission from the author, and will include permission from the parent/guardian. Consult the BHUSD web site publishing guidelines for further details.

Limitation of Liability: BHUSD is not responsible for damage or harm to persons, property, files, data, or hardware caused by inappropriate use by students. BHUSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, but BHUSD makes not guarantees as to their effectiveness. BHUSD is not responsible, financially or otherwise, for unauthorized transactions conducted over the school network, for copyright violations, or any harm or damage resulting from use mistakes or negligence, or from the willful or intentional misuse of technologies. Further, BHUSD is not responsible for any consequences of service interruptions or changes, even if such arise from circumstances under the control of BHUSD, and is not responsible for harm or damage to student-owned technological devices used to access BHUSD networks. BHUSD does not guarantee that a student that does not obtain parent / guardian consent will never gain access to the network.

Waiver: In consideration of use of technology made available by BHUSD, students (and their parent / guardian, as applicable) by signing this Agreement students agree to waive, discharge and release BHUSD from any legal liability from any and all injuries, damages to property and claims whatsoever caused by or resulting from use of technology made available by BHUSD.

Student Agreement: I have read, understand, and will abide by the guidelines, behavior, terms and conditions set forth in this Agreement, and I understand that violations of the Agreement may result in the consequences described. I understand that computer, network, Internet, and technology use at BHUSD is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

Parent/Guardian Agreement: (Students under the age of 18 must also have the signature of a parent/guardian.)

As the parent/guardian of my student, I have read this Agreement and understand its contents.

Please check one:

I hereby agree to the terms and conditions set forth in this Agreement on behalf of myself and the student, and give my permission for the student to use and access BHUSD provided technologies described.

I DO NOT agree to the terms and conditions set forth in this Agreement, and DO NOT give my permission for the student to use and access BHUSD provided technologies described.

Responsible Use of Technology Policy – RUP Electronic Signature

Parents/Guardians and Students will be asked to provide consent electronically within the Online Parent Portal.

BEVERLY HILLS UNIFIED SCHOOL DISTRICT
2018-2019 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW *

Dear Parent/Guardian:

The Beverly Hills Unified School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child’s school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the “Acknowledgement of Receipt and Review” form below, and return it to your child’s school.

Acknowledgement of Receipt and Review

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

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

Signature of Student (if student is 18 or older)

*The majority of parents or guardians will sign this notice via online enrollment.

BHUSD LIST OF SCHOOLS' ADDRESSES, PHONE, & FAX NUMBERS

Schools

Schools	Telephone	Fax	Address	ZIP
Beverly Vista	310-229-3665	310-275-3532	200 South Elm Drive	90212
El Rodeo	310-229-3670	310-275-3185	605 Whittier Drive	90210
Hawthorne	310-229-3675	310-276-5023	624 North Rexford Drive	90210
Horace Mann	310-551-5104	310-652-8841	8701 Charleville Boulevard	90211
BHHS	310-229-3685	310-286-7446	241 Moreno Drive	90212
Moreno Continuation High	310-551-5100 x8100		241 Moreno Drive	90212

District Offices

255 South Lasky Drive, Beverly Hills, California 90212

Department	Telephone	Fax
Superintendent	310-551-5100 x2210	310-286-2138
Business	310-551-5100 x2248	310-277-6906
Educational Services	310-551-5100 x2322	310-286-7475
Human Resources	310-551-5100 x2236	310-277-6137
Student Services	310-551-5100 x2226	310-277-6390
Facilities	310-551-5100 x2390	310-551-0287
Food Services	310-551-5100 x2386	310-551-5127
Maintenance & Operations	310-551-5100 x2375	310-286-9536
Technology	310-551-5100 x2239	310-286-7475

Board of Education

Name	Title
Lisa Korbatov	President
Noah Margo	Vice President
Howard Goldstein	Member
Mel Spitz	Member
Isabel Hacker	Member
Sean Toobi	Student Member