

Bishop Unified School District

301 N. Fowler, Bishop, CA 93514
760-872-3680 FAX: 872-6016

ANNUAL NOTICE TO PARENT/GUARDIAN/STUDENTS/TEACHERS And Advisory Committees REGARDING YOUR RIGHTS 2017-2018

Dear Parent or Guardian:

As required by law, I wish to notify you as the parent and/or guardian of students enrolled in our schools of your rights and responsibilities. I ask, therefore, that you please take a moment of your time to carefully review the attached materials. After your review, please sign and return the attached acknowledgment indicating that you have received and reviewed these materials. All references are to the California Education Code [E.C.] unless otherwise noted. This mailing also contains information required under federal law.

If you have any questions regarding this information, please feel free to contact our school offices: Bishop High School at 873-4275, Palisades Glacier High School at 938-2001, Home Street Middle School at 872-1381, and Bishop Elementary School at 872-1278.

Sincerely,

Barry Simpson
Superintendent

PARENTAL ACKNOWLEDGMENT

Education Code section 48982 requires parents or guardians to sign and return this acknowledgment.
Please return this form to the main office.

By signing below I am neither giving nor withholding my consent for my child/children to participate in any program. I am merely indicating that I have received and read the attached 13-page notice regarding my rights relating to activities which might affect my child/children.

Signature of Parent/Guardian _____

Printed Name of Parent/Guardian _____ Date _____

Printed Name of Student (s) _____

SCHOOL RULES

1. You have a right to review the school rules regarding student discipline. Those rules are explained in the Student Handbook which is reviewed and mailed home annually. If you wish an additional copy, please contact the School Office.

ATTENDANCE

1. **General Absences** - see attached Education Code Section 48205*. No student may have his or her grade reduced or lose academic credit for any absence excused pursuant to Education Code section 48205 if missed assignments and tests that can be provided are satisfactorily completed within a reasonable period of time. [E.C. section 48980(j)]
2. **Absence for Religious Purposes** - With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. [E.C. section 46014]
3. **Absence for Justifiable Personal Reasons** - Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats (not to exceed 4 hours per semester), an employment conference [E.C. section 48205] or a naturalization ceremony [E.C. 48205]
4. **Inter District Attendance Options** - It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interest of California's pupils. Please contact our District Office (872-3680) for more information regarding all current attendance options.
5. **Attendance in School District in Which Parent/Guardian is Employed** - Now applicable through the 12th grade, your child may have the option of attending school in the district where you or your spouse is employed for at least 10 hours per school week. If interested, call the District Office (872-3680) for information. [E.C. sections 48204(b) and 48980(e)]
6. **Enrollment Based on Parent and Student Living at Parent's Place of Employment for a Minimum of 3 Days During the School Week.** Parents may apply for enrollment of their child in a school district in which the parent is employed, and where the parent and child live at the parent's place of employment for a minimum of 3 days during the school week. (EC 48204(a)(7).)
7. **Attendance Where Caregiver Resides** - If your child lives in the home of a care giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care giving adult is required to determine that your child lives in the caregiver's home. [E.C. sections 48204(d) and 48980(h)]
8. **Individualized Instruction** - If your child has a temporary disability which prevents him/her from attending regular classes, the district will provide individual instruction when possible. [E.C. sections 48206.3 and 48980(b)]
9. **Pupils in Hospitals Outside of School District** - If your child is, due to a temporary disability, in a hospital or other residential health facility which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. section 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. section 48208]
10. **High School Students Leaving School at Lunch Time** - The governing board of this school district, pursuant to Education Code section 44808.5, has decided to allow the pupils enrolled at the high school to leave the school grounds during the lunch period. Neither the school district nor any officer or employee shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

- 11. Minimum Days or Pupil Free Staff Development Days:** Release Days: Sept.4, 22; November 3,10, 20-24; December 25-29; January 1-5,15; February 19-23; March 5; 26-30; May 28. Modified Days: November 17; December 22, March 23; June 8. Check school calendars for additional calendar information.

DISCIPLINE

- 1. Student Discipline Rules** - The district maintains a student discipline code with policies and procedures. Copies are available at the district office
- 2. Release of Student to Peace Officer** - If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible adult (identified on your child's registration card), except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. section 48906]
- 3. Parent Responsibility** - Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$19,100 damages and another maximum of the same amount of a reward, if any. We expect these amounts to be indexed and rise annually [E.C. section 48904]. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [E.C. section 48904, Civil Code section 1714.1]. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. section 48900.1]
- 4. Student Search** - The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]. Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.
- 5. Dress Code** - Guidelines are listed in the Student Handbook (mailed home in registration packet) and additional copies are available at your request.

STUDENT SERVICES

- 1. Services to Disabled Pupils** - If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. [E.C. sections 56020- et seq.]
- 2. Student Sexual Harassment** - Students in grades 4 through 12 may be suspended or expelled for sexual harassment. A copy of the district's policy on student sexual harassment* is enclosed for your review.
- 3. Student Lunch Program** - Your child may be eligible to participate in the free/reduced lunch program. Information regarding your child's eligibility for this program is available in the main office. For more information, please contact the school office. [E.C. sections 49510-49520]

HEALTH SERVICES

- 1. Kindergarten and First Grade Physical Examination** - Good health is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is

suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact Chantal Linnastruth, the School Nurse, 872- 1278. [E.C. sections 48213 and 49450]

- 2. Immunizations** - Immunizations must be up-to-date before admission to any K-12 school program is granted. To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations as outlined below. New 7th grade entry requirements went into effect July 1, 1999. Vaccines and required doses are:

Polio, four doses at any age, but 3 doses meet the requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses meet the requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.

Diphtheria, Tetanus, and Pertussis *Age 6 years and under (Pertussis is required)* DTP, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria). **5 doses at any age, but 4 doses** meet requirements for ages 4-6 if at least one was on or after the 4th birthday. *Age 7 years and older (Pertussis is not required)* Td, DT, or DTP, DTaP or any combination of these. **4 doses at any age, but 3 doses** meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required. *7th grade* Td booster. **1 dose** not required but recommended if more than 5 years have passed since last DTP, DTaP, DT, or Td dose.

New Whooping Cough – Pertussis Booster (Tdap) Requirement for 7-12 Graders: 7-12th graders must have proof that they have received the Whooping Cough (Pertussis) Tdap booster vaccine. After June 30, 2012, this booster requirement will only apply to 7th graders. For more information go to www.cde.ca.gov/ls/he/hn/pertussis.asp or contact the school nurse. **Measles, Mumps, Rubella (MMR) Kindergarten, 7th grade, Grades 1-6 and 8-12, 2 doses*** both on or after 1st birthday. **2 doses*** both on or after 1st birthday. **1 dose** must be on or after 1st birthday. **Hepatitis B**

*Kindergarten, 7th grade, 3 doses, 3 doses**.* **Varicella*** Kindergarten 1 dose** on or after 1st birthday or health care provider documented varicella disease or immunity. * Two doses of measles-containing vaccine required. One dose of mumps and rubella containing vaccine required; mumps vaccine is not required for children 7 years of age and older. ** Two doses of the 2-dose formulation given at age 11-15 years along with provider documentation that the 2-dose formulation was used for both doses will also fulfill this requirement. *** Effective Date 7/1/01.

The law allows parents to exempt their children from meeting immunization requirements based on medical reasons. Parents must submit a waiver using a form prescribed by the State Department of Public Health which is signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). January 1, 2016 was the deadline for parents to exempt their children from required immunizations based on their religious or personal beliefs. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are defined as: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering the District for the first time or advancing to 7th grade after July 1, 2016 will no longer be exempt from immunizations based on religious or personal beliefs. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such time as directed by health officials or district administration. [E.C. sections 48216, 48853.5(d)(7)(B). 48980(a). 49403. Health and Safety Code sections 120325,120335,120341,120365].

- 3. Assistance with Medication** - If your child must take medication during the school day which is prescribed by a physician, surgeon or physician's assistant, designated school personnel may assist your child only if the parent signs a release statement on a special form available in our main office. The signature of the prescribing physician, surgeon or physician's assistant is also required. If your child is on a continuing medication regime for a non-episodic condition, you are required to notify the superintendent of the medication being taken, the current dosage, and the name of the supervising physician. With your consent, the school nurse may communicate with your child's physician, surgeon or physician's assistant and may counsel school personnel regarding the possible effects of the drug on the child's physical,

intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. [E.C. section 49480] Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing (E.C. section 49480). State law now allows students with an authorization to carry and self-administer prescription auto-injectible epinephrine and inhaled asthma medication. In the case of prescription auto-injectible epinephrine, the doctor's authorization and instructions may be provided by the prescribing physician, surgeon or physician's assistant, but the law does not expressly allow physicians' assistants to provide written authorizations and/or instructions for the use of inhaled asthma medication. The doctor's authorization must detail the name, method, amount and time schedules for administering the medication and confirm that your child is capable of self-administering. Parents must also: (1) provide written consent for the school nurse or other designated school personnel to consult with the student's doctor, surgeon or physician's assistant; and (2) agree to release the district and school personnel from civil liability in the event of an adverse reaction to the medication.

4. **Physical Examinations** - If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. section 49451]
5. **Medical and Hospital Services** - The school district does not provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of his/her attendance during a regular school day of the district; or while being transported by the district to and from school or other places of instruction; or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places. Applications are available in the Main Office. [E.C. section 49472]
6. **Scoliosis Screening (Curvature of the Spine)** - If your child is enrolled in grades 7 through 12, and is suspected of having curvature of the spine, please notify the school office. If your child is identified at school as having this condition, you will be notified. [E.C. section 49452.5]
7. **Sight and Hearing Test** - The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless you submit a written denial of consent. [E.C. section 49452]
8. **Information for Use in Emergencies** - For the protection of your child's health and welfare, we ask that you continually update Emergency Information Cards that are on file and available in the Main Office. [E.C. section 49408]
9. **Confidential Medical Services Without Parental Consent** - According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents or guardian. For more information, please contact the Main Office. [E.C. section 46010.1]
10. **Immunizations and Control of Communicable Disease** - This district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted. [E.C. section 49403]

SEX EDUCATION

1. **Instruction in Comprehensive Sexual Health Education/HIV/AIDS Prevention (EC 51930-51939)** - Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may

request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education.

2. Student Surveys, Tests and Questionnaires Regarding Sexual Attitudes and Practices

The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure 7th- 12th grade students' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate. If a school receives a written request from the parent or guardian excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student. (E.C. sections 51938(c) and 51939.)

EXEMPTIONS AND PARENTAL RIGHTS

1. Parental Rights: Education Empowerment Act of 1998 - The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

Inspection of Instructional Materials: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

Observation of School Activities: You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion.

This law does not relieve pupils of any obligation to complete regular classroom assignments.

Health Component of Any Program or Class: Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent or guardian's religious training or beliefs.

2. Other Parental Rights

The rights of parents and guardians of district pupils include the rights identified below. These rights include your right:

- a. To observe in your child's classroom (upon reasonable notice).
- b. To meet with your child's teacher and the school principal (upon reasonable notice).
- c. To volunteer your time and resources at the school.
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
- g. To have a safe learning environment for your child.
- h. To examine curriculum materials of your child's class.
- i. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- j. To access student records for your child.
- k. To receive information concerning expectations for student learning.
- l. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.

- m. To receive information about any psychological testing of your child and to deny permission for such testing. To participate as a member of any school site council or parental advisory council at the school, in accordance with governing membership.
 - n. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.
 - o. To request information regarding the professional qualifications of your child's teacher or any paraprofessional serving your child.
 - p. To be notified, at least once, in advance of career counseling and course selection (commencing with grade 7) so that you may participate in the counseling sessions and decisions.
3. **Dissection of Animals** - If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. section 32255]
 4. **Excused from Instruction Due to Religious Belief** - Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [E.C. section 51240]
 5. **Tests on Personal Beliefs** - Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program). Parents may inspect all instructional materials used in connection with any survey, analysis or evaluation. [20 U.S.C. 1232h and E.C. sections 51513, 60614]

SCHOOL RECORDS AND ACHIEVEMENTS

1. **Pupil Records** - You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are accurate, and not misleading, or otherwise in violation of your child's privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send his or her records, including suspension and/or expulsion disciplinary records, to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her tasks. For example, pupil records may be used to identify and verify eligibility for certain services under the federal No Child Left Behind Act. A school official is a person employed by the District as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, consultant or therapist), or a parent or student serving on an official committee (such as disciplinary or grievance committee), or assisting another school official in performing his or her tasks. For further information or assistance contact the Superintendent's Office or the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202. [E.C. sections 49063 and 49070; Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99]
2. **High School Exit Exam** - The California High School Exit Examination is currently suspended through the 2017-2018 school year. [E.C. sections 37254 and 60850 at seq.]
3. **Regulations Regarding Pupil Achievement** - If a student is in danger of failing a course, written notification will be sent to parents or a personal/telephone conference with the parent is required. [E.C. section 49067]

4. **Exemption from California Assessment of Student Performance and Progress (CAASPP)** - Each year, parents and guardians will be notified regarding their student's participation in the CAASPP assessment system. Parents and guardians wanting to excuse their children from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis. If you have any questions, please contact your appropriate site Principal: BUHS-(873-4275), PGHS- (938-2001). (E.C. sections 60615, 60604, 60640 and 5 CCR 852.)
5. **School Accountability Report Card** - The School Accountability Report Card is available on request and is accessible at the following internet site: www.bishopschools.org This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals.
6. **Release of Directory Information** - The law allows schools to release 'directory information' to certain persons or organizations such as military recruiters and colleges. Directory information may include a student's name, address, telephone information, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight & height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. If you wish that the district withhold any of this information, contact your appropriate site Principal: BUHS- (873-4275), PGHS- (938-2001), Home Street MS (8721381), Bishop Elementary (872-1278) [E.C. section 49061(c)].
7. **Homeless Students / Release of Directory Information** – Written consent of the parent or that of the student, if accorded parental rights, must be obtained before directory information pertaining to a homeless student may be released. [E.C. section 49073(c); 20 USC 1232g]
8. **Advanced Placement and International Baccalaureate Examination Fees** – state funds may be available to cover the costs of Advanced Placement and International Baccalaureate examination fees. [E.C. sections 48980(k) and 52244.]

DUE PROCESS PROTECTIONS AND COMPLAINTS

1. **Complaints Regarding Employees** - Any individual, public agency, or organization alleging a violation of federal or state statutes may file a written complaint regarding specific programs within the Bishop Unified School District through the Uniform Complaint Procedure.
2. **Uniform Complaint Procedures** - Bishop Unified School District has the primary responsibility for the compliance with federal and state laws [5 CCR 4610, 4620 and 4622] The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, marital, parental or family status, gender, which includes a person's gender identity and gender expression, sexual orientation, race, color, ancestry, national origin, physical or mental disability, or genetic information. For the full list of the prohibited types of discrimination, please see provision 5, "Complaints Regarding Discrimination and the Education of Disabled Students" below.

The Uniform Complaint Procedures shall be used to investigate and resolve complaints alleging the district's violation of applicable state or federal law or regulations governing the following program and activities:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program
- Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid

- Economic Impact Aid
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Migrant Education
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code [49013](#), [52075](#); 5 CCR [4630](#))

The Uniform Complaint Procedures shall also be used to investigate and resolve any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2) The Superintendent or designee shall post a standardized notice of the education rights of former juvenile court school students now enrolled at the district. (Education Code [48853](#), [48853.5](#), 49069.5, [51225.1](#), [51225.2](#))

- a. Complaints made under this procedure shall be directed to the Barry Simpson, Superintendent of the Bishop Unified School District, 301 N Fowler Street, Bishop, CA 93514 or call 760-872-3680.
- b. You may contact our Superintendent to obtain a free copy of the district's complaint procedures.(BP/AR 1312.3)*
- c. In addition to this procedure you have a right to:
 - (1) Direct your complaint directly to the CDE State Superintendent of Public Instruction.
 - (2) Appeal to the CDE State Superintendent of Public Instruction a complaint that has not been resolved to your satisfaction by the school district. *Any appeal to California Department of Education must include a copy of the locally filed complaint and a copy of the Bishop Unified School District's decision. [5CCR 4632(c)]*
- d. In addition to this procedure, you may wish to:
 - (1) Direct a complaint to appropriate agencies for investigation.
 - (2) Consult with an attorney to determine if you have legal rights that may be pursued through available civil law remedies. You may wish to contact the following low-cost or free legal services:

Legal Aid Foundation of Los Angeles
 Education Law Unit
 1550 West 8th Street
 Los Angeles, CA 90017 (213) 487-3320

Greater Bakersfield Legal Assistance
 615 California Avenue
 Bakersfield, CA 93304 (661) 325-5043

3. Pupil Fee Noncompliance

Complaints regarding the imposition of pupil fees for participation in educational activities may be filed with the school Principal and may be submitted anonymously, if you wish. If complainant is not satisfied with the District's decision, complainant may appeal to, and receive a written decision form, the CDE within 60 days. [E.C. section 49013.]

4. **Local Control Accountability Plan Non-compliance** – School districts, charter schools and county offices of education are required to adopt and annually update their LCAPs. Complaints asserting non-compliance with LCAP requirements may be filed under the District’s Uniform Complaint Procedures and may be filed anonymously. If a complainant is not satisfied with the District’s decision, the complainant may appeal to the California Department of Education and receive a written decision within 60 days. [E.C. section 52075.]
5. **Complaints Regarding Discrimination and the Education of Disabled Students**
 Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on a person’s actual or perceived sex (sex discrimination includes sexual harassment and discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions or the denial of lactation accommodations for lactating students), gender, which includes a person’s gender identity and gender expression, age, race (includes ancestry, color, ethnicity, ethnic group identification, and ethnic background), religion (includes all aspects of religious belief, observance and practice and includes agnosticism and atheism), national origin, nationality, lack of English skills, marital or parental status, physical or mental disability, genetic information, sexual orientation (includes heterosexuality, homosexuality, and bisexuality) or any other unlawful consideration, or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one of more of these actual or perceived characteristics. Intimidation, harassment or bullying based upon these actual or perceived characteristics is also prohibited. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities. [E.C. section 56501] You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. [E.C. sections 260, et seq., and the above cited federal statutes] If you wish further details in this regard, or wish to file a complaint, please contact the Superintendent at 872-3680.
6. **Williams Complaints**
 Any individual, public agency or organization may file complaints about specified situations pertaining to: (1) instructional materials; (2) emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff; and (3) teacher vacancies or misassignments. The District’s Williams Complaints Administrative Regulation and Exhibit* available upon request.
7. **Uniform Complaints – Rights of Homeless and Students in Foster Care:** The district's uniform complaint procedures cover complaints pertaining to the education of homeless and students in foster care, including, but not limited to, a school district's failure to:
- a) Allow a foster child to remain in his/her school of origin while resolution of a school placement dispute is pending;
 - b) Place a foster child in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child;
 - c) Provide educational services for foster children living in emergency shelters;
 - d) Designate a staff person as the educational liaison for foster children. The educational liaison must ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school or district to another by ensuring the proper transfer of credits, records and grades;

- e) Compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
- f) Ensure the proper and timely transfer between schools of students in foster care;
- g) Within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the student and deliver the student's complete educational information and records to the next educational placement;
- h) Ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity;
- i) Within 30 days of a foster and homeless student's transfer, after the completion of the second year of high school, the student must be notified that they may be exempt from local graduation requirements and that this exemption continues after the court's jurisdiction over a foster child ends or when a homeless student is no longer homeless;
- j) Accept coursework satisfactorily completed by a homeless student or student in foster care while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency, even if the student did not complete the entire course; and for failing to issue full or partial credit for the coursework completed;
- k) School districts may not require that a homeless student or a student in foster care retake a course if the student has satisfactorily completed the entire course in a public school, a juvenile court school, or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the school district may not require that the student retake the portion already completed, unless the school district, in consultation with the holder of the student's educational rights, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the student must be enrolled in the same or equivalent course in order to continue and complete the entire course;
- l) A student in foster care or a homeless student may not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California;
- m) Exempt a homeless or student in foster care transferring between schools at any time after the completion of his/her second year of high school from all coursework and other requirements adopted by the district's governing board that are in addition to the statewide coursework requirements for graduation found in Education Code section 51225.3, unless the district makes a finding that the student is reasonably able to complete the district's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school;
- n) If the school district determines that a student in foster care or a homeless student is reasonably able to complete the district's graduation requirements within the student's fifth year of high school, the district must do all of the following: (a) inform the student of his/her option to remain in school for a fifth year to complete the school district's graduation requirements; (b) inform the student, and the person holding the right to make educational decisions for the student, about how remaining in school for a fifth year to complete the school district's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; (c) provide information to the student about transfer opportunities available through the California Community Colleges; (d) upon agreement with an adult student or upon agreement with the person holding the right to make educational decisions for a student under 18 years of age, permit the student to stay in school for a fifth year to complete the school district's graduation requirements;
- o) Within 30 calendar days of the school transfer, the school district must notify a student in foster care or a homeless student who may qualify for the exemption from local graduation requirements, the person holding the right to make educational decisions for the student, the foster student's social worker or probation officer, and, in the case of homeless students, the school district's liaison for homeless students, of the availability of the exemption from local graduation requirements and whether the student qualifies for the exemption;
- p) If a student in foster care or a homeless student is exempted from local graduation requirements and completes the statewide graduation coursework requirements in Education Code section 51225.3 before the end of his/her fourth year of high school and that student would otherwise be entitled to remain in attendance at the

school, the school district may not require or request that the student graduate before the end of his/her fourth year of high school;

- q) If a student in foster care or a homeless student is exempted from local graduation requirements, the school district must notify the student and the person holding the right to make educational decisions for the student of how any of the requirements that are waived will affect the student's ability to gain admission to a post secondary educational institution and must provide information about transfer opportunities available through the California Community Colleges;
- r) A student in foster care or a homeless student who is eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain at the school, shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements;
- s) If a student in foster care or a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the school district must exempt the student at any time if he/she requests and qualifies for the exemption;
- t) Once a student in foster care or a homeless student is exempted from local graduation requirements, the school district shall not revoke the exemption;
- u) If a student in foster care is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while he/she is enrolled in school or if the student transfers to another school or school district;
- v) If a homeless student is exempted from local graduation requirements, the exemption must continue to apply after the student is no longer homeless while he/she is enrolled in school or if the student transfers to another school or school district; and
- w) A school district may not require or request that a student in foster care or a homeless student transfer schools in order to be exempted from local graduation requirements.

A complainant not satisfied with the district's decision may appeal to the CDE and receive a written decision from the CDE within 60 days. (E.C. sections 48853, 49069.5, 51225.1, 51225.2.)

8. Uniform Complaints – Assigning Students to Course Periods Without Educational Content

Beginning with the 2016-2017 school year, school districts may not assign students in grades 9-12 to course periods without educational content for more than one week in any semester without written parental consent and related documentation. "Course periods without educational content" are defined to include course periods where: (1) a student is released early from school; (2) the student is assigned to a service, instructional work experience or to a course to assist a certificated employee, but is not expected to complete curricular assignments; or (3) where the student is not assigned to any course during the class period.

School districts are also prohibited, without written parental consent and related documentation, from enrolling 9-12th graders in classes they have previously completed and received a grade that is satisfactory to receive a high school diploma and to attend a California public institution of postsecondary education. Non-compliance complaints may be filed under the District's Uniform Complaint Procedures. A complainant not satisfied with the district's decision may appeal to the CDE and receive a written decision from the CDE within 60 days. (E.C. sections 51228.1, 51228.2, and 51228.3.)

9. Uniform Complaints – Elementary School Physical Education Instructional Minutes

Students in an elementary school maintaining grades 1-8 are required to receive at minimum, 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Complaints regarding a school district's failure to comply with these physical education instructional minute requirements may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal to the CDE and receive a written decision from the CDE within 60 days. (E.C. sections 51210 and 51223.)

10. **Uniform Complaints – Lactation Accommodations for Parenting Students**

School districts must provide reasonable accommodations to lactating students on school campuses to express breast milk, breast-feed an infant child or address other needs related to breast-feeding. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use. A complaint of noncompliance with this provision may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the school district's decision may appeal to the CDE and receive a written decision within 60 days. (E.C. section 222(f).)

11. **Former Juvenile Court School Student Graduation Requirements**

School districts must exempt former juvenile court school students, who have transferred into a school district from a juvenile court school after completion of their second year of high school, from local graduation requirements that exceed state requirements and accept coursework satisfactorily completed while attending the juvenile court school, even if the student did not complete the entire course, and grant full or partial credit for courses earned while in juvenile court school. Former juvenile court school students may file complaints of non-compliance with these requirements under the District's Uniform Complaint Procedures. (E.C. section 51225.2)

MISCELLANEOUS

1. **New additions to List of Student Discipline Matters**

A comprehensive discussion of the rules and offenses related to student discipline can be obtained at the district office. (E.C. section 48915)

2. **Student Sexual Harassment –** Students in grades 4 through 12 may be suspended or expelled for sexual harassment. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982. Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects. Students who engage in such harassment may be subject to disciplinary action up to and including expulsion (Education Code sections 212.5; 230; 48900.2). The principal or designee shall discuss the district's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972).

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

3. **Use of the Internet and/or On-Line Sites –** BUHS provides pupils with access to the Internet or an on-line service.

All students are required to sign an Acceptable Use Agreement/Policy (a copy of this agreement is available in the main office). This privilege will be revoked for inappropriate use/abuse.

4. **Sex Offender Information: "Megan's Law" –** The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. This district does not disseminate this information; however, anyone at least 18 years of age may call (900) 463-0400. You will need the following information on the person you are checking on: Name and one of the following: address, birth date, driver's license number or Social Security number. You will be charged a flat rate of \$10 for information on up to two individuals. You may also receive information from your local law enforcement agency or view the Attorney General's Home Page at www.caag.state.ca.us.

5. **College Entrance Requirements / Career Technical Education –** In addition to the rights described in Education Code sections 51100-51102, students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education. Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The a-g requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- a. An English class every semester of every year for four years.
- b. A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- c. Two years of a laboratory science beyond the ninth grade. An additional year is recommended.
- d. Two years of history-social science, which are to include U.S. government, world history, culture, and geography.
- e. Two years of the same language other than English.
- f. Two years of college preparatory electives in addition to those required in "a-e" above.
- g. One year of visual and performing arts, effective for the entering class of 2003.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The counseling office can provide the testing dates and locations.

A. College Admissions Requirements:

University of California – there are three paths to eligibility: (1) Eligibility in the Statewide Context - students must complete specific coursework and college admissions tests and earn the required GPA and test scores; (2) Eligibility in the Local Context (ELC) - students must rank in the top 4 percent of their graduating class at a participating California high school; and (3) Eligibility by Examination Alone - students must achieve specified high scores on their college admissions tests.

The following website links provide more information regarding University of California admission requirements:

http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman.html
http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html

California State University - Most applicants who are admitted meet the standards in each of the following areas: (1) specific high school courses; (2) grades in specified courses and test scores; and (3) graduation from high school.

The following website link provides more information regarding the California State University admission requirements: http://www.csummentor.edu/planning/high_school/

B. Career Technical Education

Career Technical Education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. For more information, visit the California Department of Education's website at <http://www.cde.ca.gov/ci/ct/>

Guidance Counseling

Students may meet with guidance counselors at their school to discuss college admission requirements and/or to enroll in career technical education courses.

6. **Cal Grant Program / Senior Opt-Out** – School districts shall give written notice annually, by January 1, to each 11th grade student and to the parents/guardians of 11th graders under the age of 18, that students will be automatically deemed Cal Grant applicants unless the student, or the parent/guardian if the student is a minor, opts out within 30 days of receipt of this notice. Students who are 18 years or older and parents/guardians of minor 11th graders may contact Lara Andersen / Guidance Counselor at landersen@bishopschools.org if they do not want their grade point average reported to the California Student Aid Commission (CSAC) for purposes of the Cal Grant Program. The District's high schools plan to first submit senior GPA's electronically to the CSAC is before October 1.
7. **Future College or University** - Because of rising costs, it is important for you to invest early for the future college or university education of your child. You may wish to consider appropriate investment options including, but not limited to, U. S. Savings Bonds. [E.C. section 48980(d)]
8. **Management Plan for Asbestos-Containing Material** - A complete, updated management plan for asbestos- containing material in school buildings is available at each school office.

- 9. Pesticide Warnings** - The district has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds. Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff, parents, or guardians of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows: Spectracide (permethrin), Raid (Cypermethrin Imiprothrin), and Victor (Boric Acid) are products that can be expected to be applied at the school. Please contact your school if you would like to be notified at least 72 hours prior to the application of pesticides. Information regarding pesticide information may be obtained at website for the California Department of Pesticide Regulation at www.cdpr.ca.gov. Copies of the District's Integrated Pest Management plan, Administrative Regulation 3514.2 – Integrated Pest Management, are available in the school offices and on the District's website, under board policies, at www.bishop-ca.schoolloop.com/Board_Info.
- 10. Tattooing or Body Piercing** - It is a misdemeanor to tattoo or offer to tattoo a person under the age of 18. It is an infraction of the law to perform or offer to perform body piercing on a person under the age of 18, except in the presence of, or as directed by a notarized writing signed by, the parent or guardian. This does *not* include ear piercing. [Penal Code sections 652, 653]
- 11. School Safety Plans** - Notice of the PLAN details is available to the public through the district office on request, and copies are provided to local law enforcement. Please contact your school for any questions or information.
- 12. Translation** - When 15% or more of the pupils enrolled in a public school that provides instruction in Kindergarten or any of grades 1 -12 speak a single primary language other than English, as determined from the census data submitted to the Dept. of Ed. Pursuant to Sec. 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or the primary language. [E.C. section 48985.]
- 13. Further Information is Available** - Further information regarding our district schools, programs, policies, and procedures are available to any interested person upon request to our district office.

The following documents are available in the District Office and /or online at www.bishopschools.org:

*Education Code section 48205 – Excused Absences

*Sexual Harassment Policy – BP5145.7

Education Code Section 58501 – Notice of Alternative Schools/Education Code Section 48205- Excused Absences

*Uniform Complaint Policy BP/AR 1312.3

*Williams Complaints – AR/Exhibit 1312.4