



Burbank Unified School District

ANNUAL NOTIFICATION TO PARENTS/GUARDIANS/STUDENTS 2023 - 2024

MUST SIGN AND RETURN TO YOUR SCHOOL:

- **Acknowledgment Regarding Rights and Responsibilities**
This document will need to be signed and uploaded as part of the online Parent Data Confirmation process before your student can complete registration. Electronic signatures will not be accepted.
- **School Site Information (if required)**
School sites will be sending out instructional emails requesting you to upload or return specific signed school documents. Please follow school directions regarding school document return.

1900 West Olive Avenue Burbank, CA 91506

(818) 729-4400

www.burbankusd.org



Burbank Unified School District
1900 W. Olive Avenue Burbank, CA 91506
Ph: 818-729-4400 • Fax: 818-729-4483

Board of Education

Steve Ferguson, President
Dr. Emily Weisberg, Vice President
Dr. Armond Aghakhanian, Clerk
Abby Pontzer Kamkar
Charlene Tabet

Acting Superintendent

John Paramo, Ed.D.

Annual Notice to Parent or Guardian Regarding Your Rights, 2023-2024

Dear BUSD Parent or Guardian:

We look forward to serving you and your family as your student experiences the rich educational and extracurricular experiences available in the Burbank Unified School District. We have talented teachers and excellent school administrators, but we could not enjoy all this success without you! It is important that you stay involved in your child's education both at home and at school. This important booklet clarifies your rights and responsibilities, as well as those of your child. After you have reviewed this information, please complete and return the required forms with your signatures, as instructed. This confirms that you and your child have received, reviewed, and understand the information.

This information is accessible at this link:

<https://burbankusd.asp.aeries.net/Student/LoginParent.aspx?page=default.aspx>. Should you have any questions, please contact the Office of Student Services at 818-729-4467 or 818-729-4512. If you have questions about the connection or webpage, please contact 818-729- 4579. They will be happy to return your call.

The booklet is accessible through our website at <https://www.burbankusd.org/studentservices> on the left side tab. I wish you and your student a great school year in 2023-2024.

Most sincerely,

John Paramo, Ed.D.
Acting Superintendent



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August 2023

Dear Parents and Guardians:

On behalf of the Board of Education and the Burbank Unified School District, I want to welcome you to the start of the 2023-2024 school year. We are grateful for the opportunity to serve your student in the academic year ahead.

The information in this booklet contains expectations, rules, and regulations as well as services provided by the District. It is important that you and your student read and understand this material. This booklet **contains information that must be reviewed and signed by you and your student. The information and instructions for completing the required forms are in the Data Confirmation letter you have received. You need to create an account in the Parent Portal using the link <https://www.burbankusd.org> and click on Parent and Students – Aeries Parent/Student Portal – and the portal window will open.**

For your student's success, it is important that you become involved in their education and school activities. An important factor in student achievement is a strong partnership between families and schools, in which parents are fully informed and provide support and direction to their children. Studies reveal that parental involvement in a child's education is a major factor in determining success in school. In addition to fine educational opportunities for your child, each school has wonderful extracurricular activities for our students and parents. I encourage you to become involved so that you and your child can take advantage of these wonderful activities.

To learn more about the many activities and opportunities in the District, please visit our website at <https://www.burbankusd.org>.

Sincerely,

Steve Ferguson, President
Board of Education

WELCOME TO OUR SCHOOLS

MISSION STATEMENT

The Burbank Unified School District, in partnership with parents, families, students, and community, guarantees the effective use of all available resources to create, provide, and support quality instructional programs, services, and environments. Every student will develop the skills, knowledge, attitudes, and behaviors in order to be a responsible, productive citizen and a lifelong learner in a diverse and changing global society.

District Anti-Racist Statement

The Burbank Unified School District officially denounces racism as the product of White default/ supremacy culture and recognizes the impact of systemic and generational racism as traumatic to our country, community, and school district. In light of continuing racial violence, including the killings of Breonna Taylor, George Floyd, Andres Guardado, Dijon Kizzee, and many others, we also recognize that Black people in this country have had a unique and traumatic history in terms of racial relations, equality, and equity. We stand with the truthful and humane statement that all lives cannot matter until Black lives and the lives of indigenous and people of color (BIPOC) matter. We are taking steps to actively work towards being fully anti-racist, not only in word, but also in policy, practice, and accountability. Change is rarely easy, but with the support and cooperation of the entire Burbank school community we know that we will reflect a district that is truly unified.

**Please review the material in this booklet.
Then SIGN and RETURN all required
pages to your school.**

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To the Parents / Guardians of Burbank Unified School District Students

PROGRAM TO USE STUDENT ID CARDS AS BURBANK PUBLIC LIBRARY CARDS

The Burbank Unified School District (BUSD) now provides all students with the opportunity to have easier access to Burbank Public Library's materials and collections. The program is called *BConnectEd*.

Here is how the *BConnectEd* Program works:

Participating students will have borrowing privileges at all three Burbank Library branches: Central, Buena Vista, and Northwest. Participating students will also have access to electronic resources offered by the Library, including research and homework databases; learning resources; and downloadable e-books and audiobooks. They will be able to access the internet via the Library's filtered children's department computers.

- New elementary students will be issued special BConnectED cards that will remain active in future years. Student IDs held by middle and high school students provide full Burbank Public Library access.
- Fees will be assessed for lost or damaged materials in the same way they are assessed to the general public using a regularly issued Library card. Parents or legal guardians of students who are issued privileges via the Program will be financially responsible for such fees.
- Student information that will be (electronically) shared between the District and Library will only include the names of the participating students, their student ID numbers, their home addresses, and their parent /guardian phone numbers. This is the same information that parents /guardians submit to their children's schools when enrolling. No other information will be collected or shared with any outside agencies, vendors, or organizations. The purpose of sharing this information is to be able to contact students' families if fees are assessed for lost materials.
- BUSD will securely transmit name and address information (for all students who will participate in the program) to the Library, allowing the Library to securely upload this information into its database. Through this process, all participating student ID cards should function as library cards, as of the first day of school.
- If you have not "opted-out" during the registration process and you still wish to do so, you may withdraw your child from the program, *at any time, by* visiting any Burbank Public Library site or by contacting your child's school office. This information will be forwarded to the Library Staff.
- If you have any questions or concerns about the *BConnectEd* Program, please contact your school librarian.

YOU HAVE THE OPPORTUNITY TO CONSENT OR DECLINE THIS PROGRAM THROUGH THE
AERIES PARENT DATA CONFIRMATION PROCESS.



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John Paramo, Ed.D.

August 2023

Dear Parents and Guardians,

One of the most important responsibilities we have as parents, pupils, and District employees is being prepared in case of an emergency. As you know, the safety of our schools is a growing concern for all of us. As the Superintendent, I share your concern and am committed to doing everything in my power to protect students and employees. I know that you have entrusted us with the care of your children, and I take that trust seriously. Cooperation by all of us will prevent and minimize injury and confusion if an emergency should arise.

If your child should become ill or injured, every effort will be made to contact you or your designated representative. If this cannot be done, it is the District's policy to send your child to the nearest emergency hospital unless you have given instructions to the contrary. The School District cannot assume responsibility for payment of physician's fees or paramedic transportation.

Please complete the emergency contact information online, as instructed. This information will help us keep you informed. **It is important that parents/guardians be listed in the contact field as well because the emergency system will use that information to notify you.** In addition, by signing up for your school's app and the District's app, you will provide us with another means of communicating important information to you.

If a serious general emergency arises, and the school must be closed, pupils will remain at school until an authorized person arrives to take them home. In the event of an emergency, any school closing will be announced over local radio and television stations, if possible. In addition, the District will keep you informed through our emergency notification system.

Education Code Section 49408 requires the collection of emergency information. We ask that you please notify the school immediately of any changes to your contact information that may occur during the school year.

Sincerely,

John Paramo, Ed.D.
Acting Superintendent



Burbank Unified School District

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August 2023

Dear Parents and Guardians:

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Burbank Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. Around the world, there have been many tragic incidents related to gun violence and accidental shootings. In many instances, the firearms were obtained due to improper gun storage at home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memo spells out California law regarding the storage of firearms. Please take some time to review this memo and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades K–12, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.¹
- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.¹
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.²
- Gun owners may avoid criminal liability under Cal. Penal Code § 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.³

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

John Paramo, Ed.D.
Acting Superintendent

¹ See Cal. Penal Code §§ 25100 through 25125; 25200 through 25220.

² See Cal. Civil Code § 1714.3.

³ See Cal. Penal Code §§ 25105; 25205.

Burbank Unified School District

K – 12 and Monterey Instructional Calendar for 2023-2024

Fall Semester

Independence Day Holiday (All offices and schools closed July 4).....	Tuesday, July 4
District Staff Development	August 7-9
Teacher Workdays	August 10, 11
Instruction Begins	Monday, August 14
Labor Day Holiday (All offices and schools closed).....	Monday, September 4
Back-to-School Night - Elementary Schools**	August 24
Back-to-School Night – Middle Schools**	September 6
Back-to-School Night - High Schools**	September 7
Minimum Teaching Day for Middle Schools	October 11
Veterans Day (All offices and schools closed)	Friday, November 10
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference	November 13
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	November 14 - 17
Non-Instructional Day	November 22
Thanksgiving Holidays (All offices and schools closed)	November 23, 24
Final Exam Schedule for Comprehensive High Schools.....	December 19, 20, 21
Minimum Teaching Day for Middle Schools	Thursday, December 21
Minimum Teaching Day for Elementary	Friday, December 22
Semester Ends, Pupil Free Secondary	Friday, December 22
Winter Recess	December 25 – January 5
(All offices and schools closed December 25, 26 and January 1, 2)	

Spring Semester

School Reopens / Instruction Begins.....	Monday, January 8
Martin Luther King Day (All offices and schools closed).....	Monday, January 15
Lincoln Holiday (All offices and schools closed)	Monday, February 12
President’s Day (All offices and schools closed)	Monday, February 19
Minimum Teaching Day for Middle Schools	February 21
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	February 20 - 26
Open House - High Schools**	March 7 February 29
Open House - Elementary Schools**	March 6, April 25
Open House - Middle Schools**	March 14
Spring Recess (All offices and schools closed March 21, 22***).....	March 18-22
School Reopens	Monday, March 25
Final Exam Schedule for Comprehensive High Schools.....	May 21, 22, 23
Minimum Day K-12 Semester Ends	Thursday, May 23
Teacher Work Day & Check-out.....	Friday, May 24
Memorial Day (All offices and schools closed)	Monday, May 27
Summer School Opens	Monday, June 3
<u>Juneteenth (All offices and schools closed).....</u>	<u>Wednesday, June 19</u>

** All schools have shortened days the day following Back to School Night and Open House

*** In lieu of Admission Day

Adopted January 19, 2022 by the Board of

Education Revised April 10, 2023

Revised May 8, 2023



District Communications

The Burbank Unified School District has a variety of methods we use to communicate important information to parents and guardians.

District Level

BUSD Website	<u>www.burbankusd.org</u> We encourage parents to visit our website and become familiar with the information it contains.
BUSDeNews	Sign up for District email announcements on the Home Page of our website to receive information on school events and activities, student achievements, parent meetings, Board of Education meetings, etc.
District Facebook Page	Like our Facebook page, Burbank Unified School District , to read District updates, news, and events.
District App	The Burbank Unified School District app, available for download, is used to provide information of a more immediate nature, for example, in the event of an emergency or to provide updated information about activities and events.
All Call System	Telephone- and email-based notification system used for both site-level and District-level communications of an emergency or informational nature.
Email	All students are assigned a BUSD email and it is recommended students use their BUSD email for school communications, work, and assignments.

Site Level

School Websites and Social Media (Facebook, Instagram, etc.)	Many school sites have official Facebook pages and social media accounts they use to provide site-level information to parents and students. Check with your student's school site to see what is available.
School Site App	Check with your student's school site regarding the availability of a school-based app. Several sites already use an app to communicate and more are coming online every year.
Remind	Remind is a downloadable app used throughout the District to communicate with students and parents.

IMPORTANT: Cell Numbers

The District uses the cell phone numbers of parents/guardians and secondary students to communicate in the event of an emergency. Please be sure to keep this information updated in AERIES.

BURBANK UNIFIED SCHOOL DISTRICT
2023-2024 High School
Graduation Ceremony
Participation Criteria

CRITERIA: This criterion is for graduation participation, not for receiving a diploma or certificate.

In order to participate in the graduation ceremony, I/we clearly understand, accept, and will adhere to the following standards:

1. To complete 230 units of study, including all required courses.
2. To have no more than fifteen (15) absences (either excused or unexcused) per period per class per semester of the senior year.
3. To have no more than one (1) suspension during the entire senior year.
4. To have no more than two (2) failing semester grades during the senior year (does not include progress reports).
5. To have no more than a total (3) “unsatisfactory” (U) marks in citizenship during each semester in the senior year.
6. To be in the 8th semester of high school unless extenuating circumstances prevented me from completing high school within the traditional four years.
7. Complete all credit recovery classes by Friday, May 10, 2024.
8. An appeal process is available if a student violates any of the criteria listed above. All appeals will be made to a committee comprised of the Principal of the school, an Assistant Principal, the student’s counselor, and the Assistant Superintendent of Educational Services. **All decisions from the appeal committee are final.**

APPEAL PROCESS:

1. All Appeals must be submitted, in writing, to the student’s counselor or administrator, no later than ten (10) working days before the end of the semester in which the criteria violation occurred. **(First semester: December 11, 2023; Second semester: May 10, 2024)**
2. All circumstances that affected this student and caused the infraction should be clearly stated in the letter of appeal. Students should attach pertinent doctor’s notes and any other explanatory materials. **No additional information will be considered after the appeals deadline or after an appeals decision has been made.**
3. The appeal committee will review all written appeals.
4. After the written appeal has been reviewed, a response will be forwarded to the student in writing; no verbal responses will be delivered during the appeal process.
5. If the appeal is granted, the student will be allowed to participate in the graduation ceremony.
6. If denied, the student will not participate in the ceremony. This does not mean that a senior who has met the requirements will not receive the high school diploma, only that actual participation in the graduation ceremony will be denied.

**BURBANK UNIFIED SCHOOL DISTRICT
EIGHTH GRADE PROMOTION CEREMONY PARTICIPATION
CRITERIA 2023-2024**

CRITERIA: To participate in the promotion ceremony, I/we clearly understand, accept, and will adhere to the following standards:

1. To behave satisfactorily in and out of the classroom, following rules, regulations, and appropriate standards of behavior.
2. To respect and care for school property, avoiding involvement in damage of any sort.
3. To cooperate at all times while we are planning and rehearsing for promotion.
4. To adhere to the dress requirements for promotion.
5. To pass a minimum of ten (10) of twelve (12) semester classes during the entire eighth grade year.
6. To receive no more than four (4) Unsatisfactory (U) marks in citizenship on a semester report card during the entire eighth grade year and no more than two (2) U marks on the second semester report card of the eighth-grade year.
7. Not to be suspended from school more than two (2) times during the entire eighth grade year and no more than one (1) time during the second semester of the eighth grade year.
8. To clear all indebtedness **by 3:30 PM on Friday, May 17, 2024.**

If a student violates any of the rules listed above, an appeal process will be available. All appeals will be made to a committee comprised of the Principal of the school, an Assistant Principal, the student's counselor, and the Assistant Superintendent of Educational Services. **All decisions from the appeal committee are final.**

APPEAL PROCESS:

1. All Appeals must be submitted, in writing, to the student's counselor or administrator, no later than ten (10) working days before the end of the second semester: May 10, 2024.
2. All circumstances that affected this student and caused the infraction should be clearly stated in the letter of appeal. Students should attach pertinent doctor's notes and any other explanatory materials. **No additional information will be considered after the appeals deadline or after an appeals decision has been made.**
3. The appeal committee will review all written appeals.
4. After the written appeal has been reviewed, a response will be forwarded to the student in writing; no verbal responses will be delivered during the appeal process.
5. If the appeal is granted, the student will be allowed to participate in the promotional ceremony.
6. If denied, the student will not participate in the ceremony. This does not mean that an eighth-grade student who has met the course requirements will not receive the promotion certificate, only that actual participation in the promotion ceremony will be denied.

In addition to not being allowed to participate in the ceremony, students may lose the privilege of participating in other eighth grade activities such as the yearbook signing party and the 8th grade trip.



The Power of 1%

The District would like to encourage parents and students to join in our goal of a district-wide attendance increase of 1%. It is important for everyone to continue in this effort and understand that regular attendance improves student achievement and lays the important personal foundation for punctuality and dependability. Positive attendance also supports your District with funding for staff, programs, and materials to enhance your student's educational experience.

Please review the Annual Notification to Parents booklet and the information related to attendance. The District understands that absences for illnesses and medical/dental appointments are inevitable. Certain absences are not accepted under the Education Code, such as a vacation or family business. If you must take your student out of school for medical or dental appointments, please make every attempt to schedule appointments after school.

The **Power of 1%** has come to symbolize positive collaboration among parents, students, schools, and the community. This attendance is reflected in our graduation rate, test results, recognition of distinguished schools, and other indicators of academic success. The Burbank Unified School District is proud to be a high attendance district and with your cooperation and dedication, the **Power of 1%** will continue to be synonymous with improved attendance and student achievement.

\$10,417,984

What does this amount represent? It is the amount of money that Burbank Unified School District, BUSD, has lost due to all absences in the 2022/2023 school year. Please be assured that when your child is sick they are to stay home and recuperate. The following message in no way advocates sending sick children to school.

Missing School – When a student misses school for any reason, the student misses valuable instruction time. Missing instruction time can then impact how successful a student is in his/her classes.

What are elective absences and ADA – The state does not fund BUSD for any student absence. We earn funding for our students only through an average of our actual daily attendance (ADA). If your elementary student is in school for any part of the day, their actual attendance is counted. If your middle or high school student attends even one class period a day their actual attendance is counted. If a student does not attend school because of extended weekends, family trips or other reasons that are unexcused, these absences can negatively impact your child's education and cost our district money.

How much does an absence cost the District? – The cost for **one** absence in the 2022/2023 school year was \$62 per day.

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

<i>Abbreviation</i>	<i>Complete Title</i>
BP	Board Policy
EC	California Education Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
PC	California Penal Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
USC	United States Code

Compulsory Education – EC 48200

A minor between the ages of 6 and 18 years is subject to compulsory full-time education, and unless exempted, must enroll in school in the school district in which the residence of either parent or legal guardian is located. [EC § 48200]. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law.

Title I

Five of the elementary schools and all three middle schools have federally funded Title I programs. Title I schools qualify based on the number of low-income families in the school. Title I funds are used to supplement the school's educational program for all students.

Nondiscrimination Statement

The Burbank 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. 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, contact the Assistant Superintendent of Education Services.

Educational Equity: Immigration Status: EC 66251, 66260.6, 66270, and 66270.3

The Equity in Higher Education Act states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hair styles, equal rights, and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

Safe Place to Learn Act: – EC 234 and 234.1

The Burbank 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 outlined 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 incident of bullying, discrimination, harassment, or intimidation, on campus, at school events, or on the way to or from school, please contact your school principal, our district hotline at (818) 729-4556, email StopBullying@burbankusd.org, or contact the Director of Student Services.

Gun Safety – EC 32221.5 (9-12) and EC 49390, 48391, and 49392

This is a reminder that firearms are to be safely store away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. If there is a threat or perceived threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

Gun-Free School Zone Act: PC 626.9, 30310

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of Superintendent. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

School Safety: Bullying - EC 234.4 and 32283.5

The Burbank Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>. 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. Bullying behaviors are unwanted and aggressive action(s) or words that are repeated or likely to be repeated resulting in a real or perceived power imbalance. Bullying behaviors may be direct and obvious as in hurtful words or actions, while other bullying behaviors may be indirect such as deliberately isolating or excluding others. Cyberbullying is mean, hurtful, negative, embarrassing, humiliating, or false comments or images that are posted, sent or shared through online or shared media such as in the form of posts, texts, apps, or other social media. The Burbank Unified School District is committed to a safe and caring educational environment for all. If you or someone you know has been a target of bullying behavior or you are aware of a situation that needs our attention, you can report anonymously either by calling our hotline or sending an E-mail. The District will conduct a thorough investigation into each reported incident through this system. Please report any bullying related incidents to your school's administration, call our Bullying Reporting hotline at 1-844-818-3275, email at StopBullying@burbankusd.org, or contact the Director of Student Services. For more information, please visit <https://www.burbankusd.org/Page/489>.

Suicide Prevention Policies: - EC 215

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies because of suicide every five days in California. Local Districts were required by California Law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all educators is to maintain a safe place to learn, free from harm to any of our students.

Attendance Guidelines

Avoiding Absences, Written Excuses

Burbank 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.

Excused Absences – EC 46014 and 48205

Students, with the written consent of their parents or guardians, may be excused from school to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

- (a) Notwithstanding Section 48200, a student shall be excused from school when the absence is:
 - (1) Due to his or her illness, including an absence for the benefit of the pupil's mental or behavioral health.
 - (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, 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.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - (11) For the purpose of participating in a cultural ceremony or event.

- (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
 (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
 (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Remove From or Leave School Before the End of the School Day

For any type of medical appointment during school hours, parents must provide a note from the doctor's office upon return to excuse the student's early release.

Tardiness

Children should be encouraged to be prompt in order to develop 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 tardiness in excess of 30 minutes may lead to the student being designated as truant.

Methods of Verification - EC 46012, BP 5113

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence within three (3) days of return to school. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or if the student is age 18 or older.

- Written note or email from parent/guardian, parent representative, or if the student is age 18 or older.
- Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian, parent representative, or if the student is age 18 or older. The employee shall subsequently record the following:
 1. Name of student
 2. Name of parent/guardian or parent representative
 3. Name of verifying employee
 4. Date(s) of absence
 5. Reason for absence
- Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
- Physician's Verification:
 6. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact the medical office to confirm the time of the appointment.
 7. When a student has had **14 absences in the school year for illness** verified by methods listed above, any further absences for illness **must be verified by a physician or a student can be assessed by the school nurse regarding verification of illness.**
- Make-up work is required for excused absences
- Make-up work for unexcused absences is at the teacher's discretion, however students with more than 1 day of suspension are entitled to make-up work.

Entertainment Industry Employment

- Minors employed in the entertainment industry must provide the school a copy of their permit to work issued by the Division of Labor Standards Enforcement. Work permits may be requested from the site principal in writing at least 5 days in advance.
- Criteria for a work permit are as follows: satisfactory grades (meeting grade level standards in elementary and earning a 2.0 GPA and earning a minimum of 30 credits in secondary) and missing less than 5% of the school year. Suspensions may also jeopardize work permit approval
- The Division of Labor Standards Enforcement's policy always assumes that a minor who works in the entertainment industry and attends regular school always attends for at least six hours each day school is in session.
- Parents must have pre-approval from the Principal or his/her designee for an absence due to employment in the entertainment industry.

- Upon return to school, the student must provide signed documentation from the studio teacher for the absence to be excused.
- The law limits the number of excused absences for a child holding an entertainment work permit to five absences per school year, each of which may consist of up to five consecutive days (EC 48225.5(a)(1))

Independent Study – EC 51744, 51745, 51745.5, 51746, and 56026

Independent Study (IS) is by choice and may not be mandated. Each district and charter school that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, the short-term (less than 15 school days) and long-term (15 or more school days) will require the IS engagement defined per the policies adopted by the local governing board. Persons who sign the IS agreement, deadline to sign within 10 days of short-term IS or in advance of long-term IS must be updated including the equitable access to students with disabilities based upon individual student needs. For more information on how BUSD offers IS options, please contact Laura Anderson, ILA Administrator, at Independent Learning Academy.

Truancy Definitions - EC 48260, 48262 and 48263.6

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

Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264

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 truant may be referred to a School Attendance and Review Board (SARB).

Truant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5

Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the student’s continued problem of truancy, by a Probation Officer or Deputy District Attorney.

Chronic Absenteeism – EC 60901

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.

School District Attendance Policy - EC 48980(j)

Student absences must be excused. If a student is absent, his or her parent must, in person, in writing, or by phone, contact the school with an excuse for the absence. All absences not excused by the parent will be considered **truancy**. Truancy shall be reported to the Superintendent or designee. Continued truancy will result in parent conferences and may result in a referral to the School Attendance Review Board. Students who engage in chronic truancy are referred to court and face legal action. Only students with excused absences have the privilege of making up the work they have missed. Students will not be excused for a family vacation or business trips

The student and parent/guardian shall be given three (3) school days to explain the absence. If the absence is not verified as an excusable absence, it shall be recorded as unexcused. The reason for an excused absence shall be recorded. The name of the person receiving any oral explanation of the absence shall also be recorded.

A student whose absence is excused according to the above conditions shall be allowed to make up assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a student is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to the tests and assignments that a student missed during the absence. Responsibility for requesting missed work lies with the student. Students must attend a minimum of 4 periods of school the day of any performance, game or extracurricular activity.

Failing Grades Due to Truancy – BP 5113

The Board of Education shall prescribe regulations requiring the evaluation of each student’s achievement for each marking period and require a conference with or written report to the parent of each student whenever it becomes evident that the student is in danger of failing a course. The refusal of a parent to attend the conference, or respond to the written report, shall not preclude failing the student at the end of the grading period. The Board of Education authorizes teachers to assign failing grades to students whose absences from the teacher’s class are not excused pursuant to Education Code §48205, when they equal or exceed a maximum number specified by the Board. Regulations shall include, but are not limited to the following:

- (1) A reasonable opportunity for the student or student's parent or guardian to explain the absences.
- (2) A method for identification in the student's record of the failing grades assigned to the student on the basis of excessive unexcused absences.

The provisions of this policy shall apply to the parent or guardian of any student without regard to the age of the student.

Attendance Options/Permits – EC 48980(h)

Residency Requirements – EC 48200 and 48204

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.

If a parent is seeking a change in a public district outside of the resident district, then an inter-district permit is required. Exceptions are for charter school, home school or other private school enrollments, and other online charter school options.

An inter-district agreement is signed by both the releasing and accepting districts. When denied, there are appeal processes according to the local district policies. The education rights holder may appeal to their County Office of Education for an appeal process within 30 days of a final denial from either district.

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.

A 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; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

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.

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

Intradistrict Transfers – EC 35160.5(b)

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. Parents of high school athletes should check on CIF sports eligibility rules before pursuing Intra-district transfers. Transportation to any other school is the responsibility of the parent.

A random, unbiased lottery process that assures all applicants an equal chance of having an application drawn, will be conducted annually by the Superintendent's designee. Additionally, BUSD Policy 5116.1 provides for transfers of students due to over enrollment.

Interdistrict Attendance – EC 46600 et seq; BP 5117

The District's priority is to meet the needs of students residing within the District's boundaries. However, the Board of Education recognizes justifiable reasons for inter-district attendance permits. The placement of any student entering the District on an approved individual inter-district attendance permit will be based upon space and grade level availability. All inter-district attendance permit requests are subject to the conditions set forth by the Burbank Unified School District and reviewed per Board Policy. The District will not grant inter-district attendance permits to any student under a current order of expulsion or a pending disciplinary action from another school district.

EC 46600 et seq.

The parent or legal guardian of a pupil may seek release from the school district of residence 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 student who has completed grade 10 by June 30, may remain enrolled within the district of enrollment through grades 11 and 12 without any revocation from the desired district and must be treated the same as any other resident student.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an inter-district permit release when no intra-district permit options are available

to a victim of bullying. A “victim or an act of bullying” means a pupil has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by a pupil in the district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical and verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other devices in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an inter-district permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment 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.

Each school district shall post its inter-district policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of inter-district transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the inter-district process, please call the district office at 818-729-4467 or call the County Office at 562-922-6233. Please see BUSD Board Policies at www.burbankusd.org.

Custody Issues

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.

Non-Custodial Parents - BP 5021

The Board of Education recognizes the right of parents/guardians to be involved in the education of their children and desires to balance that right with the district’s need to ensure the safety of students while at school.

The parent/guardian who enrolls a child in a district school shall be presumed to be the child’s custodial parent/guardian and shall be held responsible for the child’s welfare. School officials shall presume that both parents/guardians have equal rights regarding their child, including, but not limited to, picking the student up after school or otherwise removing the student from school, accessing student records, participating in school activities, or visiting the school. When a court order restricts access to the child or his/her student information, a parent/guardian shall provide a copy of the certified court order to the principal or designee upon enrollment or a change in circumstances.

Attendance Where Caregiver Resides – EC 48204(d)

If your child lives in the home of a caregiving 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 caregiving adult is required to determine that your child lives in the caregiver’s home.

Foster Youth Educational Placement – EC 48204, 48853, 48853.5, 51215.1, 51225.2, 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1

The District’s educational liaison shall ensure students in foster care receive stable school placements which are in the best interests of the child, placement in the least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all students, full and partial credits for coursework taken, and meaningful opportunity to meet state student academic standards. Please email any questions regarding Foster Youth Placement to melindadrechtsler@burbankusd.org or call (818) 729-4467.

1. Stable school placements in the least restrictive education programs, with access to the academic resources, services, and extracurricular activities that are available to all pupils. This includes the right to remain in the school of origin and the right to matriculate with his or her peers.
2. Immediate enrollment in the school of origin or school where the foster youth is currently residing, whether in a licensed children’s institution, licensed foster home, or family home following a

commitment or placement under the Welfare and Institutions Code.

3. Proper and timely transfer between schools. This includes the coordination between the local educational agency and the county placing agency and the transfer of educational information and records of the foster youth to the next educational placement.
4. No lowering of grades if the foster youth is absent from school due to a decision by a court or placing agency to change his or her placement, or due to a verified court appearance or related court ordered activity.
5. Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the foster youth. The foster youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.
6. Not be required to retake a course the pupil has satisfactorily completed.
7. Notified of the possibility of graduating within four years with reduced state requirements, if the foster youth transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
8. Invitation extended to the foster youth's attorney and representative from the county child welfare agency to attend the extension of suspension meeting, the manifestation determination meeting (if applicable), and the expulsion hearing related to a disciplinary proceeding involving the foster youth.
9. File a complaint of noncompliance with the local educational agency under the Uniform Complaint Procedures.

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

For more information on the rights of foster youth, please visit www.cde.ca.gov/ls/pf/fy/fosteryouthedrights.asp

Foster and Homeless 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 the 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.

Homeless Youth Education – 42 US 11432; EC 48551, 48852.5, 48852, 48857, 51225.1 and 51225.2

The District's liaison for homeless students is required to ensure that parents are informed of the educational and related opportunities available for their children. Please email any questions regarding Homeless Youth Placement to melindadrechtsler@burbankusd.org or call (818) 729-4467.

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter; abandoned building, parked car, or another facility not designed as regular sleeping accommodation for human beings;
- Live "doubled-up" with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction, or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; Or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin (the school that the student was last enrolled or attended when

housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison at melindadrechtsler@burbankusd.org or 818-729-4467.

The law requires the immediate enrollment of homeless students, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include but are not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services, or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if determined to be in the student's best interest. The District has a right to accept partial credits for courses that have been satisfactorily completed by the homeless student.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes have access to these same rights.

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact Melinda Drechsler at melindadrechtsler@burbankusd.org for more information on services and policies related to homeless education rights.

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.

Minimum & Student-free Staff Development Days – EC 4980(c)

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

Dress Code/Uniforms – EC 35183, BP 5132

The Burbank Unified School District's student dress code supports equitable educational access. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any protected class or group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, immigration, religion, cultural observance, household income or body type/size.

When the site administrator/designee determines that a student's appearance or attire is in violation of this policy, the student will modify his/her appearance, clothing, apparel, and/or accessories in such a manner that it no longer violates this policy. If necessary, with parental permission, the student may be given school clothing to wear, if available. Refusal to take steps as described in this policy shall be cause for disciplinary action against the student.

The district expects all students will dress in a way that is appropriate for the school day or any school sponsored event. Student dress choices should represent the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

Inappropriate Dress

If the administration determines a student's dress or appearance to be inappropriate, the following consequences will apply at the elementary level:

1. First Offense: Parent/guardian will be called. Students will need to change into acceptable clothing.
2. Second Offense: Parent/guardian conference held. Students will need to change into acceptable clothing.
3. Third Offense: Parent/guardian conference held. Additional interventions shall be considered which involve the parent, student, and school (e.g. Student Study Team (SST) meeting, referral to family counseling, etc.).

A student may request a second opinion from another administrator for collaboration before a consequence is applied. If the administration determines a student's clothing, jewelry, accessories, and/or appearance to be inappropriate, the following consequences will apply at the secondary level:

1. First Offense: Parent/guardian will be called. Students will need to change into acceptable clothing.
2. Second Offense: Parent/guardian will be called. Consequence assigned.
3. Third Offense: Students may be sent to detention and parent/guardian will be notified.
4. Fourth Offense: Saturday School or detention may be assigned; parent/guardian will be notified.
5. Fifth Offense: Parent/guardian conference held. Additional interventions shall be considered which involve the parent, students, and school (e.g. Student Study Team meeting, referral to family counseling, etc.)

No student shall be subjected to dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students more than other students.

Staff shall not shame or require a student to display their body in front of others. "Shaming" includes, but is not limited to:

- Kneeling or bending over to check attire fit
- Asking students to account for their attire in front of others
- Calling out students about perceived dress code violations in front of others
- Accusing students of "distracting" others with their clothing
- Making critical or judgmental comments about a student's attire through verbal or non-verbal means which are unnecessary to enforce this policy

The district expects students to be treated with respect when addressing a dress code issue. Conversations with students about the dress code shall be private, respectful, and discreet.

No student may be suspended because of a violation of this Board policy unless:

1. The student has been given adequate notice of the violation of this Board policy.
2. The student has been given an adequate opportunity under the circumstances to comply with the direction to cease violation of this Board policy.
3. Other means of correction fail to bring about proper conduct.

Sunscreen and Sun-protective Clothing – EC 35183.5

Brimmed hats may be worn outside of buildings on school sites and at school related activities, provided that they are worn appropriately. A brimmed hat is defined as a hat with a projecting rim or edge that surrounds the entire circumference of the hat and provides some protection from the sun for the forehead, face, ears, and back of the neck. The first and last name of the student who owns the brimmed hat must be written on the inside hatband to afford easy identification if a hat is misplaced or found. It is customary for males to remove hats for the Pledge of Allegiance and/or during the playing of the National Anthem. Each student is allowed to use sunscreen during the school day without a physician's note or prescription.

Disruption in a Public School or Public School Meeting – EC 32210, BP 1313

Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500 and directed to leave the school site or district promptly by the Superintendent or designee. When an individual is directed to leave, the Superintendent or designee shall inform the person that he/she may be subject to arrest and may be charged with a crime in accordance with EC § 44811 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.

Civility on School Grounds – CC 1708.9, EC 32210, BP 1313

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting positive role models to the students in this district, the Burbank Unified School District encourages positive communication, discourages behavior that may appear rude, uncaring, abrupt, or insensitive, and will not tolerate volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions:

- Any individual who disrupts or threatens to disrupt school/office operations, including co-curricular and extra-curricular activities; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized

entry on a school site or district property, will be directed to leave that school site or district property promptly by the Superintendent or designee.

- If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.
- When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Superintendent or designee shall inform the person that he/she may be subject to arrest and may be charged with a crime in accordance with California Education Code 44811 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.”

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. Schools shall 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. Visitors who enter campus must sign in and present their Drivers’ License or Picture ID for Raptor screening and wear a temporary visitor’s badge.

Directory Information – EC 49073

Directory Information includes one or more of the following items: student’s name, address, telephone number, email 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 District has determined that the following individuals, officials, or organizations may receive directory information: military recruiters, educational institutions (colleges and universities), and PTSA if authorized by the parent during data confirmation. No information may be released to a private for-profit 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 student’s directory information. Directory Information regarding a student identified as a homeless child or youth, immigration status, or any other student information shall not be released unless a parent, or eligible student, has provided written consent that directory information may be released.

Pupil Records Obtained from Social Media – EC 49073.6

Other than the school newspaper and yearbook, the school may gather information in the forms of video, photograph, blog, texts, and emails, to maintain school and student safety. All social media information gathered will be destroyed within one year after the student turns 18 years old or one year after the student is no longer enrolled, whichever comes first.

Student Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g, BP 5125

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm, or other means, must be maintained on the history of a student’s development and educational progress. The District will protect the privacy of such records and will not require social security numbers. 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. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Parents’ requests to access their student’s educational records must be submitted in a written form to the school site. The school will have five (5) business days from the day of receipt of the request to provide access to the records. Requests for high school transcripts should be submitted through the District high schools’ websites. Additional questions can be directed to Student Services at 818-729-4467.

Any challenge to school records must be submitted in writing to the Director of Student Services. 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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Social Security Number – EC 49076.7

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Withholding Grades, Diploma, or Transcripts – EC 48904

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due. The notice shall include a statement that the district may withhold grades, diploma, or transcripts from the student, other than a current or formerly homeless or foster student, and parent/guardian until reparation is made. If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma, or transcripts. If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma, or transcripts shall be released.

When a student from whom the district is withholding grades, diploma, or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared. [EC § 49068] The Superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma, or transcript will be enforced by the new district. [EC § 48904.3] The district shall withhold grades, diplomas, or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents.

Grade Level Credit Requirement

230 credits	to graduate from 12 th grade
185 credits	to complete 11 th grade
120 credits	to complete 10 th grade
60 credits	to complete 9 th grade

Coursework and Graduation Requirements: Children of Military Families – EC 51225.1 and 51225.2

Within 30 days of enrollment, the school district shall notify children of military families if they are qualified to be exempted from local graduation coursework requirements that go above and beyond state graduation requirements. The school district makes a finding that the pupil is reasonably able to complete the school district's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school or is reasonably able to complete the school districts graduation requirements within the pupils fifth year of high school. The coursework completed while attending another school is to be issued full or partial credit. "Pupil who is a child of a military family" means a pupil who meets the definition of "Children of military families" under Section 49701. If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Burbank Unified School District will be issued full or partial credit. You may contact the counselor at your child's school if you have any questions.

Juvenile Court School Pupils: Graduation Requirements and Continued Education Options - EC 48645.3, 48645.7, and 49076

A juvenile court school student has the right to a diploma issued by the school district of residence if he or she completed the graduation requirements while being detained. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or in the alternative, the county superintendent of schools may issue the diploma. Please contact the County Office of Education with any questions regarding graduation requirements if your child is placed in a court school as a ward of the court.

Retroactive Grant of High School Diplomas: Departed and Deported Pupils - EC 51430

Authorizes school districts to retroactively grant 12th grade students in good academic standing who have been deported involuntarily, a high school diploma. The bill also requires a school district, county office of education, or charter school to consider any coursework that may have been completed by the pupil outside of the United States or that may have been completed by the pupil through online or virtual courses.

The governing board of the Burbank Unified School District may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

Regulations Regarding Student Achievement – EC 49067

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

Sex Equity: Title IX Notifications – EC 221.61

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact John Paramo, Assistant Superintendent of Educational Services, at 818-729-4451. In addition, you may file a Title IX complaint by contacting the Assistant Superintendent for additional information or assistance.

The California Healthy Youth Act – EC 51930- 51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development. Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of: a) The date of the instruction, and b) The name of the organization or affiliation of each guest speaker.

Harm or Destruction of Animals – EC 32255 et seq.

Any student 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 student's parent or guardian. A student 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 student to develop and agree upon an alternative education project so that the student may obtain the knowledge, information, or experience required by the course of study in question.

Academic Honesty

Students shall not misrepresent examination materials, research materials, class work, and/or homework assignments as their own, when in fact they are the work of someone else. Copying the work of another student or allowing your work to be copied is academic dishonesty. Copied work from published sources, and/or from the internet (plagiarism) without proper documentation constitutes academic theft.

Consequences for Violations, per school year:

1st Violation:

- Students will receive a zero on the assignment.
- The teacher will contact the parent/guardian by phone
- A referral will be sent to an administrator for recording and filing in the student's record.

2nd Violation (In the same or any other class):

- Students will receive a zero on the assignment.

- Students may receive an "Unsatisfactory" Citizenship mark for the grading period.
- Student's letter grade for the quarter may drop one or more letter grade.
- The teacher will contact the parent/guardian by phone.
- A referral will be sent to an administrator for recording in the student's record.

3rd Violation (In the same or any other class):

- Students will receive a zero on the assignment.
- Students may receive an "Unsatisfactory" Citizenship mark for the semester.
- Students may be dropped and/or failed from the class where the third (3rd) infraction occurred.
- The teacher will contact the parent/guardian by phone.
- A referral will be sent to an administrator for recording in the student's record.

The student will be penalized for the second (2nd) and/or third (3rd) infractions if the incidents have taken place in the same academic year as the first (1st) infraction.

Students will be held accountable for the second (2nd) and or third (3rd) violations in the same class where the first violation took place, or any other class.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments The Smarter Balanced computer adaptive assessments are aligned with the California Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST) The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs) Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks is based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take four embedded performance tasks beginning in the fall of 2022 continuing through spring 2023.

California Spanish Assessment (CSA) for Reading/Language Arts The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

California High School Proficiency Exam – 5 CCR 11523 (9-12)

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 is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of

Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test beginning in February each school year.

High School Practical Arts/Career Technical Education (CTE) Graduation Requirement

The Burbank Unified School District requires one year of Practical Arts/CTE instruction for graduation. Although one year is required for high school graduation, students are encouraged to enroll in several of these courses to explore possible career areas. The Practical Arts/CTE Department offers courses designed to introduce students to "hands-on" lifelong skills, as well as the conceptual and critical thinking skills so necessary in today's rapidly changing world.

Opportunities are offered for the development of future employment skills in a number of related fields, ranging from aviation to construction technology. The department is divided into five sub-departments: Business, Computer Science, Consumer Science, Technology, and Other Vocational.

Practical Arts/CTE programs do not discriminate on the basis of race, color, national origin, sex, or disabilities. Also, the lack of English language skills is not a barrier to participation in vocational programs. The courses and programs listed under Practical Arts/CTE are open to all students: however, advanced courses do have prerequisites, which must be met to enroll, or the student must have the instructor's permission. Practical Arts/CTE encourages both female and male students to enroll in courses, which would offer them employment opportunities in nontraditional settings. Gender equity, non-discrimination compliance activities, and complaints are overseen by the Assistant Superintendent, Curriculum and Assessment located at the District Office, 1900 W. Olive Avenue, Burbank, 91506, at (818) 729-4455. Practical Arts/CTE offerings include:

Academies

- Medical Careers
- Engineering

Business Education

- Accounting and Computer Accounting - develop an understanding of the principles of accounting and introduce financial statements.
- Business Management - provides students with an understanding of the changing nature of business, with emphasis on production, marketing, and finance.
- Computer Applications I and Advanced Computer Application – spreadsheets, graphics, and databases.
- Financial Planning / International Finance / Senior Finance - providing skills in fiscal planning, investments, and budgeting.
- Academy of Finance – a three-year business program where students learn about the business world and personal finance through various courses.

Computer Science

- Computer Science C++ - survey course emphasizing programming in the C++ language.
- AP Computer Science 1,2,3,4 - college level courses in applications such as search and sorting, data abstraction, debugging and testing, stacks, and queues; this course requires taking the AP Computer Science Examination.
- Web Design production - course instruction in the design of Internet web pages and the use of HTML.

Consumer Home Economics

- Culinary Arts, Catering - provide skills in food preparation with an emphasis on nutritional knowledge and employment opportunities.

Language

- 3rd year or above

Technology

- Computer Assisted Design (CAD) - Digital Media Production and Animation.
- Photo – A, B - courses in commercial and advanced photo shooting techniques and darkroom applications.
- Construction Technology A, B - courses offering instruction in the different kinds of hand tools, power machines, and introductions to cabinet making and construction.
- Cabinet Technology Advanced - students learn basic turning, carving, lathe, and other techniques to create wood projects.
- Video Production – offers instruction in equipment, editing, and film production.
- Air Craft Maintenance & Small Engines – introduction to engines and mechanics of flight

College & Career Technical Education – EC 51229 and EC 48980(I)

The State of California offers community colleges, California State Universities (CSU), and the University 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 graduate 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 web pages:

www.ccco.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 applications, 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 is 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 applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or 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 or guardian may opt out of the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent or guardian had previously decided to opt out of the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year.

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. Please contact your counselor if you require this form. Until a student turns 18 years of age, only the parent/guardian may opt out for the student. Once a student turns 18 years of age, only the student may opt himself/herself out. The student can also elect to opt in even if the parent/guardian had previously decided to opt out for the student before age 18. The opt out deadline is September 1, 2022.

Federal Student Aid (9-12) – EC 51225.8

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students' ability to graduate.

Educational Equity: Government Instruction Conferences- EC 224

The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California's goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender.

Migrant and Newly Arrived Immigrant Pupils: Graduation Requirements and Continued Education Options – EC 48204.7, 51225.1, 51225.2 and 54444.2

Your child is eligible for a state minimum coursework diploma, which will limit the entrance to higher education to community college. However, if you should choose an option for the 5th year of high school, your child may earn a diploma according to our board approved graduation guidelines that may make your child eligible for UC or CSU applications. These two options of minimum state or local graduation requirements with the 5th year of school are for students who are from a migrant family, eligible for a newcomer program, or who have not been advised within the first 30-days upon transfer in their 3rd or 4th year of high school.

Contact our counseling office to determine eligibility. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

As a public school that receives migrant education funds, our school is actively looking for parent involvement in the planning, operation, and evaluation of our programs. The parents have the authority to decide who may participate in the oversight council. If you are interested, or if you know other parents of migratory students who are interested in this council, please contact Hector Garcia at hectorgarcia@burbankusd.org.

Extended School Year – Migrant Education – EC 41601.6

Students who are identified as a “migrant child” in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

Professional Qualifications of Classroom Teachers

In December 2015, the "Every Student Succeeds Act (ESSA), reauthorized the Elementary and Secondary Education Act (ESEA). A provision of this Title I part of the law requires all districts to notify parents of all children in Title I schools that they have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers and paraprofessionals. This requirement applies to all Title I schools, both Targeted Assistance and school wide. Because Burbank Unified School District receives Title I, Part A funds, mandating all teachers must be highly qualified on an annual basis.

In addition, a school that receives Title I funds shall provide to each individual parent the following information: (1) information on the level of achievement of the parent’s child in each of the State academic assessments, and (2) 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.

Free, Reduced, Full Priced Meals and Smart Snacks – EC 49510, 49391, and 49392

Every student can receive at no cost a Breakfast and a Lunch meal every school day. Starting 23/24 School year, your student’s PIN number is the last 5 digits of their Student Permanent ID, located in Aries Portal.

Burbank participates in the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP) through the U.S. Department of Agriculture. The NSLP and NSBP dictate that all of our children must be offered a complete meal through the Food Service Department, which meets the nutritional guidelines of the USDA.

We strongly encourage all families to fill out a Family Meal application, forms will still be available and may be obtained through your school office, at the Food Services Office, starting July 17, 2023, located at the District Office Building or they may be filled out on the BUSD website at www.busdfoodservices.com. A new application form must be completed every school year in order to remain in compliance for accounting purposes and additional Federal Funding provided to our Schools

Application qualification is based on the number of household members and annual household income. Families that receive CalFresh or CalWORKS benefits and the court recognized foster children and district recognized homeless students automatically qualify. Students participating in the NSLP will not be identified, and the information on the application will be kept confidential.

All students are able to purchase nutritionally compliant Smart Snack items including, but not limited to, milk or juice, using the funds available in their meal accounts. If you want to restrict access, please call the Food Service Department at 818-729-4539. To purchase Smart Snack Items, Parents may place money on their student(s) account online using a debit or credit card at www.busdfoodservices.com by clicking on Online Meal Payment. Cash is accepted as a form of payment at school cafeterias or the Food Service Office, but Food Services no longer accepts checks. Positive student meal account balances will transfer with the student when they move from one school to another within the Burbank Unified School District. Refunds of overpayments on student meal accounts are available.

If you have questions regarding meals, please contact the Food Service Office at (818)729-4539. Burbank Unified School District Food Service Department is an equal opportunity provider.

Off-Campus Lunch – EC 44808.5

The governing board of the Burbank Unified School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled at the high schools to leave the school grounds during the lunch period.

Neither the school district nor any officer or employee thereof shall be liable for the conduct nor has the safety of any student during such time as the student left the school grounds pursuant to this section. Each school includes its respective policy in the summer information packet. Burbank Unified discourages food delivery to students at lunch from outside vendors.

Before and After School Programs - EC 8482.6, 8483(e), 8483.1(e), and 8483.95

Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact the homeless or FYS liaison for Burbank Unified School District at 818-729-4467. No current participant in a before or after school program shall be dis-enrolled in order to allow enrollment of a student with priority enrollment.

Child Abuse and Neglect Reporting – PC 11164 et seq.

The Burbank 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 suspected cases of child abuse and neglect whenever there is reasonable suspicion that 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 Services, 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 Dr. Sarah Niemann, Director of Human Resources at sarahniemann@burbankusd.org, (818)729-4410.

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:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within the control of a student;
4. 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.

Early Dismissal

All parent(s)/guardian(s) are responsible to ensure their student is picked up from school in a timely manner. Repeated offenses may result in law enforcement involvement.

Surveys – EC 51513, BP 6162.8

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.

Career Counseling & Course Selection – EC 221.5(d)

Commencing grade 7, school personnel shall assist students with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the student and not on the student's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Advanced Placement – EC 52244

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact your counselor for information.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The Burbank Unified School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Director of Student Services at (818) 729-4467.

School Accountability Report Card – EC 35256 and 35258

Beginning in July 2000, each school shall report on the status of its school safety plan including a description of its key elements in the Annual School Accountability Report Card. A copy of the Annual School Accountability Report Card will be provided by each school upon request and on the internet: <http://www.burbankusd.org>. EC § 33126 amended for 2006-2007, to include revised estimated expenditures per student and types of services funded, e.g., personnel salaries; schools identified by

governing board as having insufficient textbooks or instructional materials including a percentage of students lacking sufficient standards-aligned textbooks or instructional materials by subject area; and career technical education data measures, as specified.

School Safety Plan – EC32280 et seq

Each Burbank Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held regularly at each school. The Safety Plans are also available through the school site link on the District website.

Parent Engagement- School Accountability – EC 11500, 11501, 11502, 11503

Local districts will provide parent and Family engagement programs to positively influence their children's education. To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute, please contact the Assistant Superintendent of Educational Services at (818) 729-4451 or the Director of Elementary Education at (818) 729-4482.

Language Acquisition Programs– EC 300–340

State law requires that parents of English learners are to be notified annually if they are identified as one of the following: Long-term English Learner or English learner at risk of becoming a Long-term English Learner. The school coordinator for English Language Development will be sending these notices at the beginning of each school year.

English Language Proficiency Assessments for California

California transitioned from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

The ELPAC initial assessment must be administered to new enrollees in the District with a home language other than English within 30 days of enrollment unless they have already been assessed at another California Public School.

Students who are identified as English Learners must be administered the ELPAC summative during the February 1 through May 31 testing window, to determine annual English language development progress. The ELPAC summative is given to English Learners until the students have been reclassified.

To find more information about the ELPAC, please contact your child's teachers or contact the school office. Additional information is posted on the internet at: <https://www.cde.ca.gov/ta/tg/ep/>. English Language Proficiency Assessments for California ... www.cde.ca.gov

Home; Testing & Accountability; Testing; English Language Proficiency Assessments for California (ELPAC) English Language Proficiency Assessments for California (ELPAC)

Student score reports are now digital and are available online through the Aeries Parent/Student Portal. Paper copies are available upon request from the Department of Instructional Services (818) 729-4495.

Language Programs

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a]). Burbank Unified offers two language acquisition programs: Structured English Immersion and Dual Language Immersion.

Structured English Immersion (SEI) is a language acquisition program for English learners in which nearly all classroom instruction is provided in English. All of our schools provide Structured English Immersion (SEI) which begins in Transitional Kindergarten/Kindergarten through the 12th grade. In this program, the curriculum and presentation are designed for pupils who are learning English. At a minimum, students receive designated ELD instruction and integrated ELD within their grade level academic subject matter content (English, math, social studies, science). In elementary, students are grouped according to their language proficiency levels and instructional needs, within a mainstream setting. Classrooms are balanced to ensure that there are native speakers of English, fluent-English-proficient students, and English Learners (ELs). In addition, ELs at the emerging (beginning) proficiency level often receive additional support in the classroom from an instructional assistant. Emergent level instruction may also include primary language support to motivate, clarify, direct, support, and explain.

Dual-Language Immersion is a language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of Spanish, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Kindergarten and continues through high school. Enrollment in this program begins the spring before kindergarten. Students whose home language is Spanish are screened for language proficiency to ensure that we have an equal enrollment of native speakers of Spanish and English. For English Learners, the goal of both language programs is reclassification. Most English Learners who enter school at the Emergent or Beginning level, exit the program in 5-7 years, although many reclassify before that.

Parents are encouraged to provide input regarding language acquisition programs both at the school level, for the Single Plan for Student Achievement through participation in the English Learner Advisory Committee (ELAC), and at the district level during the District English Advisory Committee (DELAC) meetings when the Local Control Accountability Plan (LCAP) is being developed. Please check the district website for dates, times, and locations of the DELAC/English Learner-LCAP meetings.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][vii]) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time. Please see the school principal for further information.

Notice of Alternative Schools – EC 58501

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines an alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

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

Safe and Responsible Use of Social Media and the Internet

Digital technology, the use of the Internet, and social media can engage and connect us in important and purposeful ways. However, these resources can also be misused and even serve as vehicles for criminal behavior including predatory behaviors. Most important, we encourage you to talk with your son or daughter about the benefits as well as the potential risks associated with the Internet and social media. Researchers and law enforcement encourage parents to have conversations about the safe use of the Internet and social media with their children and to monitor their children's access. Suggestions include informing your children about the benefits as well as potential risks, reviewing their social media or Internet profile to ensure no personal and identifiable information has been posted, encouraging children to be thoughtful when engaging in social media conversations and posts, and being cautious when engaging with others online.

To assist, some websites offer parental or family guidance for Internet safety, such as:

- SafeKids.com (<http://www.safekids.com/safety-advice-tools>)
- WebWise.ie. (<https://www.webwise.ie>)
- Web Wise Kids (<http://www.webwisekids.org/index.asp?page=parents>) or 866-WEB-WISE
- Common Sense Education (<https://www.commonsense.org/education/connecting-families>)

Thank you for your support and cooperation in keeping our students safe. If you have questions or need more information, please contact the Student Services Department.

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.

STUDENT CONDUCT/DISCIPLINE

School Rules – EC 35291

On or before December 1, 1987, and at least every four years thereafter, each public school, in accordance with the requirements of this section, shall adopt rules and procedures on school discipline applicable to the school. You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office.

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, and at school-sponsored events.

Student Conduct -EC51100

Discipline Guidelines

The Burbank Unified School District Board of Education annually notifies parents of the District's Discipline Guidelines at the beginning of each school year. As parent/guardian, you are responsible for making certain your child understands that violations of California Education Code sections 48900, 48900.2, 48900.3, 48900.4, and 48900.7 may result in suspension and/or expulsion. Also, students in violation of the Penal Code will be remanded to the Burbank Police Department for possible criminal prosecution. The Board abides by the State of California's mandatory expellable offenses described in Education Code Section 48915(c).

Specifically, students will be expelled from the Burbank Unified School District if it is determined that they have violated any of the following: possession of a gun, brandishing a knife, sale of drugs, sexual assault, and possession of an explosive.

Additionally, if a student possesses, sells, or otherwise furnishes a firearm at school or a school event, that student shall be expelled for one calendar year from the date the expulsion occurred and upon ordering the expulsion, the Governing Board may set an earlier date on a case-by-case-basis. [The U.S. Code Title 20 – Gun-Free Schools Act of 1994]

Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of teachers and others in authority; observe good order and propriety of deportment; be diligent in the study; respectful to teachers and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. [California Code of Regulations, Title 5, § 300]

Every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. [EC § 44807]

The Burbank Board of Education and the administrators of all our schools urge you to discuss these Education Code violations and discipline guidelines with your son/daughter before the first day of school. If you have any questions regarding the Burbank Unified School District's discipline policies, please contact the Director of Student Services, at (818) 729-4467.

Suspension or Expulsion and Mandatory Expulsion Violations– EC 48900

A student shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the student has committed an act as defined according to one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or 2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous objects unless, in the
- (c) case of possession of an object of this type, the student 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.
- (d) 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.
- (e) 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 then 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.
- (f) Committed or attempted to commit robbery or extortion.
- (g) Caused or attempted to cause damage to school property or private property.
- (h) Stolen or attempted to steal school property or private property.
- (i) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this

section does not prohibit the use or possession by a student of his or her own prescription products.

- (j) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (k) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (l) (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, 2020.
(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in Kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (m) Knowingly received stolen school property or private property.
- (n) 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.
- (o) 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.
- (p) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.
- (q) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (r) Engaged in, or attempted to engage in hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a student 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 student. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (s) 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 have 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. "Electronic act" means the creation and transmission originated on or off the school site, utilizing an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of communication, including, but not limited to, any of the following:
 - I. A post on a social network Internet Web site, including, but not limited to:
 - II. Posting to or creating a burn page. "Burn page" means an Internet Web site created to have one or more of the effects listed in paragraph (1).
 - III. Creating a credible impersonation of another actual pupil to have one or more of the effects listed in paragraph (1)
 - (I). "Credible impersonation" means to knowingly and without consent impersonates a pupil to bully 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.
 - IV. Creating a false profile to have 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) (I) An act of cyber sexual bullying.
 - (II) 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 utilizing 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 recordings of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (III) 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.

- (t) A student shall not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student 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:
 - a. While on school grounds
 - b. While going to or coming from school.
 - c. During the lunch period whether on or off the campus.
 - d. During, or while going to or coming from a school sponsored activity. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities.
- (u) A student 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, according to the provisions of this section. Except that a student 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 according to subdivision (a).
- (v) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (w) 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.
- (x) (1) the Legislature intends that alternatives to suspension or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities. [Amended Stats 2002, Ch. 643, Sec. 1.5; EC § 48900] (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and school-wide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

*Per AB 982, upon the request of a parent, a legal guardian, or other person holding the right to make education decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two or more school days, the homework that the pupil would otherwise have been assigned.

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.

Sexual Harassment – EC 48900.2

In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.

School Discipline Regarding Harassment of Students in a Protected Class and Hate Speech

Bullying, hostility and harassment in school based on a student's race, religion, gender, or national origin is a form of discrimination prohibited by federal civil rights laws. It is a violation of Title VI of the Civil Rights Act of 1964.

HARASSMENT means written, verbal or physical conduct, or electronic communication, that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. Such harassment may consist of comments and conduct directed at a student either directly or indirectly, whether through electronic communications, in person comments or otherwise.

SUFFICIENTLY SERIOUS (as defined by Title 09 regulations) means harassing behaviors are severe enough as to limit or deny a student's ability to participate in or benefit from the educational program, i.e., the conduct creates a hostile environment. Therefore, school discipline and consequences would be at Level 3 or 4.

HATE VIOLENCE (as defined in Ed Code) means any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.

-NEA Legal Guidance on Students Rights

According to Education Code 48900.4, if the behavior is "sufficiently" serious to create a "hostile environment," then a student may be suspended.

Victims of harassment may feel the school has a "hostile environment" which impacts sleep, fear of coming to school, avoiding specific classes, academic decline, or other serious affects. If the conduct is "sufficiently serious" then the student may be suspended or a Title IV complaint may be filed with Dr. John Paramo.

Furthermore, our school district also acknowledges that administration must consider age, maturation, special needs, and prior history when working with students. Our staff believe that discipline is how we teach students lessons and how to make good decisions. We strive for a balanced approach to student discipline that will eliminate unacceptable behaviors, allow students to learn from their mistakes, while also supporting and protecting victims.

Progressive Discipline, Investigation and Reporting:

•Parents of both perpetrators and victims should be notified regarding incidents below. Parents should be given a point of contact, clear direction on reporting concerns, and follow up to ensure harassing behaviors have stopped.

Elementary School Progressive Discipline:

First Offense: Meeting with parent, student, teacher, and principal. Discussion of hate speech and why it is wrong. Student completes a "think sheet" reflection and restorative practices.

Second Offense: Age-appropriate education meeting with parent, student, and principal; think sheet reflection; restorative practice; and loss of privileges.

Third Offense: Meeting with the Director of Elementary Schools and suspension

Fourth Offense: Change of Placement

Offer of victim impact statement, restorative mediation, and counseling on every step

Middle School Progressive Discipline:

First Offense: Education with EverFi Module (Course 1), meeting with parent, and 2-hour detention

Second Offense: Education with EverFi Module (Course 2), meeting with parent, and suspension

Third Offense: Meeting with the Assistant Superintendent of Educational Services and suspension

Fourth Offense: Change of Placement

Offer of victim impact statement, restorative mediation, and counseling on every step

High School Progressive Discipline:

First Offense: Education with EverFi Module, meeting with intervention specialist

Second Offense: 2 Hours Lunch Detention, Restrict lunch area for 9th and 10th graders, loss of lunch pass for 11th and 12th graders

Third Offense: Suspension with an SST at the time of readmittance back to school

Fourth Offense: Meeting with the Assistant Superintendent of Educational Services

Fifth Offense: Change of Placement

Offer of victim impact statement, restorative mediation, and counseling on every step

If the behavior created a “hostile environment” for the victim, then an administrator may suspend and develop a behavior support plan for the student. Furthermore, students who use hate speech will attend an online class on Hate Speech, receive check-ins and they will be offered counseling.

If the student continues to use hate speech or harass other students, then progressive discipline will take place and a possible change of placement may be considered through the District Transfer Review Committee.

Hate Violence:

• Hate violence” means any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.

These behaviors will result in multi-day suspension, possible expulsion, manifestation determination, behavior support plan, counseling or change of placement.

Hate Violence – EC 48900.3

In addition to the reasons specified in Sections 48900 and 48900.2, a student in any of grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment, Threats, or Intimidation – EC 48900.4

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

District Threat Assessment Procedures

Threats made against students, staff or the school community are taken extremely seriously.

When a student makes a threat, the following protocols are followed:

- 1) The school contacts the Director of Student Services, Director of Elementary or Assistant Superintendent of Educational Services
- 2) The School Resource Officer (SRO), Mental Health Assessment Team (MHET) or the Burbank Police Department are contacted.
- 3) The threat is investigated and reviewed to determine credibility. Steps include background checks, gathering information, reviewing records and speaking with school staff, school discipline.
- 4) If not credible, school discipline and communication to the school community are completed in conjunction with school and district administration.
- 5) The student or individual making the threat may be suspended and then supported with offers of counseling, check-ins and other interventions.
- 6) The staff member or site administration completes a *Threat Protocol* (form) which is sent to district administration (Student Services and/or Human Resources) for follow up.

If credible, then...

- 1) The school district and Burbank police department work together to take safety measures including school discipline, counseling, home checks, weapons access checks, an individual safety plan, background checks, citation, arrests or hospitalization if the individual or student needs mental health supports.
- 2) District administration will work with sites to notify the school community and provide resources and support.
- 3) Victims will be offered check ins, counseling, and support.

Training:

- 1) All principals and district administration meet with command staff with the Burbank Police Department and Burbank Fire Department annually
- 2) Level 1 Training for all staff annually (includes safe school climate, identifying concerning behaviors, threat assessment, and active shooter incident training)
- 3) Level 2 Training for all site threat assessment teams with the School Resource Officer/BPD and Student Services (threat assessment teams are typically comprised of an administrator, school psychologist, counselor and teacher)
- 4) SAFE-T meeting quarterly or as needed between Student Services, MHET and the SRO regarding threat assessments and ongoing support of students or individuals.

Limitations on Imposing Suspension - EC 48900.5

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

Terroristic Threats – EC 48900.7

- a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has made terroristic threats against school officials or school property, or both
- b) For the purposes of this section, "terroristic threat" shall include any statement whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000); with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Sexual Abuse and Sex Trafficking Prevention – EC 51950 and 51900.6

Our schools provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse, sexual assault awareness, sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident through prevention education. Parents or guardians may submit a written request to excuse their child from participation in any class and assessments related to that education.

Partnership with the Burbank Police Department

The Burbank Unified School District works in partnership with the Burbank Police Department. Students or parents should report any threats to the administration and/or the Burbank Police Department. Reports will be promptly investigated.

Mandatory Suspension/Expulsion - EC 48915

- (1) **Education Code Section 48915(a):** Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a student for any of the following acts committed at school or 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:
 - (2) Causing serious physical injury to another person, except in self-defense.
 - (3) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (4) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for *either of the following*:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (5) Robbery or extortion.
 - (6) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- Education Code Section 48915(c):** The principal or superintendent of schools shall immediately suspend, according to Section 48911, and shall recommend expulsion of a student that he or she

determines has committed any of the following acts at school or a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the student had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (n) of Section 48900, is not an offense for which suspension or expulsion is mandatory according to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion according to subdivision (e), may be imposed.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (o) of Section 48900 or committing a sexual battery as defined in subdivision (o) of Section 48900.
5. Possession of an explosive.

Involuntary Transfer – EC 48980(m), 48929

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve any conflict before transferring. Periodic reviews will be considered for returning to the school site if there is no ongoing danger to either student or others on campus. The school board makes the final decision.

Dangerous Objects –

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others.

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

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 student until restitution is paid.

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 the 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.

Release of Student to Peace Officer – EC 48906

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

Search of School Lockers

School lockers remain the property of the Burbank 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 other than school-related purposes is prohibited. The school principal or designee may search the person of a student, the student's locker, backpack, or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325] Improper use of lockers will result in progressive discipline.

Metal Detectors and Drug Sniffing Dogs

The Superintendent is authorized to establish a metal detector scanning and extended search program to deter the presence of weapons and other dangerous devices and thereby prevent violence and serious physical injury in school. To keep the secondary schools free from drugs, the District may use specially trained non-aggressive dogs from the BPD K-9 unit or a privately contracted company to sniff out and alert staff to the presence of substances prohibited by law or District policy. The trained dogs may sniff the air around lockers, desks, bags, items, or vehicles on District property or at District-sponsored events. They

are not allowed to sniff any students. The above inspections can be unannounced and may be made at the discretion of the Superintendent or designee.

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. In addition, students or parents recording school staff on school campuses without permission is prohibited.

Mobile Communication Devices – BP 5131.8, EC 48901.5, 48901.7

Mobile communication devices should be turned off during instructional time. However, the Board of Education permits limited use of mobile communication devices on campus and for instructional reasons. School rules about mobile communication device use should be consulted. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program (cf. 6159 - Individualized Education Program)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person. A student may also be subject to discipline, in accordance with the law, Board policy, or administrative regulation, for off-campus use of a mobile communication device that poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities. When a student uses a mobile communication device in an unauthorized manner, the student may be subject to discipline and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. The district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Hazing – EC 32051, BP 5131

No student or other person in attendance, at any public or private educational institution, shall conspire to engage in hazing. According to Education Code, “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, that is likely to cause serious bodily injury or personal degradation, or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.

Electronic Signaling Device – EC 48901.5

The use by any person, including a pupil, of any electronic signaling 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. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use the device for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Walking or Riding a Bike to School – VC 21212

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.

School Bus Safety – EC 39831.5

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

Competitive Athletes Seeking Higher Education Athletic Programs: - EC 67455

Under state law, students who witness or are the victim of any wrongdoing condoned by the higher education athletic organization, have a right to make a report, file, or otherwise assist the reporting of a violation of student athletic rights involving the program, participants, or staff. This right to make such reports is guaranteed by the "Student Athlete Bill of Rights" and may not result in retribution or remove any benefits if the report has been made in good faith and truthfulness.

Services to Students with Exceptional Needs/ Child Find System – EC 56301

All students with exceptional needs, who are homeless or wards of the state have a right to participate in appropriate programs of publicly supported education. Each student with exceptional needs is assured an education appropriate to his/her needs in publicly supported programs through completion of secondary education programs. Each student with exceptional needs shall have his/her educational goals and objectives specified in a written individualized education program. Federal law requires the District to inform you that a free and appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified students with disabilities ages three through 21 years; early intervention services for "at-risk infants and toddlers" under three years of age. [IDEA] The law gives students and their parents or guardians certain rights to fair hearings concerning the assessment and placement of students. For information about these programs and rights, contact the Director of Special Education at (818) 729-4449. Any individual, public education agency, or organization may file a written complaint, which, if true, would constitute a violation by that public agency of federal or state law or regulation governing special education and related services. The complaint should be filed with the Superintendent of Public Instruction, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814.

Instruction for Students with Temporary Disabilities – EC 48206.3, 48207, and 48208

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

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a student with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the student will be able to receive individualized instruction according to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil can return to the regular school program.

An honorary high school diploma, which is distinguishable from the regular diploma of graduation, may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education, or a charter school.

Special Education – Use of Assistive Technology – EC 56040.3

Upon exiting the school district, students may continue to use the assistive technology devices provided by the school as determined by the IEP team offered for a maximum of two months until a replacement or comparable device is obtained.

Pregnant and Parenting Pupils – EC 221.51, 222.5, 46015, 48205, and 48980

The Burbank Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or postpartum recovery. Physical and emotional ability to continue may only be determined by a physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, except for personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or independent study packets as provided to all regular students from school districts or charter schools. Parental leave for eight weeks for preparation of the birth of an infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, an excused absence, with a unique code similar to independent study. However, no work is

required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were enrolled in before taking leave. Makeup plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, before leaving. If needed, a parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations. An illness for a sick child does not require a doctor's note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

Wellness and Nutrition Guidelines

Starting with the 2006-2007 school year, the U.S. Congress required all public school systems that participate in child nutrition programs to develop a local school wellness policy. In 2016-2017, the law was strengthened to support the efforts of nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. To learn more please visit the BUSD Food Services webpage at: <https://www.busdfoodservices.com/>.

Guidelines for all Burbank Unified School District Schools:

1. The following items may not be sold by any group during the school day: Soda, candy, or other items that do not meet state or federal nutritional guidelines.
2. The school day is defined as beginning one half hour before the first class and ending one half hour after the last class is dismissed.
3. Teachers, parents, and staff should not use candy or sweets in assignments or as incentives or rewards.
4. During the school day, parent groups may not sell food or beverage items on school campuses.
5. Class Parties: Parents and guardians are encouraged to seek alternate party ideas. In the event of a food-based classroom or school site celebration is held, candy and sweets are strongly discouraged.

Guidelines for Elementary Schools:

After the lunch period in the afternoon, student groups may sell one food or beverage items, as follows:

1. The items must come from the list of "Nutritious Foods" and;
2. Snacks sold to students must contain not more than 35 percent calories from fat; not more than 10 percent calories from saturated fat; not more than 35 percent sugar by weight; and not more than 150 calories per food item.
3. Beverages are limited to fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with added sweeteners; or mild (two percent, one percent, nonfat, soy/rice milk, and other dairy milk).

Guidelines for all Middle and High Schools:

During the school day, one student group may sell food items or beverage:

1. Items sold must comply with state and federal nutritional guidelines;
2. In addition to the Elementary beverage list, electrolyte replacement beverages containing no more than 42 grams of sugar per 20 ounces serving may be offered.
3. Snacks sold to students must contain not more than 35 percent calories from fat; not more than 10 percent calories from saturated fat; not more than 35 percent sugar by weight; and not more than 250 calories per food item.

Additional information and a copy of the Burbank Unified School District's Student Wellness Board Policy may be obtained at 1) School Offices; 2) www.burbankusd.org; or 3) BUSD Food Services Department at (818) 729-4539.

District Contacts: Assistant Superintendent, (818) 729-4451; Director of Food Services, (818) 729-4539.

Type 2 Diabetes Information

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

Type 2 diabetes affects the way the body can use sugar (glucose) for energy.

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

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

Researchers do not completely understand why some people develop Type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of Type 2 diabetes in children:

Being overweight: The single greatest risk factor for Type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes: Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity: Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups: Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop Type 2 diabetes.

Puberty: Young people in puberty are more likely to develop Type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes:

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

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

Type 2 Diabetes Prevention Methods and Treatments:

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

Eat healthy foods: Make wise food choices. Eat foods low in fat and calories.

Get more physical activity: Increase physical activity to at least 60 minutes every day.

Take medication: If diet and exercise are not enough to control the disease, it may be necessary to treat Type 2 diabetes with medication. The first step in treating Type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition that may lead to Type 2 diabetes).

Types of Diabetes Screening Tests That Are Available:

Glycated hemoglobin (A1C) test: A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test: A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test: A blood sample is taken after an overnight fast. A fasting blood sugar level of less than 100mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test: A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

Controlled Substances: Opioids– EC 49476

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign an acknowledgment of receipt of the document annually.

Concussion and Head Injuries – EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed healthcare 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.*** Yearly, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

California Youth Football Act – HSC 124241 (6-12)

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics are offered at the middle or high school.

Food Allergies

If you have a child who has a food allergy and may at any time eat in the school cafeteria or eat foods that may be prepared in the school cafeteria, it is mandated by the State of California for the parent/guardian to provide a physician statement regarding your child's specific food allergy to your child's school site. Medical Statement forms and School Cafeteria Menus are available on the BUSD website under the Food Services Department. <http://www.burbankusd.org/>

Emergency Treatment for Anaphylaxis – EC 49414

EC 49414 requires 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. 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.

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

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 before 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 immunization 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.

State law requires the following immunizations before a child may attend school:

- (a) All new students, ***in transitional kindergarten through grade 12***, to the Burbank Unified School District, must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B, ***and varicella*** immunizations.
- (b) All **seventh grade** students must also provide proof of a second immunization for varicella ***and a pertussis booster*** vaccination, also known as a TDAP.

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

For information, you may contact:

Valley Community Clinic	(818) 763-8836 ext. 108
Glendale Health Clinic	(818) 500-5750
All-Inclusive Community Health Center	(818) 843-9900

Information about a permanent medical exemption from immunizations for your student is available in the school health office and on the District website at www.burbankusd.org under the Student Services Department tab.

Medication Regimen – EC 49423, 49480

California Education Code requires that any student taking medication during the school day must have a doctor's written order along with parental written permission, (E.C. 49423). This is for prescribed medication and over-the-counter medication. Please do not send your child to school with medication in their backpack to take on their own.

If your child requires medication during school hours, including over-the-counter medication, please take the medication form to your child's doctor for completion. The form must be completed by a California physician, surgeon, or physician's assistant. Orders from doctors practicing outside California will not be accepted. Medication cannot be administered by the school nurse or school staff until this form is completed and delivered to the school site. Deliver the medication and completed form to the health office in its original pharmacy container with the original pharmacy label adhered to the container. Over-the-counter medications must be delivered in the original sealed bottle. The information on the medication bottle must match the orders written by the doctor on the medication form, including the strength of the medication prescribed. Any changes in medication orders will require a new MD order. **ALL MEDICATION ORDERS MUST BE RENEWED EACH SCHOOL YEAR.**

Students may carry and self-administer auto-injectable 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 outlined in the physician statement. All requests are to be approved by the school nurse before use.

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 if the pupil suffers a seizure when a nurse is not available.

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. 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 is taken, and the name of the doctor who prescribed it(EC 49480).
3. 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).
4. As a 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.
5. 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.
6. 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.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicinal policy of your child's school. The school board may amend or rescind any of their policies for any reason in a public board meeting.

Students Returning to School After an Injury

If a child sustains any type of injury that would require medical treatment and or a medical device, a note from their doctor is required before the child may return to school. Students needing any supportive appliances (crutches, cast, ace wrap, splint, wheelchair, etc.) must also have a written order from the prescribing physician. Children with cast and splints, etc. are not allowed to participate in physical activities, but alternative activities are arranged until the cast, etc. is removed. Recess and lunch activities may be modified for the safety and well-being of the child.

Mental Health - EC 49428

To initiate access to available pupil mental health services, you may contact the following mental health provider: Family Service Agency of Burbank at (818) 845-7671, 2721 West Burbank Blvd, Burbank, CA 91505 or <http://familyserviceagencyofburbank.org/>. Our school district will notify parents of this access at least twice a year. One time is through this Annual Notification, and you will also be notified through email during the school year. You can also find resources, information, and referral numbers on our website.

In addition, Student Wellness Centers are located on both Burbank High School and John Burroughs High School campuses, trained staff are readily available to assist students and we have a partnership with the BPD Mental Health Evaluation Team (MHET) 1-818-238-3000. Our local mental health partners continue to provide 24/7 support to Burbank students and families in need or crisis. The District also works with the Los Angeles School Threat Assessment Response Team (START).

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, contact the Burbank Unified School district at (818) 729-4400 or go to www.CoveredCA.com. Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit www.health4allkids.org.

Medical or Hospital Services – EC 49472

Services Not Provided: The School District does not provide or make available medical and hospital services for students who are injured in accidents related to school activity or attendance.

Medical and Hospital Insurance for Students-(Student Accident Insurance) –EC 49471

The district makes available to parents, medical or accident insurance for students who may be injured in a school-sponsored activity, while on school premises, or while being transported to and from school. The cost of the insurance is paid for by the student, his parent, or guardian. To enroll in the program, please go to the following website: www.BurbankStudentAccident.com. From that page you will be able to get more information and click the link to sign up for coverage.

Physical Examination – EC 49451

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 student. However, whenever there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student 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.

Scoliosis (curvature of the spine) Screening – EC 49452.2

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent.

Vision and Hearing Appraisal – EC 49455, 49452

Your child's vision and hearing will be checked by an authorized person between grades Kindergarten through 10th, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief.

Entrance Health Screening – HSC 124085, 124100, and 124105 (ELEMENTARY & MIDDLE SCHOOLS ONLY)

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. For instructions and a copy of the form, you may visit the District website at www.burbankusd.org under the Student Services Department tab.

Oral Health Assessment – EC 49452.8 (ELEMENTARY & MIDDLE SCHOOLS ONLY)

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 before entry or by May 31st of the pupil's first school year. For instructions and a copy of the form, you may visit the District website at www.burbankusd.org under the Student Services Department tab.

Confidentiality of Medical Information Act – CC 56.10

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

Confidential Medical Services – EC 46010.1

School authorities may excuse any student in grades 7-12 from the school to obtain confidential medical services without the consent of the student's parent or guardian.

Head Lice – BP 5141.33

If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.

Sudden Cardiac Arrest – EC 33479 et seq.

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related.

A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. Yearly, an acknowledgment of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

Uniform Complaint Policy and Procedure – 5 CCR 4600 et seq

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 section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, immigration status, religion, color, or mental or physical disability, or age, or based on a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, 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; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools as students shall not be required to pay a fee for participation in educational activities that constitute an integral fundamental part of the district's educational program, including curricular and extracurricular activities; 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 one year from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent of Educational Services, (818) 729-4401 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 timeline. 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. Contact the Director of Secondary Education for additional information or assistance. Copies of the district's UCP are available free of charge.

Sexual Harassment – EC 48980(g) and 231.5

The Burbank Unified School District is committed to maintaining a learning and working environment that is free from sexual

harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action to and including expulsion. Any employee who permits engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the Director.

Victim of a Violent Crime – 20 USC 7912

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an inter-district transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Director of Student Services, (818) 729-4467.

Williams Complaint Policy & Procedure – EC 35186

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.cde.ca.gov/re/cp/uc/>. 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. To file a complaint regarding the above matters, a complaint form may be obtained, at no charge, at the school office, District office, or downloaded from the District's Website at <http://www.burbankusd.org/policies.html>. You may also download a copy of the complaint form from the California Department of Education website at <http://www.cde.ca.gov/re/cp/uc/>. The complaint shall be submitted to the site principal or designee.

Megan's Law – PC 290.

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.

Burbank is a Tobacco-Free District – BPC 22950.5; HSC 104420, 104495, 104559, PC 308

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

Electronic Chemical Substance or Drug Delivery Systems (e-cigarettes)

The Burbank Unified School District prohibits the use of electronic chemical substance or drug delivery systems such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without substances that mimic the use of tobacco products on all district property and in district vehicles at all times. These delivery systems 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. 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. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

Availability of Prospectus – EC 49063 and 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions, and instructional goals for every course offered by the school. Please contact the Assistant Superintendent of Instruction for a copy of the prospectus.

Investing for Future – EC 48980(d)

Please be advised regarding the importance of investing in future college or university education for your child. You may want to consider appropriate investment options including but not limited to United States savings bonds.

Asbestos Management Plan – 40 CFR 763.93

The Burbank Unified 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 Facilities Services at 818-729-5503.

Pesticide Products – EC 17608-17614; and EC 48980.3

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility, please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school 72 hours in advance. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015. www.cdpr.ca.gov.

PESTICIDE NAME	MANUFACTURER	ACTIVE INGREDIENT(s)
Conrac, All Weather Cake	Bell Laboratories Inc.	Bromodialone 0.005%
Cy-kick	Whitmire Micro-Gen	Cyfluthrin 0.1%
Delta Dust	AgriEvo Environmental Health	Deltamethrin 0.05%
Fusilade II	Zeneca Agricultural Products	Fluazifop-P-Butyl Technical
Maxforce ant bait station	Maxforce Insect Control	Fipronil 0.01%
Maxforce Ant Killer Bait Gel	Maxforce Insect Control	Fipronil 0.01%
Maxforce FC Cockroach Gel	Maxforce Insect Control	Fipronil 0.01%
Pendulum 2G	BASF Corporation	Pendimethalin, N-(1-enthypropyl)-3,4-dimethyl-2,6-dinitrobenzenamine 2%
PT 565 Plus XLO	Whitmire Micro-Gen	Pyrethrins 0.25% D-transallethrin 0.25%
PT Wasp Freeze 515	Whitmire Micro-Gen	Phenothrin 0.12%, D-trans Allethrin 0.129%
Talstar P	FMC Corp. Agricultural prod.	Bifenthrin 7.9%
Tim-Bor	U.S. Borax Inc.	Disodium octobarate tetrahydrate powder 98%
REWARD	Syngenta Professional Products	Diquat dibromide (37.3%)
Essentria IC-3	Zoecon professional products	Rosemary oil 10%, Geranoil 5%, Peppermint oil 2%
Scythe	Gowan Company	Pelargonic acid 57%, Realted fatty acids 3%
Pathfinder	DOW agrosiences	triclopyr:3,5,6-trichloro-2 pyridinyloxyacetic acid, butoxyethyl ester.....13.6%
Finale	Bayer Corporation	Glufosinate 11.33%

Pupil Swimming Safety– EC 35179.6

BUSD is committed to safety for all our students at our planned events, including around swimming pools. There is already a requirement for pool sport coaches to be fully-trained in CPR in case of accidental drowning in the pool. If there is any event on-campus or hosted at a swimming pool facility, at least one adult with a valid certification of CPR training will be present throughout the duration of the event.

Safety and Emergency Response Procedures

The safety and well-being of students, staff, and visitors at our campuses and district buildings is an important commitment. This includes safety and emergency planning, preparedness, and response. The collaboration of parents and students in preparing and practicing for emergencies or natural disasters is essential to how we respond in the event of an emergency or natural disaster. Please take a moment to review the general guidelines below as well as become familiar with the school safety and emergency response procedures at your son's or daughter's school(s).

Students:

1-Students will be advised of all school safety and emergency procedures and understand that they are in effect to keep students safe. **2-**Students will receive instruction on safety and emergency response procedures for fire, earthquake, civil disorder, school lockdown, bus safety, air pollution, and local disasters. **3-**Students are required to follow instructions from school staff members at

all times and take their responsibilities seriously in an emergency. **4-**All students are instructed to seek adult assistance at school or home in case an emergency occurs while en route to or from school. **5-**Students will know the person(s) designated by their parents on the emergency information card to pick them up and care for them in the event their parent is unable to do so. **6-**If evacuation is necessary, school staff may relocate to another location either through emergency transportation or walking. **7-**All students will remain under school supervision until reunited with their parents or another designee.

Parents:

Parents must plan to pick up children from school following an emergency and instruct the child to remain at school until the parent or other designee arrives. **2-**Parents must remember that schools will not send children home in an emergency but may relocate them to an alternate site if it is determined that school conditions are unsafe. **3-**Please familiarize yourself with the Earthquake/Disaster Plan and be patient with the student release process. **4-**Parents must annually complete and provide updated information in the Emergency section of the Parent Portal for each child and notify the school of any changes during the school year. **5-**Parents should review and reinforce the emergency information children receive at school and review their family emergency plan. **6-**Please instruct your child to seek an adult's assistance if an emergency occurs on the way to or from school. **7-**Please monitor the Emergency Broadcast System for information related to schools during and after any disaster. For emergency news and information in Burbank, tune to 1620 AM on your radio.

State, County, or City Emergency Declaration

In the event the State of California, the County of Los Angeles, or the City of Burbank declares an emergency, BUSD will follow guidelines issued by public authorities. In the event of a pandemic, BUSD will follow the Pandemic Plan for K-12 schools and follow guidelines as issued by public health, the Los Angeles County Office of Education, and other government agencies and authorities. Some changes to procedures and activities may be necessary to comply with public health guidelines.

Photo Identification Requirement

For the safety and security of our students and staff, whenever you enter the school during the school day for any reason, you must first present your photo identification to school office staff and they will utilize the Raptor system software to scan your ID per Megan's Law requirements.

Camera Surveillance on School Property – PC 647(j)

For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, surveillance cameras can't cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Notifications to Parents or Guardians in Languages Other than English: – EC 48985

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

Open Meetings: Public Comments: Translation – GC 54954.3

As a parent, you have a right to participate in open meetings with the school district or charter school. If you require a translator, one will be provided to you with the time allotment doubled to allow for both English and primary language translation.

Further Information is Available: – EC 48209.13, FERPA, 34 CFR Section 99.7(b)

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office.

Parent Participation in School Meetings and Conferences: - LC 230.8

If the parent's employer has 25 or more employees the parent must be allowed to attend school meetings and events for their children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include enrollment in grades 1-12 to address child care or school emergencies, behavior or discipline problems that require immediate parent attention, sudden school closure, or natural disaster. ("Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends, or

otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

Disaster Preparedness Educational Materials – EC 32282.5

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetveducmat.asp>. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crises.

Additional Education Codes, Government Codes, and Labor Codes:

Ralph M. Brown Act (governing Board of Education Meetings): - GC 54950-54963

Requires that postings are specified to notify the public of open meetings being held, discussions or decisions being made, when closed sessions are needed, protecting student identification and/or confidential, medical, or personally identifiable information:

*GC 54954.2 Regular Board of Education Meetings (Agenda in 20 words or less, posted within 72 hours of the meeting).

*GC54956 Special Meetings (24-hour notice must be provided to members of legislative bodies and media outlets including a general description of matters to be discussed or considered)

*GC 54956.5 Emergency Meetings (one-hour notice in case of work stoppage or crippling activities, except in case of a dire emergency)

*GC 54954.2, 54954.5, 54957.1, and 54957.7 Closed Session Agendas (All items to be considered in closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in a closed session, the body generally must report the action after the closed session and Agenda Exceptions (special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda).

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:

- 1) Within a reasonable time after making the request, to observe their child's classroom(s).
- 2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- 3) 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, assisting in classrooms with the approval, and under the direct supervision of the teacher.
- 4) To be notified on a timely basis if their child is absent from school without permission.
- 5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- 6) To request a particular school for their child, and to receive a response from the school district.
- 7) To have a school environment for their child that is safe and supportive of learning.
- 8) To examine the curriculum materials of their child's class(es).
- 9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- 10) To have access to the school records of their child.
- 11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- 12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- 13) To receive information about any psychological testing the school does involve their child and to deny permission to give the test.
- 14) To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
- 15) 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.
- 16) 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.

BUSD Code of Conduct for Parents, Guardians, and Visitors

BUSD is very proud to have a very dedicated and supportive school community. Students are most successful when there is cooperation among school staff, parents, students, and the community. In the spirit of teamwork, we also have the expectation that our school community will respect and help maintain a safe school learning environment, be a partner in school safety, set a good example for children both on school premises and when accompanying classes on school visits, and refrain from saying or doing anything that would create an unsafe environment for staff or students.

We also expect our parents, caregivers, and visitors to keep our children safe by adhering to the school's request to park safely outside the school gates during morning and afternoon pick-up and drop-off and reduce driving speed when children are present and follow all traffic signs.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. Where issues arise or misconceptions take place, please follow these steps.

- 1) Please contact (email or phone) your child's teacher to set up an appointment to discuss concerns.
- 2) If the issue is not related to the classroom or is not resolved with the teacher, please contact the administration.

Please email teachers to make an appointment if you need to share a concern.

- 3) Where issues remain unresolved, please reach out to the principal and then district staff.

Behavior that violates the Code of Conduct:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operations or activities anywhere on the school premises.
- Using demeaning language or harassing players at sporting events, including treatment of referees. Any adult or student who attends a school activity, event, or sporting event may be asked to leave at any time for poor sportsmanship or behavior that violates this code of conduct.
- Entering school premises, a classroom, or an office without permission.
- Any inappropriate behavior on the school premises or at school-sponsored events.
- Using loud, profane, or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/caregiver, or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parents/staff at the school on social media.
- The use of physical, verbal, or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Trespassing on residents' property around schools, blocking residents' driveways during pick up and drop off.
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises or within 100 feet of school premises.
- Entering any part of campus without checking in through the front office.

Should **any** of the above occur on school premises or in connection with the school, staff may act by contacting the appropriate authorities or consider restricting the offending adult from accessing the school premises.

It is important for parents, caregivers, and guardians to make sure any persons picking up their children are aware of this policy.

What happens if someone ignores or breaks the code?

In cases where the unacceptable behavior is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Burbank Police Department. This will include any and all cases of threats or violence and actual violence to any child, staff, or visitor in the school. This will also include anything that could be seen as a sign of harassment by any member of the school community.

If cases where adult behavior must be addressed and civility is not maintained:

- 1) The parent, caregiver, or guardian will be asked to meet with the principal or school administrator to review the Civility policy and steps for handling concerns or a complaint.
- 2) A follow-up letter will be sent to the parent, caregiver, or guardian including the Board Policy on Civility.

- 3) If the unacceptable behavior does not stop, then the parent, caregiver or guardian will be referred to the District Office for a meeting with a BUSD district staff member.
- 4) If Step 3 does not resolve the behaviors, then the adult individual may be referred to the police department or restricted from entering any school campus for 7 days at a time.

If the parent, caregiver, or guardian refuses to attend the meeting, then the school will write to the parent, caregiver, or guardian and inform them they will be restricted from accessing school grounds for at least 7 days.

Notes:

- (1) a restriction from the school can be introduced without having to go through all the steps offered above in more serious cases.
- (2) Site restrictions will normally be limited to 7 days in the first instance.

Issues of conduct with the use of Social Media

Some people take part in online activities and social media. There are many constructive social media pages allowing parents to receive and respond to messages about school events. We encourage you to positively participate if you wish.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of children without their consent
- Abusive or personal comments about staff, children, or other parents
- Posting defamatory or libelous comments or creating “fake” accounts that misrepresent school and/or staff
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures
- Posting or reposting any threats to schools. If you are concerned about a potential threat, please contact the Burbank Police Department or the school district directly.

Please remember that schools do not have jurisdiction over social media that is not school-related.

ACCEPTABLE USE AGREEMENT – STUDENTS

The Burbank Unified School District authorizes students to use technology owned or otherwise provided by the District along with personal devices for instructional purposes. The use of technology while on campus is a privilege permitted at the District's discretion. It is subject to the conditions and restrictions outlined in applicable Board policies, administrative regulations, and this Acceptable Use Agreement.

The District expects all students to use technology responsibly to avoid potential problems and liability. The District may place reasonable restrictions on sites, materials, or information students may access through our system. The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectations of privacy regarding their use of District equipment, network, Internet, or files, including email. The above includes all personal items used on campus.

With parent/guardian permission, the District will make student email accounts available for all secondary students. Students will be allowed to send emails to other District accounts only. Student email accounts will be able to receive emails from outside sources, allowing students to use educational software and reset passwords. Email accounts are provided at the discretion of the District and can be suspended or revoked at any time.

For this agreement, technology includes, but is not limited to: computers, Chromebooks, the District's network (including servers and Wi-Fi), the Internet, email, USB drives, laptops, tablets, phones, and any other electronic device.

By signing the Acknowledgement of Rights and Responsibilities form in the Annual Parent Notification Packet, you acknowledge that you understand the following:

1. I am responsible for practicing positive digital citizenship. As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to a teacher, administrator, or system administrator. In addition, I agree to the following:
 - a) I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
 - b) I will be honest in all digital communication.
 - c) I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
2. I am responsible for keeping personal information private.
 - a) I will not share personal information about myself or others, including, but not limited to, names, home addresses, telephone numbers, and birth dates.
 - b) I will abide by all laws, the Student Acceptable Use Policy, the Student Bring Your Device Policy, and all District security policies.
3. I am responsible for my passwords and my actions on District accounts.
 - a) I will not share any school or District usernames and passwords with anyone.
 - b) I will not access the account information of others.
 - c) I will only use my account and will not access another's account.
 - d) I will log out of unattended equipment and accounts to maintain privacy and security.
4. I am responsible for my verbal, written, and artistic expression.
5. I am responsible for treating others with respect and dignity.
 - a) I will not send or distribute hateful, discriminatory, or harassing digital communications or inappropriate texts.
 - b) I understand that bullying in any form, including cyberbullying, is unacceptable.
6. I am responsible for accessing only educational content when using District technology or personal technology on the District's network.
 - a) I will not seek out, display, or circulate hate speech, sexually explicit, or violent material.
 - b) I understand that a teacher or administrator must approve any exceptions as part of a school assignment.
 - c) I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.
7. I am responsible for respecting and maintaining the security of District electronic resources and networks.
 - a) I will not try to bypass security settings and filters, including using proxy servers to access websites blocked by the District.
 - b) I will not install or use illegal software or files, including copyright-protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.

- c) I will not access the Internet through a personal data plan or hotspot for either District or personal devices.
 - d) I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
8. I am responsible for taking all reasonable care when handling District equipment.
- a) I understand that vandalism in any form is prohibited.
 - b) I will report any known or suspected acts of vandalism to the appropriate authority.
 - c) I will respect my and others' use and access to District equipment.
 - d) If I have received a laptop/tablet device to use at home, I agree to the following by accepting the possession of the device.
 - i. I understand that it is to be used for school work only and following the Student Acceptable Use Policy.
 - ii. I shall not sell, lease or otherwise grant anyone rights to the device.
 - iii. I shall adhere to the District's rules and regulations governing the use of the device and software and comply with all applicable copyright and other regulations regarding the software.
 - iv. I understand that I am responsible for any damage to the device. The District may request the device and software be returned at any time. Upon request by the District or termination of the agreement, I must return the device to the District in the same condition as on the agreement beginning date, reasonable wear and tear excepted.
 - v. I agree to accept the device and software "as is." In no event shall the District be liable to me for my use of the device.
 - vi. I understand that the device will not be replaced in the event of theft, misuse, or carelessness. I understand that if loss or damage occurs while the device is in a car, at my home, or anywhere outside of a district building, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. I will personally guarantee reimbursement of the replacement cost of the device to the District, or I will make arrangements with my school to complete community service hours if the equipment is lost or damaged.
9. I am responsible for respecting the works of others.
- a) I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
 - b) I will not copy another person's work and represent it as my own, and I will properly cite all sources.
 - c) I will not download illegally obtained music, software, apps, and other works.
10. Using the District's computing and network resources is a privilege and not a right, and any inappropriate use will result in the loss of those privileges. The designated system administrator(s) (operating under the aegis of the Board of Education) will decide what appropriate use is, and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration or staff of the District may request the system administrator deny, revoke, or suspend specific user accounts.
11. The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District has no control over the Internet. The District will not be responsible for any damages suffered while on the computer network systems. These damages include, but are not limited to, loss of data or service interruptions caused by the systems or by user errors or omissions. Use of any information gathered from the network systems is at the user's own risk. The District specifically denies responsibility for the accuracy of information obtained through its network services.
12. The information service may occasionally require new registration and account information from you to continue the service. You must notify the information service of any changes in your account information.
13. Student accounts, including email, are terminated upon graduation or upon leaving the District. You will no longer have access to your files, emails, or other online systems. Access will not be granted afterward, and it is the student's responsibility to copy or forward any emails or files they wish to keep.

BRING YOUR DEVICE POLICY – STUDENT GUIDELINES

The following guidelines explain students' appropriate use of personally owned mobile devices. Please note that classroom teachers make the final decision as to whether or not devices will be allowed to be used in the classroom.

1. Students may possess or use personal electronic signaling devices on school campus provided that such devices do not disrupt the educational program or school activities and are not used for illegal or unethical activities such as cheating on assignments or tests or accessing inappropriate content.
2. The District assumes no responsibility for loss, theft, damage, or maintenance of student-owned devices brought to school. Students are solely responsible for the security of their own devices.
3. Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except where deemed medically necessary or when otherwise permitted by the teacher or administration. No student shall be prevented from using their cell phone in case of an emergency, except where that use inhibits the ability of school district employees to communicate instructions for the safety of students effectively.
4. The District assumes no responsibility for data used by students on individual cell plans.
5. Electronic devices to record video, pictures, and/or audio (while on campus) are not permitted unless given specific permission by a staff member.
6. Students are responsible for bringing fully charged devices to school. Devices cannot be plugged in and left in classrooms or other areas of the school. Teachers and staff are not responsible for devices left in classrooms or other areas of the school. Teachers and staff can allow charging if they deem it to be appropriate.
7. Devices are subject to search by school administration and law enforcement when it has been suspected that they have been used unlawfully or there is reasonable suspicion of wrongdoing, such as (but not limited to) cheating on tests, unauthorized recording (audio and visual). Otherwise, school district employees will not search a device without the express authorized consent of the student and the student's parent or legal guardian.
8. Students are not permitted to record images, media, or student work without prior consent and authorization from a school administrator or teacher.
9. High school students may use electronic devices during passing periods, nutrition, lunch, and after school, provided they are not oppositional to any of the above policies. Middle school students can only use devices during class with staff members' permission.
10. Students may not use electronic devices in ways that would disrupt educational or other school activities.
11. Students cannot be required to use their devices. The District expects that teachers will provide other tools for students to use (as required by instruction and equity of access) when personal devices are not available, or students choose not to use them.
12. Students may not share their electronic devices (for classroom use).

Violations of these conditions may result in progressive discipline. If a student's use of an electronic signaling device causes a disruption, a school district employee, on the first offense, may direct the student to turn off the device or reprimand the student. On subsequent offenses, the employee may confiscate the device and return it to the student at the end of the class period, school day, or activity. A student's right to carry such devices may be revoked for subsequent offenses except where deemed medically necessary. Students may be subject to other disciplinary measures when using an electronic signaling device violates independent school rules, such as prohibitions on cheating.

REPORTING 24/7/365

WeTip provides a completely anonymous reporting solution that gives you a platform to help fight crime, bullying, and other forms of misconduct at your organization.

WeTip's dedicated solution gives you a safe route directly to the right people at your company so you can help uncover and correct any problems or misconduct quickly.

Our call center staff are available 24 hours per day, 365 days per year to help you through the reporting process. All operators are trained and skilled in listening and interviewing techniques in order to get the most accurate and complete information.

UP TO \$1000 REWARD



WeTip
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NATIONWIDE HOTLINES

In addition to your dedicated reporting options, WeTip is proud to offer our long-standing, national hotlines for any incidents that occur inside or outside your organization. If you see any instance of crime, vandalism, harassment, discrimination, arson, etc., trust WeTip to direct your report to the proper authorities.

REPORT FRAUD
800.87.FRAUD

REPORT DRUG ABUSE
800.47.DRUGS

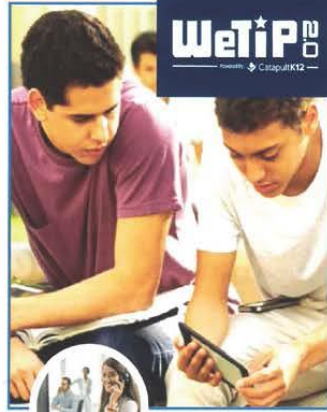
REPORT ARSON
800.47.ARSON

REPORT CRIME
800.78.CRIME

REPORT TRIBAL INJUSTICE
855.4.THE.REZ

REPORT BULLYING
855.86.BULLY

SE HABLA ESPAÑOL



WeTip
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DON'T BE SILENT

If you have any information regarding crime or misconduct at your organization, contact WeTip Anonymously.

CALL OR TEXT REPORT TO
844.818.3275



5 WAYS TO REPORT

Text REPORT to 844.818.3275

Simply text **REPORT** to your dedicated phone number to receive a link directly to your mobile device where you can submit any report safely and anonymously.

Visit WWW.WETIP.COM

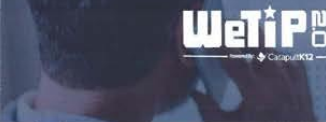
Our web-based form gives you an online, anonymous way to report unfolding situations through your organization's website. You can choose to remain completely anonymous.

Call 844.818.3275

Speak anonymously with a trained WeTip Agent to report any bullying, threats, discrimination, or other tips. Report anytime day or night, whatever is most comfortable for you. A bilingual agent is available 24/7.

Scan Your QR Code

Your organization has been provided with a dedicated QR Code that, when scanned, will take you directly to WeTip's online reporting form to easily submit incidents occurring within your organization.



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ALWAYS ANONYMOUS

Reports that are made are vital to the success and overall betterment of organizations such as yours. This is why the WeTip Anonymous Reporting Solution prioritizes your anonymity whether you report by phone, text, or web submission. When in doubt, you can trust WeTip.

3 Levels of WeTip Anonymity

- 1 100% ANONYMOUS**
Your identity is not tapped, traced, or given. We have no way of knowing who the report came from.
- 2 CONFIDENTIAL**
Your identity is obfuscated, and can only be traced by court order or law enforcement involvement.
- 3 IDENTIFIED & PROTECTED**
You provide contact information through text or web form which is hidden from us, but we are able to communicate with you.

WETIP'S GOAL IS TO PROVIDE A TRUSTED FORM OF COMMUNICATION THAT NOT ONLY REDUCES YOUR RISK, BUT PROVIDES A POSITIVE FEELING OF RESPONSIVENESS BETWEEN YOU AND YOUR ORGANIZATION.

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