



LOS ANGELES UNIFIED SCHOOL DISTRICT

# PARENT STUDENT HANDBOOK 2019-20



Dear Los Angeles Unified Families,

It's my honor to welcome you and your children back to school. The start of a new school year brings the possibilities for learning and discovery. It is an exciting time.

Los Angeles Unified is continuing to focus on helping all students attend class and miss as little school as possible this year. During the first semester of the 2018-19 school year, students attended almost 90,000 more school days than the prior year and we want to build on that progress.

It's a simple fact that students who attend school more often do better in school. Every class counts and every school day matters.

Los Angeles Unified is also continuing to focus on increasing the number of students who graduate high school and meet college and/or career requirements. A record number of students are graduating and progress has been made in student learning.

By continuing to work together, we can make sure all our students are on a successful path to college, career, and life.

Have a great 2019-20 school year!

Austin Beutner  
Superintendent



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## **LOCAL DISTRICTS**

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### **Local District South**

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### **Local District Northwest**

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Adult and Career Education	(213) 241-3150	Information Technology Division	(213) 241-4906
Beyond the Bell	(213) 241-7900	Interscholastic Athletics Department	(213) 241-5847
Board Secretariat	(213) 241-7002	KLCS Channel 58	(213) 241-4000
Budget Services	(213) 241-2100	Magnet Program	(877) 462-4798
Charter Schools Division	(213) 241-0399	Maintenance & Operations	(213) 241-0352
Data and Accountability	(213) 241-2460	Office of Comm. & Media Relations	(213) 241-6766
District Nursing Services	(213) 202-7580	Office of Emergency Services	(213) 241-3889
District Service Center	(213) 241-1000	Office of Environmental Health & Safety	(213) 241-3199
Division of District Operations	(213) 241-5337	Office of the Independent Monitor	(213) 241-6036
Division of Instruction	(213) 241-5333	Office of the Inspector General	(213) 241-7700
Division of Special Education	(213) 241-6701	Office of the Chief Financial Officer	(213) 241-7888
Early Education Office	(213) 241-0415	Office of the General Counsel	(213) 241-6601
Educational Equity Compliance	(213) 241-7682	Parent and Community Services	(213) 481-3350
Equal Opportunity Section	(213) 241-7685	Personnel Commission	(213) 241-7800
Facilities Services Division	(213) 241-4811	School Police Department	(213) 625-6631
Food Services Division	(213) 241-2993	Student Health & Human Services	(213) 241-3840
Human Resources Division	(213) 241-6131	Transportation Services Division	(800) 522-8737



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## ATTENDANCE

### **Absences - Excused**

California Education Code Section 48205 provides that a student shall be excused from school when the absence is due to:

- Illness or injury of pupil;
- Quarantine;
- Medical, dental, optometric, or chiropractic services;
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state);
- Jury duty;
- Illness or medical treatment of a child of whom the student is the custodial parent (no doctor's note required for illness of child);
- Spending time with a family member called to duty for, on leave from, or just returned from active military duty in combat zone (immediate family member; maximum three days);
- Serving as a member of a precinct board for an election;
- Attending the pupil's naturalization ceremony.

Justifiable Personal Reasons, which means that the pupil's absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are not limited to:

- Appearance in court;
- Attendance at a funeral service (extended days);
- Attendance at a religious retreat (shall not exceed four hours per semester);
- Entertainment industry work with valid work permit (no more than five consecutive days or a maximum of five absences per school Year);
- Medical exclusion or exemption;
- Observance of religious or cultural holiday, ceremony, or secular historical remembrance;
- Religious instruction (attend a minimum school day; occurs no more than four days per school month);
- Revoked suspension through appeals procedure;
- Participation in not-for-profit performing arts organization (maximum five days per school year);
- Pre-arranged mental health services (Mental Health Day Treatment);
- Take Your Daughters and Sons to Work Day®.

Upon receiving appropriate verification that an absence occurred due to one of the reasons listed above, the school will consider the absence to be excused. A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

### **Absences - Unexcused**

Any absence for reasons other than those listed as EXCUSED ABSENCES is unexcused. The District is required by law to seek an explanation from the parent/guardian (a written note or verbal justification) regarding all absences within ten (10) days. The student may be classified as truant (refer to Truancy section) and this could be grounds for referral to the School Attendance Review Board (SARB) and to the City or District Attorney's Office.

### **California Compulsory Full-Time Education Law**

Education Code Section 48200 states that each person between the ages of 6 and 18 years of age not exempted under the provisions of Chapter 2 or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Los Angeles County, Code of Ordinances, Chapter 13.57 - DAYTIME RESTRICTIONS FOR MINORS

- A. It is unlawful for any minor under the age of 18, who is subject to compulsory education or to compulsory continuation education, to be "absent from school and found in a public place," as defined in subsection B of this section, unless the minor has one of the valid excuses specified in Section 13.57.020.
- B. For purposes of this chapter, a minor is "absent from school and found in a public place" if said minor is found idling, wandering, strolling, playing, or aimlessly driving or riding about in or upon any public street, avenue, highway, road, curb area, alley, park, playground, or other public ground, public place of public building, place of amusement or eating place, vacant lot or unsupervised place, or any place open to the public during the hours of 8:30 am and 1:30 pm of the same day on days when said minor's school is in session. Ord. 96-0009 § 1 (part), 1996]

In 2012, LAUSD Student Health and Human Services, Pupil Services, the Los Angeles School Police Department, and the City of Los Angeles Economic and Workforce Development Department partnered to initiate the Truancy Diversion Program in order to support students that are found in violation of the Daytime Restrictions Ordinance. Students who are found outside of school grounds by Los Angeles School Police officers no longer receive truancy citations. Currently, these students who violate the Daytime Restrictions Ordinance receive a Truancy Diversion Referral which requires the student to meet with a Pupil Services and Attendance (PSA) counselor at one of the Youth Source Centers located throughout the City of Los Angeles. The PSA counselor meets with the student and parent to conduct an educational assessment and identify areas of need with respect to academics, attendance and behavior. The PSA Counselor then provides appropriate referrals to services in the community and collaborates with staff from the student's school of attendance to coordinate and ensure ongoing support.

Every student is expected to attend school for a full day on a daily basis, unless there is valid justification for the absence (Education Code Section 48200). The goal for all students is to have 96% attendance or higher, which means no more than seven absences all year long. Absences,



excused and unexcused, impact a student's academic achievement. Please send your child to school daily unless absence is truly unavoidable. Examples of UNEXCUSED absences include:

- Running errands for family;
- Babysitting;
- Vacations or trips;
- Weather Conditions;
- Transportation problems.

School attendance is vital to student achievement. Students who develop patterns of good attendance are much more likely to be successful, both academically and socially. Schools are required to update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. It is the parent's/guardian's responsibility to provide documentation to verify an absence within ten days after the student returns to school in order to prevent absences from being recorded as noncompliant. Absences include coming to school late, leaving early and missing class periods. Upon learning from a parent/guardian the reason(s) for a student's absence, the following staff may verify the validity of an absence due to illness or quarantine (CA Code of Regulations, Title 5, Section 421):

- A school or public health nurse;
- An attendance supervisor (e.g., PSA Counselor);
- A physician;
- A principal;
- A teacher;
- Any other qualified employee of a school district assigned to make such verification.

School-site staff authorized to verify absence excuses of any kind may, when presented facts that call into question the authenticity of the excuse, request additional information in support of the absence excuse, and/or may refuse to excuse the absence (CA Code of Regulations, Title 5, Section 306).

#### **Notification of Truancy Letter**

An automated truancy letter will be mailed to notify parents/guardians of students between the ages of 6 and 18 years when their child has accumulated three or more unexcused absences, early leaves and/or tardies of 30 minutes or more in the school year for which a valid excuse was not provided. Absences that meet this criterion will be counted toward truancy classification. If you believe you received such notification in error, please contact the school from which the letter was generated. Corrections and updates to attendance data and records are not allowed after the school year has closed.

#### **Truancy**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school and/or tardy in excess of thirty (30) minutes on three occasions in one school year without valid excuse or any combination thereof, is considered to be a truant under the law [Education Code Section 48260 (a)]. Upon a pupil's initial classification as a truant, the school district shall utilize the Notification of Truancy Letter to notify the pupil's parent/guardian (Education Code Section 48260.5), by mail or other reasonable means of the following:

- The pupil is truant;
- That the parent or guardian is obligated to compel the attendance of the pupil at school;
- That parent or guardian who fails to meet these obligations may be guilty of an infraction and subject to prosecution;
- That alternative educational programs are available in the District;
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy;
- That the pupil may be subject to prosecution;
- That the pupil may be subject to suspension, restriction or delay of the pupil's driving privilege;
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil is deemed a *habitual truant* who has been reported as a truant three (3) or more times per school year and an appropriate District officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil himself/herself (Education Code Section 48262).

Any pupil who is deemed a habitual truant or is irregular in attendance in school or is habitually insubordinate or disorderly during attendance at school may be referred to a School Attendance Review Board (SARB). The School Attendance Review Board Representative will send a notice to parents/guardians, informing them of the date, time and location of the School Attendance Review Board Hearing. The notice shall indicate that the pupil and parents or guardians of the pupil will be required to meet with the School Attendance Review Board (Education Code Section 48263).

In the event that any parent, guardian, student, or other person continually and willfully fails to respond to directives of the School Attendance Review Board or services provided, the School Attendance Review Board may contact the District Attorney to notify the parents or guardians of each pupil concerned, that they may be subject to prosecution (Education Code Section 48263.5).

The District partners with the Los Angeles County Office of the District Attorney and the Los Angeles Office of the City Attorney to provide support to truant students and their families.

#### **ALCOHOL, TOBACCO, DRUGS AND VIOLENCE – PREVENTION AND PROHIBITION**

As stated in policy Bulletin BUL-3277.1, Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, and Tobacco and Other Intoxicants: The Los Angeles Unified School District does not tolerate the use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, tobacco, or related paraphernalia on campus and at school activities. In cooperation with School Police and community agencies in disciplining students in violation, school administrators may use prevention-education, direct intervention, suspension, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free.

Smoking and the use of all tobacco products, marijuana, alcohol or other drugs, including misuse of prescription drugs, are prohibited on all Los

Angeles Unified School District property, including District-owned or leased buildings and in District vehicles, at all times by all persons, including employees, students, and visitors at any school or District site or attending any school sponsored events.

The Los Angeles Unified School District also prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products on all District property and in District vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroine.

Penal Code Section 308(a)(1)(H) prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS will be subject to disciplinary action.

Parents and students are encouraged to seek assistance at their school site. For more information, contact the Health Education Program in the Division of Instruction, or the Organizational Facilitator at your Local District.

Education on how to prevent the use of alcohol, tobacco, and other drugs is taught in health education. Beyond the health textbook, the instruction includes an evidence-based intervention. Also, violence prevention education is taught through an evidence-based intervention focused on social-emotional learning. The adopted and required evidence-based prevention education curriculum guidance is provided to schools in Bulletin 3403.1, Meeting the Requirements of NCLB Act of 2001 and the Title IV, Safe and Drug-Free Schools and Communities Act on the adopted and required evidence-based curriculum. School implementation is explained for elementary schools in REF-3398.1; for middle schools in REF-3404.1; and for high schools in REF-3405.1.

## **ALTERNATIVES TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES**

District policy and California Education Code Section 32255.1 provides that students with a moral objection to participation in science laboratory instruction in which animals are used must be informed of the opportunity to be excused or provided with alternative activities. Students objecting to participation in science laboratory in which animals will be used must have a note from their parents or guardians requesting an alternative assignment. This assignment must require a comparable time and effort investment by the student.

## **ANNUAL NOTICE OF PHYSICAL EDUCATION REQUIREMENT**

California Education Code Section 51210(a)(7) requires that elementary students in grades 1 through 6 receive physical education instruction for a total period of time of not less than 200 minutes each 10 school days, exclusive of recess and lunch periods. Elementary schools shall post each elementary teacher's physical education schedule on the school's website or in the elementary teacher's classroom. In addition, the physical education schedules shall be posted in the school's main office. Parents or guardians who have any questions regarding physical education minutes should first contact their child's teacher or principal.

California Education Code Section 51222(a) requires that secondary students receive physical education instruction for a total period of time of no less than 400 minutes each 10 school days.

*Physical Education Complaints.* A parent or guardian who believes that his or her child is not receiving the required number of physical education instructional minutes may file a formal complaint. The complaint form can be found at the school or on the District physical education website at <https://achieve.lausd.net/Page/8392> and should be returned to the school's principal in the main office. Parents or guardians with questions or concerns about the number of minutes of physical education beyond the response provided by the school may contact the school's Director at the appropriate Local District office.

## **ASBESTOS AND LEAD MANAGEMENT**

Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos containing building materials are located at the school and the conditions of those areas. Schools are required to notify staff, parents and legal guardians prior to the start of asbestos abatement work. The AHERA report is updated every six months and is available for review upon request.

When renovations and repairs take place at a school site, painted surfaces can be disturbed. Lead-based paints were typically used prior to the 1980s throughout the nation. But some newer paints can also contain lead. For this reason, all painted surfaces within Los Angeles Unified are assumed to contain lead. The District requires that all contractors and District staff that disturb painted surfaces are trained to work safely with this material. When these types of renovations take place in areas with students under the age of six, parents will be sent the Environmental Protection Agency's (EPA) pamphlet, "The Lead-Safe Certified Guide to Renovate Right." This pamphlet provides information about lead hazards and your health, as how this work should take place. You may also access this pamphlet at the following website: <https://www.epa.gov/sites/production/files/documents/renovaterightbrochure.pdf>.

The District actively monitors water quality and conducts testing for lead in drinking water. Every school in the District has been tested for lead. For information on lead in drinking water, including sampling results, please visit <https://achieve.lausd.net/Page/3450>.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

The Beyond the Bell Branch (BTB) is the District's umbrella organization responsible for all before and after school programs, extended learning opportunities and Student Auxiliary Services. Brief information is provided below and additional information can be obtained by calling 213 241-7900, through the BTB website at <https://btb.lausd.net/> or via the BTB office at 333 South Beaudry Ave., 29<sup>th</sup> Floor, Los Angeles, CA 90017.

- Before and After School Programs – BTB, in partnership with community-based organizations throughout Los Angeles, provides academic assistance, enrichment activities, and physical fitness/recreational activities under the supervision of trained staff in a safe, welcoming environment. BTB also sponsors a variety of initiatives with other partners that bring tutoring, mentoring, visual and performing arts, and many engaging experiences to students at selected school sites.

- Expanded Learning Opportunities – Each school site provides academic assistance during the day and/or beyond the school day for students at risk of not meeting grade level standards. BTB supports expanded learning opportunities for at-risk students through the Migrant Education Program, the Senior High School Credit Recovery Summer School Program, the CORE Waiver, and other special programs as funded and available.
- Student Auxiliary Services – BTB Student Auxiliary Services provide safe, supervised activities that expand the learning process beyond the classroom and the regular school day. Services include the development and implementation of critical educational support programs as well as auxiliary services for students, schools, staff, and communities. Programs include Youth Services (YS), the safety net, after school enrichment and sports program offered from dismissal until 6:00 p.m. at elementary and middle schools; the Outdoor and Environmental Education Program which supports California State Science Standards and incorporates human relations activities at Clear Creek and Point Fermin Outdoor Education Centers; and other programs such as the Ready-Set-Go!, Youth Development Program, Youth Services Plus, the Civic Center Permit Program, and the Employee Recreation Unit.

## **BLACKBOARD CONNECT NOTIFICATION SYSTEM**

The Los Angeles Unified School District uses a District-wide notification system called Blackboard Connect to personally communicate with parents and staff regarding emergency situations, attendance, school events and other important issues impacting you and your child. The Blackboard Connect service allows us to send personalized voice messages to your family's home, work or cell phones, and also contact you through email, text messaging and social networks. Parents and guardians are responsible for the cost of text messages. We are able to reach everyone in the District within minutes based on Blackboard Connect's capabilities, which improves school and District wide communication with parents and employees. Keeping parents more informed and involved leads to higher student achievement and student safety. Please help us by ensuring we have your current contact information. You can specify on which phone you receive general notification, attendance, and emergency communications by completing the Student Emergency Information Form.

### ***What Numbers Should I Provide for Blackboard Connect?***

There are many instances when the school will attempt to reach you.

- **General** notification messages are sent during the early evening. These messages are non-emergency in nature and announce upcoming events or reminders.
- **Attendance** notification messages are generally sent in the morning and in the early evening. These messages are sent to inform you that your child has been reported with an unexcused absence or tardy for one or more periods or an entire day of school. The most appropriate number is a daytime telephone number. If you are a working parent, this is most often your work number or cell phone number. If the parent is home during the day, this is the home telephone number. It is recommended that the attendance number not be the home number if no one is there during the day.
- **Emergency** notification messages are of an urgent nature and are sent anytime during the day. The number you should provide is where you are most likely to be reached during the majority of your waking hours. Blackboard Connect will call every number stored in the notification system including the numbers for general and attendance notifications to ensure that the parents are reached. This number should be for the parent or guardian and not the alternate contacts provided on the Student Emergency Information Form. The information on the Student Emergency Information Form will be utilized should the school not be able to reach the parent or guardian.
- **Teacher** Messages are sent to inform you of your child's academic standing, general behavior and work habits, and classroom reminders and notifications.

### ***Important Call Delivery Tips:***

- When a call comes from the school (or District), the message recipient's caller ID will display the school (or District's) phone number.
- When listening to a message, background noise may cause the system to stop and start over. Blackboard Connect is carefully tuned to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery of the message. If possible, move to a quiet area, or press the mute button on your phone.
- If you missed any part of a message, please stay on the line and press the   \*   (star) key on your phone to hear the entire message again. Alternatively, you can replay the latest message by dialing 855 473-7529.
- Please be aware that the Blackboard Connect service cannot currently dial an extension so be sure the numbers you provide are direct lines.

### ***Opting Out of General Notifications:***

Every parent has the ability to opt-out from receiving general notification messages sent via phone, email, or text message. When a call is received, listen to the prompts at the end of the message to opt-out. To opt back into receiving messages, call 855 502-7867 from the phone on which you previously received the calls. To opt out of email or text messages, follow the instructions at the end of the message. Only general notifications will be impacted. Families can opt out from general notifications; attendance and emergency calls will continue to be sent.

Please have your child return the completed Student Emergency Information Form to the school as soon as possible. Should your contact information change or need to be corrected, please contact the school directly. Only the school has the ability to change your contact information. It is important that the school has your current contact information so you can receive these important messages. All personal information is maintained in the strictest confidentiality and in compliance with the District's security policies.

## **BLUEPRINT FOR WELLNESS POLICY**

Los Angeles Unified School District (LAUSD) is committed to providing an environment where students can learn to make healthy choices for lifelong health. The students and families in LAUSD face increasing health risks that can affect their wellness, quality of life, and possibly their life span. LAUSD recognizes the critical relationship between a healthy student and academic achievement - students must be healthy to be educated and be educated to be healthy.

The Healthy, Hunger-Free Kids Act of 2010 resulted in the expansion of the wellness policy that was adopted by the Board of Education on June 27, 2006. The LAUSD Board of Education adopted the Wellness Policy that addresses student wellness for every school in the District. This [Blueprint for Wellness Policy](#) is the District's wellness policy and guide for implementing a comprehensive health and wellness plan. The following are wellness areas of focus in the Blueprint for Wellness Policy: Nutrition Services, Physical Education, Health Education, Health Services, Positive Attendance and Building Resiliency, Safe Environment, Staff Wellness, as well as Parent and Community Involvement.

This wellness policy is designed to encompass student wellness, parent wellness, staff wellness and community wellness and should serve to further advance wellness throughout the District.

In 2017, LAUSD established the Wellness Programs (WP) Department to support schools implementing the [Blueprint for Wellness Policy](#) by ensuring the coordination of health and wellness services and initiatives throughout the District. Its purpose is to lead the District's efforts aligned with the District's Blueprint for Wellness and strategic plan, and coordinate with all other divisions to facilitate access to basic health, mental health, and wellness services for students and families. In addition, the Wellness Programs Department helps to assess gaps in services and programs, and establish and strengthen internal and external partnerships to improve wellness among all stakeholders in an effort to achieve 100% graduation. Additional information and resources are available on the Wellness Programs website at <https://achieve.lausd.net/wellnessprograms> or by phone at 213 241-3850.

## **BULLYING AND HAZING POLICY**

The Los Angeles Unified School District is committed to providing a safe and civil learning and working environment. The District takes a strong position against bullying, hazing, or any behavior that infringes on the safety and well-being of students and employees, or interferes with learning or teaching. The District prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all persons within the District's jurisdiction.

All students and staff of public primary, elementary, middle, and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful [Article 1, Section 28 of the California State Constitution]. The bullying and hazing policy, written in accordance with Federal guidelines and the California Education Code, requires that all schools and all personnel promote respect and acceptance.

This policy shall encompass behaviors and actions that occur among students, District employees, and associated adults. The policy is applicable in schools, at school and District-related programs, activities and events, traveling to and from school, and all other areas of the District's jurisdiction.

Bullying is severe or pervasive physical, verbal, social, or electronic act or conduct that can be reasonably predicted to have the effect of one or more of the following:

- Reasonable fear of harm to person or property;
- Substantially detrimental effect on physical or mental health;
- Substantial interference with academic performance;
- Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

Cyberbullying is an act of bullying conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying. A person who engages in cyberbullying at school or school-related activities and events may be subject to disciplinary action. Cyberbullying that occurs off campus but substantially disrupts the instructional environment of the school may fall under District jurisdiction.

Hazing is a method of initiation, pre-initiation, or rite of passage, associated with membership in a student organization or body whether or not it is officially recognized by the 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.

Sexting and cybersexual bullying are electronic communications of an inappropriate sexual nature. Once posted, the person has no control over the use of their image. The posting and sharing of sexual images of minors could be considered child pornography or child abuse. Participants could be subject to disciplinary or criminal action. Students should consider the potential lifelong consequences of sexting.

Parents and students who suspect that bullying has occurred on campus are encouraged to put their concerns in writing and work with their school site administration who will investigate the allegation and work with the parties involved to reach resolution. For more information or assistance, contact your local district office. The Office Human Relations, Diversity & Equity is also available for resources and consultation at 213 241-8678. For allegations of discrimination/harassment, contact Educational Equity Compliance, 213 241-7682.

## **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)**

The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. The CAASPP assessment system encompasses the following assessments:

- Smarter Balanced Summative Assessments for English Language Arts (ELA) and mathematics in grades 3 through 8 and 11;
- California Alternate Assessment (CAA) for ELA and mathematics for eligible students in grades 3 through 8 and 11;
- California Science Tests (CAST) for Science in grades 5, 8, and once in high school;
- California Alternate Assessment (CAA) for Science in grades 5, 8, and once in high school;
- California Spanish Assessment (CSA) for eligible students in grades 3-12.

Starting with spring 2019 CAASPP testing, the CDE will no longer print CAASPP Student Score Reports (SSR) for parents. Hence, parents may no longer receive their child's CAASPP SSR by mail. Parents will be able to access their student's electronic CAASPP SSR in the Parent Portal. If you do not have a Parent Portal account, we encourage you to create one soon. Please see section on Parent Portal for details on how to create an account and access test scores.

CAASPP SSRs will include an overall score and a description of the student's achievement level for ELA and mathematics. Score reports for students in grades 5, 8, and 11 will include Science test results. Early Assessment Program (EAP) results will be included on the score reports for students in grade-11, providing an early indication of readiness for college-level coursework. Students who take the CSA will get a separate report.

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP program. If you would like to excuse your child from the test, you must submit your request in writing to the school. Please let the school know as soon as possible so the school can make alternative arrangements for your child.

Testing calendars may be found at [www.lausd.net](http://www.lausd.net). Click on District School Calendars under About LAUSD. If you have additional questions about the testing program at your child's school, please contact the school principal. Additional information is posted on the internet at <http://www.cde.ca.gov/ta/tg/ca/>.

### **CALIFORNIA STATE UNIVERSITY EARLY ASSESSMENT PROGRAM (CSU-EAP)**

The EAP is a joint program of the CDE, California State University (CSU) and California Community Colleges (CCC). The EAP provides students with an early indicator of their college readiness in English and mathematics prior to starting the senior year. In addition, EAP may earn students an exemption from CSU and participating CCC English and/or mathematics placement tests that are required for entering freshman. EAP is now embedded in the CAASPP Smarter Balanced grade eleven ELA and mathematics assessments. Students taking the grade eleven assessments will automatically be participating in the EAP. To provide information to students on their college readiness, students may voluntarily release their results to the CSU and CCCs. The results will not be used for admissions.

To find more information about the CAASPP Program CSU/EAP, please contact your child's counselor or contact the school office. Additional information is posted on the internet at: <http://www.cde.ca.gov/ci/gc/hs/eapindex.asp>.

### **CELLULAR TELEPHONES AND OTHER MOBILE DEVICES**

It is the policy of the Los Angeles Unified School District (LAUSD) to prohibit the use of cellular phones or any electronic mobile device by students on campus during normal school hours. Students are permitted to possess cellular phones, or other electronic mobile devices such as cameras, electronic games, radios, MP3 players, computing devices, tablets, etc. on campus, provided that any such device shall remain turned off and stored in a locker, backpack, purse, pocket, or other places where it is not visible during normal school hours. Students are permitted to use cellular phones or other electronic mobile devices on campus, before and after school or during school activities that occur outside of school hours. For District, state and national assessments, students are prohibited access to any unauthorized electronic devices at any time during the entire testing session. Students must comply any time a request is made by school personnel to cease the use of a cellular telephone and/or other electronic mobile device even before or after school. Schools may adopt more stringent cellular phone policies through the School Site Council. Cell phone use on the school bus is for emergency purposes only; driver authorization is required. For more information, you may call Transportation Services at 800 522-8737. The District is not responsible for lost or stolen cellular telephones or other electronic mobile devices.

### **CHANGE OF RESIDENCE/EMERGENCY INFORMATION**

It is the responsibility of parents or guardians to inform the school of any change of address, telephone number or emergency information. Provided that the school meets its responsibility regarding requirements of notification of residence information, a family's failure to report a change of address within 30 calendar days may be cause for forfeiture of the right to a permit. Parents must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell) regarding their child(ren).

For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, the LAUSD, in accordance with Education Code Section 49408, requires the parent/legal guardian to provide current emergency information on an official Emergency Card (Form 34-EH-12, REV 1/14) at the school site. Every parent/legal guardian or caregiver must complete a Student Emergency Form for each student at the time of enrollment. Emergency information should include, but is not limited to the following:

- Home address and current telephone, including cell phone;
- Employment/business addresses and phone numbers;
- Relative/Friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached. If the student rides the school bus to and from school, include his/her routing information; route number, pick-up and drop off location. Parents of students with disabilities should also have the name of any other designated adult who can receive their child in case of an emergency.

Students will only be released to a person listed on the emergency card, unless the parent/legal guardian has provided written authorization on a case by case basis. Parents are required to update this information at least twice per school year. The emergency phone number for the parents and relatives/friends can be changed through the Parent Portal. All other information, such as name or address, must be changed in person.

### **CODE OF CONDUCT WITH STUDENTS**

The District is committed to ensuring that employees and all individuals who work with or have contact with students conduct themselves with students in a way that is supportive, positive, professional, and non-exploitative. The District will not tolerate inappropriate conduct or behavior towards or with students by its employees or any individual who works with or has contact with students. Parents or guardians who have any questions or concerns regarding the conduct or behavior towards or with students by an employee or individual who works with or has contact with students are encouraged to speak to the school administrator.

LAUSD Code of Conduct with Students states the following:

The most important responsibility of the Los Angeles Unified School District (District) is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to the following:

1. Meeting individually with a student behind closed doors, regardless of gender;
2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with approval of the site-administrator in advance.)



3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative;
4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is(are) to say or do something in return;
5. Making statements or comments, either directly or in the presence of a student(s) which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning;
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/ individual's responsibilities and/or duties;
7. Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance;
8. Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip;
9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities;
10. Communicating with student(s) in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not specifically school-related;
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations;
12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s) either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

Employees/individuals who have questions or need further information should contact their site administrator or supervisor, or may call the Educational Equity Compliance Office at 213 241-7682.

Additionally, Education Code Section 44807 states that every teacher in the public schools shall hold students accountable for their conduct on the way to and from school, on the playgrounds, or during recess. California law prohibits the use of corporal punishment against students. However, a teacher, assistant principal, principal, or any other certificated employee of a school district shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of students, or to maintain proper and appropriate conditions conducive to learning. The provisions of this Section are in addition to and do not supersede the provisions of Section 49000.

For further information regarding the District's Code of Conduct with Students speak with your school administrator or visit <https://achieve.lausd.net/Page/3649>.

## **COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION**

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

In order to attend a community college, a student need only be a high school graduate or 18 years of age. A student may also transfer to a CSU or UC after attending a community college. In order to attend a CSU, a student must have taken specific high school courses (referred to as the "A-G" courses), have the appropriate grades and test scores, and have graduated from high school. Test scores are required unless you have a grade point average (GPA) above 3.00 and are a resident of California. The CSU uses a calculation called an [Eligibility Index](#) that combines your high school grade point average with the score you earn on either the SAT or ACT tests. In order to attend a UC, a student must meet requirements for coursework (A-G courses), grade point average (GPA), and test scores.

For more information on college admission requirements, please refer to the following webpages:

- [www.cccco.edu](http://www.cccco.edu): This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
- [www.assist.org](http://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.
- <https://www2.calstate.edu/apply>: This website provides information to students and their families on the CSU system, an online application, and links to all CSU campuses.
- [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu): This website provides information regarding admissions, an online application, and links to all UC campuses.
- <https://achieve.lausd.net/GPS>: This website provides resources to help students plan, prepare, and persist for postsecondary success. It provides information for students, families, educators, and community members. It is designed to support college and career readiness in middle and high schools, persistence into and through college, and build capacity for postsecondary readiness.

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

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



## COURSE COMPLIANCE FOR HEALTH EDUCATION AND THE CALIFORNIA HEALTHY YOUTH ACT (Comprehensive Sexual Health and HIV Prevention-Education)

At the secondary level, students complete a full-semester, 90-hour health education course in grade-7 and grade-9 by a single-subject credentialed health science teacher. In the health education course, comprehensive sexual health and HIV prevention is included.

The California Healthy Youth Act was enacted on January 1, 2016. It requires comprehensive sexual health and HIV prevention education instruction to be provided in grades 7-12 (CEC 51930-51939). Education Code section 51930 states that schools, including charter schools, are required to:

- Provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
- Provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
- Promote understanding of sexuality as a normal part of human development;
- Ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
- Provide students with knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

The following definitions apply (Education Code section 51931):

- (a) **Age Appropriate:** refers to topics, messages, and teaching methods suitable to particular ages or groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
- (b) **Comprehensive Sexual Health Education:** means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections.
- (c) **English Learner:** means a pupil as described in subdivision (a) of Section 306.
- (d) **HIV Prevention Education:** means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce risk of HIV infection, and social and public health issues related to HIV and AIDS.
- (e) **Instructors Trained in the Appropriate Courses:** means instructors with knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexuality transmitted infections.
- (f) **Medically Accurate:** means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.
- (g) **School District:** includes county boards of education, county superintendent of schools, the California School for the Deaf, and California School for the Blind.

Required Comprehensive Sexual Health Education and HIV prevention education at least once in middle school (15-20 hours) and high school (25-30 hours) by instructors trained to teach the subject.

1. School districts must provide comprehensive sexual health education, which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases in grades K through 12.
2. School districts may use trained district personnel or outside consultants who have expertise in the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
  - The instruction and the materials used to teach must be suitable for the intellectual, emotional, and behavioral ability of students of the age being taught.
  - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
  - Instruction and materials shall not reflect bias against any person on the basis of any category protected by Section 220.
  - Instruction must be available on an equal basis to a student who is an English learner (described in subdivision (a), Section 306) consistent with the existing curriculum and alternative options for an English learner.
  - Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.
  - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
  - Instruction and materials shall affirmatively recognize that people have different sexual orientations. Discussing or providing examples of relationships and couples shall be inclusive of same-sex relationships.
  - Instruction and materials shall encourage teaching about gender, gender expression, gender identity and explore the harm of negative gender stereotypes.
  - Instruction and materials must encourage students to talk with their parents, guardians, or trusted adult about human sexuality and provide the knowledge and skills necessary to do so.
  - Instruction and materials must teach the value of and prepare students to have and maintain committed relationships such as marriage.
  - Instruction and materials shall provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection, and are free from violence, coercion, and intimidation.
  - Instruction and materials shall provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.
  - Instruction and materials may not teach or promote religious doctrine.

Required Comprehensive Sexual Health Education and HIV Prevention Education at least once in middle school (15-20 hours) and high school (25-30 hours) by instructors trained to teach the subject.

1. School districts must provide comprehensive sexual health education and HIV prevention education at least once in middle and high school, which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases in grades K through 12. This instruction shall include all of the following:

- Must teach on the nature of HIV, as well as other sexually transmitted infections, and their effect on the human body;
  - Must teach on manner in which HIV and other sexually transmitted infections are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual activities and injection drug use;
  - Must teach that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and sexually transmitted infections and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on the other methods of preventing HIV and other sexually transmitted infection and pregnancy.
  - Must teach about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication like PrEP and HIV vaccination, consistent with the Federal Centers for Disease Control and Prevention;
  - Must teach about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing;
  - Must teach about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of people living with HIV and reduce the likelihood of transmitting HIV to others;
  - Must discuss about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested.
  - Starting in grade 7, instruction and materials must provide information about local resources, and students' rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence.
  - Must provide information on the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include objective discussion of all legally available pregnancy outcomes, including, but not limited to, all the following: Parenting, adoption, and abortion;
  - Must include information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Section 1255.7 of the Healthy and Safety Code and Section 271.5 of the Penal Code;
  - Must teach the importance of prenatal care;
  - Must include information about sexual harassment, sexual assault, sexual abuse, and human trafficking, techniques to set healthy boundaries, and how to safely seek assistance;
  - Must include information about adolescent relationship abuse and intimate partner violence, including early warning signs thereof.
2. School districts that teach comprehensive sexual health education earlier than grade-7 may provide age-appropriate and medically accurate information on any of the general topics contained in bullets 1 through 13 immediately above and if doing so starting in grade-7 or earlier must comply with the following paragraphs:
- Instruction and materials must not teach or promote religious doctrine;
  - Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, ancestry, gender, gender identity, or sexual orientation.

#### In-Service Training for Staff

1. A school district shall cooperatively plan and conduct in-service training for all school district personnel that provide HIV prevention education, through regional planning, joint power agreements, or contract services.
2. In developing and providing in-service training, a school district shall cooperate with teachers of the district who provide HIV prevention education jointly with the State Department of Education.
3. School districts must conduct in-service training on HIV prevention education periodically to enable personnel to learn new developments in the scientific understanding of HIV. Such in-service training should be voluntary for personnel who have demonstrated expertise or have received in-service training from the State Department of Education or the federal Centers for Disease Control and Prevention.
4. School districts may expand HIV in-service training to cover the topic of comprehensive sexual health education to enable them to learn of new developments in the scientific understanding of sexual health.

**Outside Consultant Review and Approval:** School districts may contract with outside consultants, including those who have developed multilingual curricula, or who have developed curricula appropriate for persons with disabilities to deliver comprehensive sexual health and HIV prevention education or to train school district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health and HIV prevention-education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in the instruction. All consultants and guest speakers must be reviewed and approved by the District's Health Education Programs, HIV/AIDS Prevention Unit in the Division of Instruction.

**Notice and Parental Excuse:** Schools should encourage parents or guardians to communicate with their child about human sexuality and HIV and to respect the rights of parents or guardians to supervise their children's education on these subjects. Schools should establish procedures that make it easy for parents and guardians to review materials and evaluation tools related to instruction on comprehensive sexual health education and HIV prevention education. The state recognizes that while parents and guardians overwhelmingly support medically accurate, comprehensive sex education, parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children. For more information, or to request a review of materials, contact your school principal.

A parent or guardian who does not wish that his or her child receive comprehensive health education or HIV prevention education, must make a request in writing to the school. In accordance with Education Code Section 51938, a parent or guardian of a student has the right to have the child participate or not participate in all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education under the following conditions:

1. At the beginning of each school year or for a student who enrolls later, schools must notify parents or guardians about instruction in sexual health education and HIV prevention education and research on student health behaviors that will be used in instruction. The notice to parents or guardians must advise on all of the following information:
  - That the written and audiovisual education materials used in comprehensive sexual health education and HIV prevention education are available for inspection;
  - That school districts must teach comprehensive sexual health education and HIV prevention education using district personnel or outside consultants. If the education is taught by outside consultants, the parent or guardian must be further informed that the school may provide

such instruction in the classroom or in an assembly using them. In either instance, the school must further inform the parent or guardian of (a) the date of the instruction; (b) the name of the organization or affiliation of each guest speaker or speakers; and (c) the right of the parent or guardian to request a copy of the laws governing these educational programs (Education Code Sections 51933, and 51934). Furthermore, if the arrangements for such instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to parent or guardian must be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered. The use of an outside consultant or guest speaker is within the discretion of the district.

- That the parent or guardian has the right to request a copy of the law;
  - That the parent or guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV prevention education.
2. Schools must continue to meet the requirements of Education Code Section 51513, which states that no questionnaire, survey, or examination containing any question about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality, and religion can be administered to any student in grades K-12 unless the parent or guardian of the student is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the student to participate in the activity. Schools may, according to this Act, administer in grades K-12 anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex, but only if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the parent or guardian is given the opportunity to review the material and to request in writing that his or her child not participate. The School Experience Survey is an anonymous, voluntary and confidential research and evaluation tool used by the District. For more information, please see the School Experience Survey section in this Handbook or <https://achieve.lausd.net/Page/8397>.

A student must not attend any class in comprehensive sexual education of HIV prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered, an alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

## **DISCIPLINE FOUNDATION POLICY**

Los Angeles Unified's commitment to fostering safe, respectful, and welcoming school communities has shown improvements since 2007-08 school year. The District has made significant improvements in reducing suspension rates and the number of days lost to suspensions. From 2007-08 to 2017-18, suspension rates in the District have decreased by 7.65% from 8.10% to 0.45%. Instructional days lost to suspension have decreased as well by 70,126 from 74,765 to 4,639.

In May 2013, the School Climate Bill of Rights was adopted, affirming the District's commitment to School-Wide Positive Behavior Intervention and Support (SWPBIS), and to implement Restorative Justice practices by 2020 in all schools.

The Discipline Foundation Policy establishes a consistent plan for developing a positive school culture and climate that establishes safe and welcoming school communities. Creating a positive culture and climate, connects all stakeholders and reinforces positive behavior. In the past, school discipline tended to be reactive, resulting in punitive consequences. The District is committed to fostering positive relationships in all school communities.

The District's current policy, which incorporates activities such as the School Climate Bill of Rights and the School-Wide Positive Behavior Intervention and Support (SWPBIS) Task Force, represents a proactive approach to discipline. It is one that promotes appropriate student behavior, increased learning opportunities, and the implementation of more Restorative Justice practices. The Task Force reviews discipline data monthly and engages in conversations about the Discipline Foundation Policy and School Climate Bill of Rights. The District also provides parents with information that ensures the Discipline Foundation Policy has been followed at school sites. Complaints regarding the School Discipline Policy and School Climate Bill of Rights, as outlined in the adopted Board Resolution, can be submitted through the online complaint form at, <https://dfpcomplaint.lausd.net>. Additional information and resources are also available on the Discipline Foundation Policy website at <https://achieve.lausd.net/restorativejustice> or by phone at 213 241-8767.

## **DISTRICT SERVICE CENTER**

The District is committed to providing exceptional customer service to all callers to the District's main telephone number 213 241-1000 and to all visitors to the LAUSD Headquarters. The District Service Center, which operates Monday through Friday between the hours of 8:00 am to 5:00 pm has been created to direct callers to the appropriate District office for assistance. In addition, the District Service Center welcomes visitors to the LAUSD Headquarters Monday through Friday between the hours of 7:00 am to 5:00 pm.

## **DIVISION OF ADULT AND CAREER EDUCATION (DACE)**

The Los Angeles Unified School District (LAUSD), Division of Adult and Career Education (DACE) has the mission of empowering learners to pursue their academic, career and civic goals. DACE collaborates with regional partners such as the Los Angeles Community College District, the City of Los Angeles Economic and Workforce Development Department, and local employers to ensure that all learners are equipped to succeed in college and careers.

DACE serves over 70,000 students annually in programs such as English as a second language, academic and high school studies, and career and technical education. DACE has 11 main adult education centers and over 140 satellite locations throughout the District. DACE also administers the largest apprenticeship training program in the country with 61 trades and 41 individual program sponsors. During the 2017-18 school year the DACE apprenticeship program served over 8,000 registered apprentices.

DACE also offers the largest regional high school equivalency (HSE) testing network in the state of California, serving over 1700 students annually who have earned equivalency certificates at one of DACE's 20 High School Equivalency Testing (HiSET) centers.

In 2018-19, DACE launched the Family Success Initiative (FSI), which now serves 21 elementary and middle schools throughout the District. The program supports bilingual families by providing English language instruction designed to assist parents in supporting their children's academic success.

For more information, including finding an adult program in your area, please visit website [www.wearedace.org](http://www.wearedace.org) or call 213 241-3150.

## **DRESS CODES/UNIFORMS**

Schools may adopt dress codes that are reasonably related to the health and safety of students. School dress codes and uniform policies must be implemented in a manner consistent with the rights set forth in the First Amendment of the United States Constitution and Section 2 of Article 1 of the California Constitution. The California legislature has determined that gang apparel is hazardous to the health and safety of the school environment, and therefore, the wearing of such apparel may be restricted. All dress codes must be gender neutral; students cannot be disciplined for or prevented from wearing attire that is commonly associated with the other gender.

**Dress Codes:** All students shall be required to show proper attention to personal cleanliness, health, neatness, safety, and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity;
- Create a hazard to the safety of him/herself or others;
- Create a health hazard.

**Uniforms:** California Education Code Section 35183 allows a governing board to adopt a uniform policy that authorizes schools to require students to wear a school uniform. Some schools, in conjunction with their school-site councils, have elected to adopt their own student uniform policies. Any uniform policy implemented by schools must be voluntary and must identify financial resources for students who are not able to comply with the school uniform policy due to financial hardship. Parents must be advised of their right to opt out of the school's uniform policy. Students whose parents opt them out of a uniform program may not be disciplined, discriminated against, or otherwise denied rights and privileges available to other students.

Consistent with the above guidelines, hair, sideburns, mustaches, and beards may be worn at any length or style. Clothing may be of any fashion, style, or design, as determined by the student and his or her parents.

## **EDUCATIONAL EQUITY REGARDLESS OF IMMIGRANT STATUS, CITIZENSHIP, OR RELIGIOUS BELIEFS**

Children have a right to a free public education regardless of immigration or citizenship status or religious beliefs. Parents have the option to provide a school with emergency contact information, including secondary contacts, to identify a trusted adult who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete Caregiver's Authorization Affidavits or other documents which may enable a trusted adult with authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint with the district if they are discriminated against, harassed, intimidated or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. See section regarding Uniform Complaint Procedures for more information. The California Attorney General's website provides "know your rights" resources for immigrant students and family members at <https://oag.ca.gov/immigrant/rights>. The District's "We Are One" website also provides resources: <https://achieve.lausd.net/weareone>.

## **EDUCATIONAL OPTIONS SCHOOLS**

California law authorizes all school districts to provide for alternative schools. An alternative school is designed and organized to meet the educational needs of students in a smaller, more personalized learning environment. These schools are supported by each Local District. Educational Options Schools offer alternative pathways to graduation for students who need more personalized instruction and support. Students develop academic, social, and occupational skills as part of a high-quality instructional program that addresses the whole child. The goal of Educational Options Schools is to ensure that students complete the requirements for a high school diploma and are college and career ready. For additional information, please contact your Local District office.

## **EMERGENCY PREPAREDNESS – LAUSD**

All LAUSD schools work diligently to make sure that students and staff are prepared for emergencies. Every school has an emergency plan that provides guidance for the school staff in an emergency. Every school conducts regular emergency drills that accommodate persons with disabilities and meet or exceed the state mandated requirements, such as:

- **Fire Drill** – Every elementary and middle school practices this procedure once a month; high schools practice once each semester.
- **Earthquake Exercise** – Once a year, all schools conduct a full-scale earthquake exercise as part of the Great California Shake-Out. The drills are scheduled in the fall and all the elements of the school's disaster plan are practiced District-wide.
- **Drop, Cover, and Hold On (Earthquake) Drill** – Every month, schools use this drill to remind students how to protect themselves during an earthquake.
- **Lockdown Drill** – At least once per semester, schools practice how they will respond to a threat of violence on or near the campus.
- **Shelter-in-Place Drill** – At least once per semester, schools practice how they will respond to an environmental hazard on or near the campus.

- **Take Cover Drill** – At least once per semester, students practice how they would respond to gunfire or an explosion in the neighborhood.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make public schools the safest place for students during an emergency. Each school also stocks emergency supplies to sustain students and staff. These supplies include: water, food, first aid supplies, search and rescue equipment, and sanitation items. These supplies are checked regularly by school staff.

In the event of a disaster, the school may need to care for your child for several days if you are unable to reach the school. It is important to have adequate emergency medical supplies on hand. School sites request that parents bring a 72-hour supply of any prescription medications for their child to the school health office. Medications should be in a container with the pharmacy label listing the child's name, the name and dosage of the medication, and instructions for administering the medication.

### **What Can Parents Do During an Emergency?**

Parents should be familiar with the school's emergency procedures and update contact information whenever it changes. Keep their cell phone with them to receive messages on the emergency. Knowing where to go to pick-up their child will save time and reduce anxiety. Parents should remember that schools have emergency procedures in place to protect all students and that schools will follow these procedures during an emergency.

Parents should also remember that children look to them for guidance and support during an emergency; parents who are calm and are prepared for emergencies can inspire children to do the same. This will go a long way to promote recovery and a return to normalcy. Parents who have questions about their school's emergency procedures are encouraged to contact the school's administration. Download the *free* LAUSD Community Emergency Plan app for parents and students at <http://achieve.lausd.net/emergencyapps>. Information about how LAUSD prepares for and responds to emergencies is available at <http://parentemergencyinformation.lausd.net>. Questions about the District's Emergency Plan should be directed to the Office of Emergency Services at 213 241-5337.

### **EMERGENCY RESPONSE**

In the event of an emergency, parents should remember that public schools are among the safest buildings in the community. By law, California public schools are built to a higher standard than other public buildings, as required by the Field Act; therefore, schools will generally have less damage from an earthquake than residential or commercial buildings. Schools also have extensive fire/life safety systems that include fire alarms and sprinkler systems that are designed to protect students and staff.

In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area away from buildings, usually the school field or play yard. During a lockdown or shelter-in-place, students will be moved indoors to use the buildings as protection.

During an emergency, parents who want to pick-up their children may be asked to go to the Request Gate located on the school's perimeter and show identification. This is a specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the student's Emergency Information Form. Parents must make sure that the student's Emergency Information Form is current and correct. Please notify your child's school any time the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick-up their children until the school campus is declared to be safe by law enforcement. Parents need to understand that the students are being sheltered in a secure location for their safety and will be released only when it is safe.

### **EVERY STUDENT SUCCEEDS ACT: PARENT'S RIGHT TO KNOW NOTIFICATION FOR TITLE 1 SCHOOLS**

At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum whether the student's teacher:

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
- Is teaching in the field of discipline of the certification of the teacher

In addition, parents of students attending a Title 1 school can request the qualifications of Teacher Assistants (TAs) serving their child. In general, the 3 requirements that must be met by TAs working in the District:

- Earn a high school diploma from a school accredited by a District approved institution or
  - a. General Education Development Certificate (GED) or
  - b. High School Equivalency Test (HiTEST) or
  - c. Test Assessing Secondary Completion (TASC) or
  - d. California High School Proficiency Examination (CHSPE) or
  - e. Associate Degree or higher (Education from other countries must be evaluated as equivalent by a District approved organization.)
- Pass a local assessment of knowledge (District Proficiency Examination (DPE) or
  - a. California Basic Education Skills Test (CBEST) or equivalent or
  - b. Baccalaureate degree or higher from a US accredited institution
- Pass a local assessment of skills in assisting with instruction or the equivalent (Instructional Assistance Test (IA)) or
  - a. Completed 48 semester units or 72 quarter units of college level courses or
  - b. Associate Degree or higher (Education from other countries must be evaluated as equivalent by a District approved organization.)

California Education Code Section 44926 states: No person shall be so employed unless he/she is enrolled as a student in a cooperating California teacher training institution at the time the service is rendered.



If your child attends a Title 1 school and you would like information regarding the professional qualifications of your child's teacher and/or TA, please contact your child's school site and let them know you are reaching out regarding the Parent's Right to Know. You will need to specify whose professional qualifications you are interested in receiving.

**FIELD TRIPS**

Students will not be denied participation in educational trips because of race, color, national origin, sex, sexual orientation, disability or any other category protected by law. Each student's parent/guardian must provide written permission for a field trip, authorization for medical care, and a personal health history for those students with health issues/medical conditions. Parents are responsible to provide all necessary medications, supplies, and equipment needed (for the field trip at least five school days prior to departure. In order to administer medication (prescription and over-the-counter) on the field trip, parents/guardians must have submitted a complete "Request For Medication To Be Taken During School Hours" form, which includes a parent/guardian signature and the written California licensed health care provider's order with signature and date. If a student needs a Specialized Health Care Service (Protocols), a current completed Parent Consent and Authorized Healthcare Provider Authorization covering the field trip date(s) MUST be in place.

**FOOD SERVICES DIVISION (Café LA)**

LAUSD Food Services Division is responsible for the operation of the largest School Breakfast Program (SBP) and second largest National School Lunch Program (NSLP) in the United States. This amounts to approximately 730,000 student meals served daily at 684 cafeterias, 86 Early Education Centers and four Infant Centers. In addition, the Newman Nutrition Center prepares over 120,000 meals every day and distributes them to 167 schools where on-site preparation is not feasible.

At Café LA, we believe in "Nourishing Students to Achieve Academic Excellence." With this in mind, we offer several Federal meal programs under the United States Department of Agriculture (USDA) such as the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). The SBP and NSLP were developed to protect children from hunger and malnutrition by offering balanced school meals. In addition to breakfast and lunch, nearly all of our schools participate in the Child & Adult Care Food Program (CACFP) which provides After School Supper meals, most of which are Hot Supper; as well as breakfast, lunch, and snacks for our Early Education students. The Food Services Division provides Saturday meal service and Summer Feeding Programs (at select sites) to provide meals and accommodate student needs outside of the regular school day or traditional school calendar.

If you have questions regarding meal programs at your school site, the best place to go for answers is the food services manager at your child's school. They are knowledgeable in all areas of meal service, food preparation, sanitation, safety, and the various programs offered and serving times. We also offer information about our programs, as well as nutritional resources at <http://achieve.lausd.net/cafela>.

Food Services Division	213 241-6419 / 213 241-6422	Meal Applications Questions	213 241-3185
Director's Office	213 241-2993	BIC Hotline	213 241-2956
BIC Feedback	<a href="mailto:BIC@lausd.net">BIC@lausd.net</a>	Food Donation Program	<a href="mailto:fooddonation@lausd.net">fooddonation@lausd.net</a>

**TYPES OF MEAL SERVICES & ELIGIBILITY**

**School Breakfast Program**

**Breakfast in the Classroom – No Charge to Students**

The Breakfast in the Classroom (BIC) Program was implemented in 2012, offering breakfast to each student during the first 10 to 15 minutes of class. This opportunity gives students the fuel needed to get through the morning ready to learn. There is no charge, and student participation is strictly voluntary. Supported by the LAUSD Superintendent and Board of Education, BIC has been successfully implemented at over 659 schools and continues to nourish students towards academic success. The BIC hotline and BIC Feedback email are available to receive comments and suggestions.

**Traditional Breakfast – Meal Price Based on Student Eligibility**

If a school does not participate in BIC, breakfast may be served before school or during the nutrition break in the cafeteria. Students who do not qualify for free meals will be asked to pay for their meals, and students who qualify for reduced meals will be asked for their co-pay amount. All students are offered a meal regardless of their student eligibility.

**National School Lunch Program**

**Community Eligibility Program Schools (CEP) – No Charge to Students**

Community Eligibility is an option provided by the USDA to ensure that students have greater access to healthy school meals. CEP allows participating schools to offer healthy free lunches and breakfast to all students without requiring their families to complete individual applications. It increases participation by children in the school meal programs and also relieves household and administration paperwork by eliminating paper applications. If your school is a CEP school, you will be notified by mail of the meal benefits. The Food Services Division realizes that access to meals is crucial to student success and thus has qualified over 440 schools to participate in the Community Eligibility Program (CEP).

**Nutrition & Café LA Menus**

LAUSD is recognized as one of the nation's leaders in the effort to promote healthy food and lifestyles to combat obesity, diabetes, and other health issues. Recent Board adoptions include the "Improving Food and Nutrition Policy," and the "Good Food Procurement Policy" Resolutions adopted in 2012. LAUSD mandates that students receive no less than 20 minutes to eat and that food procured is from sustainable, local area farming communities. Our menus continue to improve and instill the highest nutritional standards. They are available from your child's school or on the Food Services Division website.

Currently our menu items:

- Are planned by our registered dietitians;
- Use whole grain products, as we are a member of the Whole Grains Council;
- Offer a variety of menu choices, including a vegetarian option each day;
- Participate in meatless Mondays;
- Provide vegan meal options in selected schools.

Our Division continues to carry out initiatives to assist students towards a healthy lifestyle by:

- Doubling student consumption of fruits and vegetables in the past five years;
- Balancing student preferences with healthy choices to meet State and Federal nutrition standards;



- Providing student taste-testing of potential menu items and encouraging feedback on our menus;
- Ensuring at least an 80% student acceptability rating on any item placed on our menu.

If your child requires a special diet, or has special needs for meal service you may obtain the "LAUSD Medical Statement to Request Special Meals" form from the Food Services Manager, school nurse, or you may visit our website at <http://achieve.lausd.net/cafelat>. You will find the following forms and information under the [Nutritional Information and Special Diets](#) link from the "Menu" page:

- LAUSD Medical Statement to Request Special Meals;
- Parent/Guardian Request to Substitute Soy Milk for Fluid Milk;
- Nutrient Analysis;
- Carbohydrate Count;
- Food Allergen and Ingredient List.

If you have any questions regarding special diets or menus, please contact the Nutrition Specialist for your Local District area:

Contact Information:	Local District Areas	Email	Phone
Stephanie Marks	Northwest & Northeast	<a href="mailto:stephanie.marks@lausd.net">stephanie.marks@lausd.net</a>	213 241-2994
Homa Hashemi, R.D., Nutrition Specialist	Central & East	<a href="mailto:homa.hashemi@lausd.net">homa.hashemi@lausd.net</a>	213 241-2969
Lynn Uusitalo, R.D., Nutrition Specialist	South & West	<a href="mailto:lynn.uusitalo@lausd.net">lynn.uusitalo@lausd.net</a>	213 241-3037

If you are unable to reach the Nutrition Specialist for your area or need additional information, please contact Ivy Marx, Senior Nutrition Specialist, at [ivy.marx@lausd.net](mailto:ivy.marx@lausd.net) or 213 241-1064.

**Pricing Schools – Meal Price Based on Student Eligibility**

School sites that are unable to qualify for CEP are called Pricing Schools. Families must continue to fill out annual household meal applications in order to qualify their students for free or reduced meals. Eligibility is based on Federal Income Eligibility Guidelines. Food Services highly encourages families to fill out an application to apply for benefits. The meal applications are held as strictly confidential information and used only by the Food Services Division. **Personal information will not be shared with any outside agencies.**

- Applications for free and reduced price meals are mailed to student's home before the start of each school year. They are also available at the school site when school starts.
- Meal Applications may be completed online, submitted electronically and are processed within three business days. This is the preferred method in order to reduce possible errors in filling out the application and for speeding up the process. Please visit the Café LA website at [www.myschoolapps.com](http://www.myschoolapps.com).
- Addresses in the school's computer system are utilized so please make sure your address is current and correct at your child's school.
- If you receive an application in the mail, please fill it out and mail it back in the return envelope provided or go online and submit an application electronically; this will expedite the process.
- Only one application per household is required. Please do not submit multiple applications as this will slow down processing.
- Once your application has been received and or processed, an eligibility letter will be mailed to your home address.
- Applications are accepted throughout the school year. If your income or household size changes, you may submit an updated application. This may be subject to verification and documentation.
- Detailed information on how to fill out a meal application is available on our website, along with applications in Spanish, Armenian, Chinese, and Korean.

Students who have not turned in an application or who do not qualify to receive free or reduced price meals, will be required to pay the full price for meals. They may bring a meal from home. The following are the 2019-20 LAUSD full and reduced meal prices:

FULL PRICE			REDUCED PRICE		
	Breakfast	Lunch		Breakfast (if not BIC)	Lunch
Elementary	\$2.25	\$3.00	Elementary	\$0.30	\$0.40
Middle School	\$2.50	\$3.25	Middle School	\$0.30	\$0.40
High School	\$2.75	\$3.50	High School	\$0.40	\$0.40

If students do not have money or forget to bring lunch, the Food Services Division will provide your child with a meal and bill your child's account. All account balances must be paid off by the end of the school year.

**Supper Meal Programs Under CACFP**

***Supper & Hot Supper – No Charge to Students 18 Years and Under***

Supper Programs are offered after school and are available to all students and community members who are 18 years and younger. Access to these meals is vital for students who may face food insecurity at home and might otherwise go hungry at the end of the school day. The Food Services Division encourages all students and community members under 18 to participate in this nutritious meal at no charge.

Hot Supper is offered at school sites that have enough participation to support the cafeteria staff working extended hours to provide hot meals. Please check with your individual school site for information on their supper menu offerings.

In accordance with Federal law and U.S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800 877-8339; or 800 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **FOREIGN STUDENT ADMISSIONS**

The Student Health and Human Services (SHHS) Pupil Services Foreign Student Admissions Office (FSAO) is authorized to issue the required I-20 documents to international students in grades 9-12 who wish to study in the LAUSD with an F-1 or J-1 Student Visa issued by the State Department. For additional information regarding the process and admission eligibility of foreign students, you can visit <https://achieve.lausd.net/Page/12902#spn-content> or please call 213 202-7547.

## **FOSTER CARE - STUDENTS PLACED IN OUT-OF-HOME CARE BY DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)**

Children supervised by the Department of Children and Family Services or Department of Probation (in certain circumstances) and placed in licensed foster homes, group homes, with relative caretakers, or residing with biological parent(s) have special enrollment provisions. Education Code Section 48853.5 mandates that students in foster care must be immediately enrolled in school regardless of the availability of school records, immunization records, school uniforms, or the existence of fines from a previous school. Educators, school personnel, social workers, probation officers, caregivers, and other interested parties shall all work together to serve the educational needs of students living in out-of-home care.

Education Code Section 48853.5 allows youth in foster care to attend their school of origin and, if applicable, matriculate to the secondary school in the same attendance area when the child is placed with a family who resides in a different attendance area. The school district serving the student in foster care shall allow the youth to continue his/her education in the school of origin for the duration of the jurisdiction of the court. If the jurisdiction of the court is terminated prior to the end of an academic year, the student in foster care shall be allowed to continue his or her education in the school of origin for the duration of the academic school year.

Education Code Section 51225.1 provides certain graduation exemptions for students in foster care or students involved in the juvenile justice system who transfer between schools any time after the completion of their second year of high school (using either the number of credits earned or length of time of enrollment, whichever will make a student eligible). Students in foster care or students involved in the juvenile justice system who meet these criterion, may be exempt from all coursework and other requirements adopted by the governing board of the school district that are in addition to the statewide coursework requirements, unless the school district finds that the student is reasonably able to complete the school district's graduation requirements in time to graduate from high school by the end of his or her fourth year of high school. If the school district determines that a student residing in foster care or a student involved in the juvenile justice system is reasonably able to complete the school district's graduation requirements within the student's fifth year of high school, the school district must permit the student to stay in high school for a fifth year to complete the graduation requirements. Once a student is found eligible for this exemption, his/her eligibility continues even if the student's foster care or probation case closes or the student is transferred to another school. It is unlawful for a school, student, educational rights holder, social worker, or probation officer to request or require a school transfer for the purpose of making a student eligible for an exemption from local requirements.

Parents, guardians, foster caregivers, social workers and/or probation officers should notify the school district as soon as they become aware that a child is changing school placements so that partial credits may be calculated (if applicable) and school records can be transferred in a timely manner. For students experiencing a change in residence, a Best Interest Determination meeting must be held with the Holder of Education Rights to determine the school of origin and if transportation is needed to transport the student to his/her school of origin. For further information regarding school-related foster care concerns, contact the Student Support Programs Foster Youth Achievement Program at 213 241-3552.

## **FREE EXPRESSION INCLUDING POLITICAL CONDUCT, RALLIES, ASSEMBLIES, DEMONSTRATIONS, ETC.**

Students have a right to freedom of speech and may participate in political or free speech activities while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views and opinions and may participate in peaceful demonstrations on campus during non-instructional periods. Students may exercise these rights as long as their speech, expression, or conduct is not obscene, lewd, libelous, slanderous, does not incite students to destroy property or inflict injury upon any person, or cause a substantial disruption to school.

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the time, place, and manner of speech or activities in order to maintain a safe and peaceful campus for all students and District employees. Students who fail to follow the directive of school site administrators or District policy concerning demonstrations, assemblies, sit-ins, etc., may be disciplined.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive will result in the recording of an unexcused absence. Once students are off campus, school site administrators do not have a legal obligation to protect the safety and welfare of the students. If the student demonstration or walk-out causes a disruption to the general public, local law enforcement may respond to the situation. The District has no control over how local law enforcement will handle the situation.

While the Los Angeles Unified School District recognizes and respects a student's freedom of speech rights, District employees shall not promote, endorse, or encourage students to participate in any demonstration, distribution of materials, assembly, sit-in, or walk-out during work hours or while serving as an agent or representative of LAUSD. For further information, please contact your student's school administrator.

## **GRADE CHANGE REQUEST PROCESS**

Under Education Code Section 49066, parents have a right to request a change of a pupil's grade on the following grounds:

- Mistake;
- Fraud;
- Bad faith; and/or;
- Incompetency in assigning the grade.

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

Any request for a grade change must start with the classroom teacher within 30 days of the date the grade report was mailed. The next step, if not resolved with the teacher, is a written request to the principal. If not resolved, the decision may be appealed to the Local District Superintendent and finally, the Chief Academic Officer. At each step, the parent has the right to present information in support of the request. If you would like additional information, please ask your principal or contact your Local District office for a copy of Bulletin BUL-1926.2, Request to Change a Pupil's Grade.

## **GUN-FREE SAFE SCHOOLS**

The Federal Gun-Free Safe Schools Act and California law prohibit the possession of firearms on school campuses. Pursuant to these laws, any student found in possession of a firearm will be subject to arrest and will be suspended and recommended for expulsion. Upon a finding that the student was in possession of a firearm, the governing board shall expel the student. The term of expulsion shall be one year. Possession includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles.

## **HEALTH INFORMATION**

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity. A health care provider is defined as a California-licensed physician [a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO)], California-licensed dentist, California-licensed nurse practitioner (NP), or a California-licensed physician assistant (PA).

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee walker/knee scooter, or a wheelchair must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety. All equipment must be supplied by the parent(s)/ guardian(s).

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to five days; thereafter, a written request is needed from the student's health care provider.

School authorities may excuse any student, in grade-7 or above, from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.

Students are allowed to wear protective gear (hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with California Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen and lip balm (over the counter) as an allowable sun/wind protection measure for their outdoor activities while at the school.

### **Communicable Disease Prevention**

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school district, the California Department of Health and the California Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations. For specific disease guidance, please refer to the Communicable Disease in Schools Reference Guide on the District Nursing Services website: <http://achieve.lausd.net/nursing>.

Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (pink eye), skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (whooping cough). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and the District, county and state policy. Readmission to school is based on condition and appropriate treatment.

Any student excluded from school or experiencing flu-like symptoms and/or a fever of 100 degrees or greater while at home, must be free from symptoms and fever for at least 24 hours without the use of fever-reducing medication before returning to school.

Schools may notify parents/guardians about school exposure to chickenpox, head lice, or other communicable diseases that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the credentialed school nurse. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants. Information on the treatment and prevention of head lice is available from the credentialed school nurse or school health personnel.

### **Diabetes Mellitus**

Type I diabetes is an autoimmune disease that can be caused by genetic, environmental, and other factors. Type I diabetes is not preventable and must be treated with insulin. Managing diabetes at school is most effective when there is a partnership between students, parents, school staff, health care providers, and administrators. Students can be assisted to perform blood glucose monitoring, hypoglycemia treatment, ketone testing, carbohydrate counting, and insulin administration during school hours when there is written authorization from their health care provider and parent/guardian. Please contact the Credentialed School Nurse at your child's school to initiate planning for diabetes management.

Overweight children and youth are more prone to develop serious health problems, including Type 2 diabetes, high blood pressure, heart disease, and asthma. If left unchecked, diabetes can lead to complications such as kidney failure, blindness, heart attack, and amputations. The California Department of Education in collaboration with national and local health care agencies have developed a Type 2 diabetes information fact sheet to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The "What is Diabetes?" fact sheet is to be given to all current and incoming 7<sup>th</sup> grade students at the time of enrollment or during a common class time.

### **Immunization Requirements**

New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students may be conditionally enrolled if missing doses of required vaccines are not

yet due. There are no grace periods for students that lack vaccines that are currently due. All students new to the District, or transfer students within the District, must show that they have received all currently required immunizations in order to be enrolled. In addition, all students entering or advancing to 7<sup>th</sup> grade must show evidence that they have received a pertussis-containing vaccine booster (e.g., Tdap) on or after their 7<sup>th</sup> birthday. The Td vaccine does not meet the requirement; however, DTap/DTP do meet the requirement if administered after the 7<sup>th</sup> birthday. Beginning July 1, 2019, and thereafter, all students entering or transferring to a different school at any grade level and/or entering or advancing to 7<sup>th</sup>- grade are required a second dose of varicella vaccine. Parent(s)/guardian(s) are encouraged to visit their child's health care provider to ensure all immunizations are updated during the student's 6<sup>th</sup>-grade year. State requirements may be viewed on <https://www.shotsforschool.org>.

The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the public health department. A Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO), licensed in California, may exempt your child from some or all immunization requirements due to a medical condition. A parent/guardian must submit a written statement from a California-licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) which states:

- The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization;
- Each specified required vaccine that is being exempted;
- Whether the medical exemption is permanent or temporary;
- If the exemption is temporary, an expiration date of no more than 12 calendar months from the date of signing.

Starting January 1, 2016, state law does not allow parents or guardians of students in any school or child care facility to submit a Personal Belief Exemption (PBE) to a currently required vaccine. Any PBE filed at the school before January 1, 2016, will be honored until the next grade span, as defined by law. The immunization requirements do not prohibit students from accessing special education and related services required by their Individualized Education Programs (IEPs).

School health personnel are available for consultation. There are many school-based clinics that offer immunizations to students. Call District Nursing Services for more information at 213 202-7580 or 213 202-7590 to schedule an appointment.

### **Medication in Schools**

California Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the credentialed school nurse or other designated school personnel if the school district annually receives:

- A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the name, method, amount, and time schedules by which such medication is to be taken; and
- A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement.
- Whenever possible, it is preferable for licensed healthcare providers to establish a medication schedule that will eliminate or minimize the necessity for a student to take medication during school hours. Parent(s)/guardian(s) are urged to ask their licensed health care providers to consider such an arrangement.
- Written authorizations must be renewed annually or whenever there is a new written authorization form from the licensed health care provider. The authorization is valid one calendar year from the date of the licensed health care provider's signature.
- Parent or guardian generated changes or modifications to the medication administration directions is not acceptable or acted upon unless such changes are received from the licensed health care provider in writing.

Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

- A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
- A written statement from the parent or guardian of the student consenting to the self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction.
- Completion of Student Contract for Self-Administration/Self Carry of Medication During School Hours signed by the student and the credentialed school nurse.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A student may be subject to forfeiture of their ability to self-administer and/or disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the credentialed school nurse or administrator.

Education Code Section 49414 I requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered and are authorized to use epinephrine auto-injectors to provide emergency medical aid to individuals who are suffering, or reasonably believed to be suffering, from an anaphylactic reaction (severe allergic reaction).

### **Oral Health Information**

Kindergarten students while enrolled in a public school, or first grade students not previously enrolled in a public school, must present evidence of having received an oral health assessment by May 31<sup>st</sup> of the school year. This assessment may be performed no earlier than 12 months prior to the date of the initial enrollment of the student into a public school. This law will impact students currently enrolled in kindergarten or first grade. The oral health assessment may be performed by a licensed dentist or other licensed or registered dental health professional. The parents or legal guardian of the student may be excused from complying with the oral health assessment if they sign a waiver stating that they could not find a dental office that accepted their child's insurance, they could not afford to pay for the assessment, or they did not want to have their child's oral health evaluated. There is no penalty for students and families who are not able to comply with the oral health assessment (e.g., students may not be excluded from school for non-compliance with the assessment or waiver).

### **Physical Examinations**

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines are required for all first-grade students within 18 months prior to entry or up to three months after admission to the first grade. A Child Health and Disability Prevention or equivalent examination may be done by a private health care provider, health department clinic, or the District Student Medical Services staff. All children entering Early Childhood Programs must have a physical examination. Although not required, students enrolling



for the first time in LAUSD are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose are called the "REPORT OF HEALTH EXAMINATION FOR SCHOOL ENTRY" (PM 171) and may be obtained from the school nurse.

If your child is without medical insurance or with limited coverage, or if you are covered by Medi-Cal, your child may be eligible for a free Child Health and Disability Prevention examination at the school or at one of LAUSD's School Based Clinics (SBCs). If help is needed in meeting the requirement for a Child Health and Disability Prevention examination, please contact your school nurse. If parents/guardians do not wish to have their child examined at school (including vision and hearing screenings), they must file an annual written statement to that effect with the school's administrators.

Screening of the student's vision and hearing will be done at the school site in accordance with State mandates. All girls in grade seven and boys in grade eight may be screened for possible scoliosis (unnatural curvature of the spine). Parents/guardians will be notified of any findings as a result of the mandated screening tests that require further attention.

Each student in grades 9 - 12 planning to participate in interscholastic athletic must pass a comprehensive physical examination, commonly referred to as a Sports Physical Exam, yearly by a licensed health care provider that complies with current District policy. If the student does not have a personal health care provider, physical examinations may be available from school physicians and nurse practitioners on an appointment basis. For information on making an appointment for a school entry, Child Health and Disability Prevention, and/or Sports Physical exam, please call the Student Medical Services Office at 213 202-7584 or 213 202-7590 to schedule an appointment. You may also visit the Student Medical Services website for clinic information at <http://achieve.lausd.net/sms>.

### **School Mental Health**

School Mental Health (SMH) offers a range of mental health services and supports to help children, youth, and families become better equipped to thrive and live successfully. School Mental Health services are rendered at schools, clinics, Wellness Centers, and through various programs in LAUSD. Services and supports are free of charge and are provided to all students regardless of immigration status. Clinics are staffed by licensed child psychiatrists, psychiatric nurses, psychiatric social workers, and clinical psychologists. All clinicians are trained in multiple evidence-based practices and specialize in treating depression, anxiety, disruptive behaviors and trauma. Medication support services are available to qualifying students with Medi-Cal who are active School Mental Health clients. For additional information, contact 213 241-3841 or visit the School Mental Health website at <https://achieve.lausd.net/smh>.

### **School Mental Health Referral Procedures**

To ensure that services are coordinated, school staff and families are strongly encouraged to utilize the established referral system at their particular school. School staff and parents/guardians may call any of the clinics to discuss possible referrals with the Duty Worker of the day.

- School staff may refer a student for services after consulting with school administration and conferring with parents/guardians to obtain consent;
- School staff (administrators, teachers or support staff) should work with parents/guardians to complete the [Clinic Referral Forms for Counseling](#);
- When completing the referral, please ensure that all family contact information (addresses and telephone numbers) are valid.
- The completed referral should be sent to the geographically appropriate clinic for the respective Local District (these are identified at the top of the referral form).
- Once the referral is received and processed, School Mental Health staff will contact families via telephone or mail to schedule an intake appointment.
- During the intake and assessment processes, School Mental Health staff will work collaboratively with school-based staff, particularly the referring party.
- Appropriate mental health treatment is provided to students and families based on need.

When appropriate, School Mental Health Clinic staff may provide case management services to students and families to connect them to other health and social services agencies. For additional information visit the School Mental Health website: <https://achieve.lausd.net/smh>.

### **Suicide Prevention, Intervention & Postvention**

The Los Angeles Unified School District (LAUSD) is committed to providing a safe, civil and secure school environment. It is the District's charge to respond immediately and appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a death by suicide. School personnel, parents/guardians and students are instrumental in helping to save lives by identifying students at-risk and linking them to essential school and community mental health resources.

If you believe that your child is thinking about suicide, approach the situation by asking. Asking is the first step in saving a life and can let them know that you are there for them and will listen. If you need IMMEDIATE assistance due to a life threatening situation, call 911. For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at 800 854-7771 or the National Suicide Prevention Lifeline at 800 276-8255, available 24 hours everyday.

For additional information, call School Mental Health at 213 241-3841 or visit <https://achieve.lausd.net/smh>. School Mental Health Crisis Counseling and Intervention Services staff are available for consultation during the school year, Monday through Friday from 8:00 am – 4:30 pm.

### **Wellness Centers in LAUSD**

The Wellness Centers provide student access to vital health and mental health services, wellness promotion, and career pathways. Wellness Centers are operated by community health providers in partnership with LAUSD to offer comprehensive medical and mental health services.

Students can access a range of services including: immunizations, physicals (including sports physicals), well child visits, illness visits, sensitive services, behavioral health services and referrals to specialty care.

Adults can also access a menu of services such as screenings & medical management of diabetes, hypertension, & cholesterol, adult immunizations, TB screenings, and referrals to specialty care.

All Wellness Centers accept Medi-Cal and My Health LA insurance coverage. If you are in need of health insurance coverage, contact our CHAMP staff at 866 742-2273 for assistance.

For current information on the Wellness Centers, please visit the Student Health and Human Services website at <https://achieve.lausd.net/shhs> for a list of clinics and Wellness Centers by clicking the "Centers/Clinics" link at the top of the main page.

## HIGH SCHOOL GRADUATION REQUIREMENTS

On June 14, 2005, the LAUSD Board of Education approved the A-G Resolution to create educational equity through the implementation of the A-G course sequence as part of the high school graduation requirement. The A-G Resolution establishes a graduation requirement for all students to complete a fifteen-course college preparatory sequence beginning July 1, 2008 (LAUSD Bulletin BUL-2513.1).

Beginning with the Class of 2016, all LAUSD students must successfully complete the A-G course sequence as part of the District's graduation requirements. The chart below outlines the courses that comprise the A-G course sequence.

A 12<sup>th</sup>-grade student who has satisfactorily completed the course of study and non-course requirements is entitled to a diploma indicating satisfactory completion of all elements and is eligible to participate in the graduation ceremony. The District will provide loaner caps and gowns for eligible students to participate in the graduation ceremony. Parents have the option of purchasing the cap and gown for a keepsake.

Subject	Graduation Year 2016 through 2020
History/Social Studies - A (3 Years)	Students are required to complete a minimum of fifteen (15) UC/CSU A-G course requirements with at least a grade of D.
English - B (4 Years)	
Mathematics - C (3 Years)	
Science - D (2 Years Lab Science)	
Language Other Than English – E (2 Years)	
Visual and Performing Arts – F (1 Year same discipline)	
Academic Elective - G (1 Year)	
Health	1 semester
Physical Education	4 years *
Service Learning & Career Pathway	
Total Number of Credits Needed for Graduation: 210	

\* Two-year optional exemption is possible if student passes five of six components of the state-mandated physical fitness test. Students are able to request the two-year exemption; however, it is not mandatory nor automatic. Students who meet the exemption criteria must complete and submit the request to their counselors.

**Non-course requirements:** Earning the required high school credits, successful completion of the Service Learning requirement, and the identification of a career pathway. Parents are encouraged to speak with their child's school counselor regarding all of these requirements on an annual basis.

Under Education Code Sections 51225.1 and 51225.2, students in the foster care system, students experiencing homelessness, former juvenile court school students, children living in active duty military households, currently migratory children, and students participating in newcomer programs may, after meeting additional criteria under the law, be exempt from local graduation requirements.

### Counseling Component

The Middle School/High School Supplemental Counseling Program (**AB1802**) requires annual student, parent, and counselor conferences for all students in grades 7 - 12.

All secondary schools are required to hold annual Individualized Graduation Plan (IGP) conferences with every secondary student. The IGP conferences expand the personalized relationships among counselors, students, and parents or guardians relative to academic, personal/social and career planning.

**SB 405/EC Section 52378** expands the requirements to include a review of the career goals of the pupil, academic and career-related opportunities available to the pupil and for explanation of the coursework and academic progress required for eligibility for admission to a four-year college. Students not on-track to satisfy the A-G requirements must be identified and monitored.

## HOMELESS CHILDREN AND YOUTH

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

A homeless student is defined as an individual who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter;
- Live in an abandoned building, parked car, garage, or other facility not designed as a 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;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or



- Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above.

Students experiencing homelessness may attend their school of origin or the school of residence. Under certain conditions, intra, or inter-district transfers to schools other than the school of residence may be authorized. Parents should contact the Office of Permits and Student Transfers at 213 241-5255. For students who receive special education services, unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that he or she would otherwise attend.

Students are identified through the Student Residency Questionnaire (SRQ) that is required to be included in every enrollment packet and distributed to all students annually with the emergency cards. Families self-identify their current living situation on the Student Residency Questionnaire. Each school is required to have a designated school site homeless liaison that provides the SRQ to the Homeless Education Program for services. Parents can self-identify with the Student Residency Questionnaire at any time during the school year at the school site or directly to the Homeless Education Program.

A homeless student has the same responsibility to attend school as any other student but also has the right to choose between attending either:

- The school at which the youth was last enrolled;
- The school of residence;
- Any other school the youth attended in the last 15 months to which they have a connection;
- The school that the School of Origin has an established feeder pattern from elementary to middle school and from middle school to high school.

The District shall ensure that transportation is provided as appropriate, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

The law requires the immediate enrollment of homeless students. 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 school to request all necessary documents from the previous school, and refer parents and unaccompanied youth 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, preschool programs, before and after school services and any other services needed. Unaccompanied youth have these same rights.

If a dispute arises over school selection or enrollment, the school must immediately enroll the student in the school where enrollment is sought pending the final resolution of the dispute. The parent/guardian/unaccompanied youth has the right to dispute the school's decision. For further information regarding the Dispute Resolution process, please contact the Homeless Education Program at 213 202-7581.

Additionally, Education Code Section 51225.1 provides certain graduation exemptions for homeless students who transfer schools after the second year of high school. Eligible students shall be notified of their eligibility to be exempt from coursework and other requirements adopted by the governing board of the school district that are in addition to the statewide coursework requirements. The law also extends to homeless students an existing provision requiring coursework completed while attending another school to be issued full or partial credit. The law further indicates that the district homeless liaison should be notified of expulsion recommendations and invited to any IEP's where an expulsion determination is made.

### **INSTRUCTIONAL PROGRAMS FOR ENGLISH LEARNERS AND ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA (ELPAC)**

Los Angeles Unified values your child's cultural and language assets and offers various instructional program options to best meet your child's educational needs. To better serve the instructional needs of students who are not yet fluent English speakers, school districts are required to identify students' English proficiency levels. Parents and school staff work together to determine the languages that families and students speak at home using the Home Language Survey. Based on responses on the Home Language Survey, state law requires school districts to assess the English language proficiency of new enrollees who speak a language other than English using the Initial English Language Proficiency Assessments for California (ELPAC).

The initial ELPAC must be administered within the first 30 calendar days of enrollment. Schools will notify you of this requirement with a parent letter called the *Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners* or *Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners*.

To measure student progress in learning English, all continuously enrolled English Learners will be administered the Summative ELPAC in the Spring until the reclassification criteria is met.

To find more information about the ELPAC, please contact your school principal. Additional information can be found at <https://achieve.lausd.net/Page/14132>.

Los Angeles Unified offers the following instructional program options for parents of English Learners:

<b>Elementary Instructional Programs (K-5)</b>	<b>Secondary Instructional Programs (6 -12)</b>
Dual Language Two Way Immersion (TWI)	Dual Language Two Way Immersion (TWI)
Dual Language One-way Immersion (OWI)	Dual Language One-way Immersion (OWI)
Language and Literacy in English Acceleration Program (L <sup>2</sup> EAP)	Language and Literacy in English Acceleration Program (L <sup>2</sup> EAP)
Mainstream English	Mainstream English
	Newcomer Program with Primary Language Instruction
	Accelerated Program for Long Term English Learners (6-12)

The goals of the programs listed above are to develop bilingual/biliteracy and/or English proficiency. For more information, contact your school's principal or visit the Multilingual and Multicultural Education Department website at <https://achieve.lausd.net/Page/172>.

## INSTRUCTIONAL TECHNOLOGY INITIATIVE

The Instructional Technology Initiative (ITI) specializes in providing professional learning opportunities for school leaders to best support instructional technology integration for all students. The ITI programs and supports offered are aligned to the International Society for Technology in Education (ISTE) Standards for Students and strive to foster personalized learning environments for all learners. Key programs supported by ITI include digital citizenship and computer science education. Our goal is to build the capacity of instructional leadership teams to design and integrate 21<sup>st</sup> century learning practices that leverage digital tools and supports.

The ITI also sponsors two annual events: an annual Digital Citizenship Week (DCW) in partnership with Common Sense Education and an annual Computer Science Education Week (CSEWeek). DCW promotes responsible, ethical, and safe engagement online to ensure students learn how to be authentic digital citizens. Digital citizenship is an essential component of our ongoing instructional work with students to teach them the importance of online safety and its role in their college and career goals. CSEWeek focuses on promoting practices that teach students about creating technology in ways that impact society. Computer science education is an interdisciplinary field and a 21<sup>st</sup> century literacy that is critical for students to develop in today's interconnected world.

Parents and guardians play a pivotal role in facilitating instructional technology integration. The ITI works collaboratively with District departments to ensure parents have access to resources and information to empower them with information regarding instructional technology goals, computer science education, and digital citizenship.

## INTEGRATED PEST MANAGEMENT PROGRAM

In March 1999, the Board of Education approved a revised Integrated Pest Management (IPM) Policy with a goal of eventually phasing out the use of pesticides and herbicides, as technology permits. It is the goal of the District to provide for the safest and lowest-risk approach to manage pest problems, while protecting people, the environment, and property. The IPM Policy detailed below focuses on long-term prevention and will give non-chemical methods first consideration when selecting appropriate pest management techniques. Emphasis under the program is placed on the use of mechanical (e.g., glue traps) and exclusionary (e.g., installation of door sweeps and screens, caulking holes and crevices) pest management techniques prior to using pesticides or herbicides, where possible.

A 15-member Pest Management Team, which includes a public health official, a medical practitioner, two parents, and other members of the public, as well as District staff, is charged with implementation of the policy, including the approval of low-risk pesticides and herbicides.

Pesticide/herbicide products used must be first approved by the IPM team following a careful review of contents, precautions, and low-risk methods of use. Pesticides and herbicides may only be applied by the District's licensed pest management technicians. No pesticide/ herbicide use by school-based staff, contractors, students, or parents is permitted.

The District will notify parents, employees, and students of all pesticide applications by providing a summary of the IPM program and goals, the IPM Policy, Request for Notification Form, and the current IPM Team-approved list of products included in this handbook.

The following information is also available in the main office of the school:

- The IPM Team-approved products list;
- A log of IPM activity at the school;
- Request for Notification Form for parents or guardians to sign if they desire 72-hour notification of pesticide use (except for emergencies as determined by the IPM Coordinator and an independent IPM expert).

The notification will include specific information, including product names and active ingredients, target pest, date of pesticide use, signal word indicating the toxicity category of the pesticide, a contact name and number for more information, and the availability of further information at the school's main office. Parents or guardians should notify the school principal on the Request for Notification Form if they believe their child's health and/or behavior could be influenced by exposure to pesticide products, and they desire to be notified of all pesticide applications.

Signs shall be conspicuously posted around any area at least 72 hours before and for a designated amount of time after the use of pesticides not on the IPM Team-approved list in a non-emergency situation. The amount of time the warning sign is posted is determined by type of chemical used and its persistence. In the event of an emergency as determined above, posting will go up at the time of the application. For more information regarding the IPM Program and policy, parents or guardians may contact the District's Maintenance & Operations Branch Office at 213 241-0352. Information is also available under the Links section online at [www.laschools.org](http://www.laschools.org). Any parent or guardian interested in serving on the IPM Team when a parent representative position is vacated may also contact the telephone number to register their interest.

**POLICY STATEMENT:** It is the policy of the Los Angeles Unified School District to practice Integrated Pest Management (IPM). All aspects of this program will be in accordance with federal and state laws and regulations, and county ordinances. All District policies must conform to this IPM policy. Pesticides pose risks to human health and the environment, with special risks to children. It is recognized that pesticides cause adverse health effects in humans such as cancer, neurological disruption, birth defects, genetic alteration, reproductive harm, immune system dysfunction, endocrine disruption and acute poisoning. Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds. Pesticides will not be used to control pests for aesthetic reasons alone. The safety and health of students, staff and the environment will be paramount. Further, it is the goal of the District to provide for the safest and lowest risk approach to control pest problems while protecting people, the environment and property. The District's IPM Policy incorporates focusing on long-term prevention while giving non-chemical methods first consideration when selecting appropriate pest control techniques. The District will strive to ultimately eliminate the use of all chemical controls.

The precautionary principle is the long-term objective of the District. The principle recognizes that no pesticide product is free from risk or threat to human health, and industrial producers should be required to prove that their pesticide products demonstrate an absence of the risks enumerated above rather than requiring that the government or the public prove that human health is being harmed. The policy realizes that full implementation of the precautionary principle is not possible at this time and may not be for decades. But the District commits itself to full implementation as soon

as verifiable scientific data enabling this becomes available.

## **INTEGRATED SAFE SCHOOL PLAN**

California public school districts are required to comply with California Education Code Sections 32281 and following, regarding the preparation of school safety plans. The Los Angeles Unified Integrated Safe School Plan addresses these requirements and includes violence prevention, emergency preparedness, traffic safety, crisis intervention, and wellness. Parents may learn more about the Safe School Plan for a particular school from the principal or a member of the School Safety Planning Committee, which is responsible for annually reviewing and updating the plan. A copy of the Safe School Plan for the site is available for public viewing in the main office of each school. School staff members can each log in and review the plan for their school.

## **INTERNET ACCESS**

The Los Angeles Unified School District provides access to the Internet and email through the District's computer network (LAUSDnet). The District's website is located at <https://www.lausd.net>. All uses of District computers and networks are regulated by the Los Angeles Unified Responsible Use Policy (RUP) that can be found on the District's website at <https://achieve.lausd.net/rup>. Access to the Internet from LAUSDnet and the use of District network resources, including District electronic mail (email) accounts are privileges, not rights. Privileges may be revoked for an inappropriate use of the Internet and network resources. Access to LAUSDnet is free to actively enrolled students with a Student Identification Number, active Los Angeles Unified employees, and contractors retained by the District. The purpose of providing access to the Internet and District network resources is for regular instructional activities, business activities or to compile data necessary for educational research.

Students may obtain email accounts on LAUSDnet only through a teacher or administrative sponsor at the school at which they are enrolled. All student users, who access the Internet from any District facility or from a remote location connecting with any District facility, must have a STUDENT SIGNATURE AND PARENTAL RELEASE form on file at the school. Students are encouraged to create difficult passwords containing a mix of letters and numbers to ensure security. Students should be protective of their password and should always keep this information confidential. Furthermore, students should not, under any circumstances, share their passwords with anyone.

The L.A Unified is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires school districts to use technology to block access to Internet sites that: A) are obscene, (B) contain child pornography, or (C) are harmful to minors. Keep in mind that the blocking technology may not be 100 percent effective, and there is no technical substitute for adequate supervision of a child connecting to the Internet, from school or home. Schools providing Internet access to students are requested to educate their students in accordance with the Protecting Children in the 21st Century Act. Parents are requested to reinforce responsible, acceptable and safe use of the Internet at home. Just as the Internet can be used for learning, it can also be used inappropriately and can pose risks to students. Students are reminded not to share information about themselves or their families online that they would not want to be public. It is important for parents to be aware of what their children are doing online. Parents and students must be proactive in taking steps to protect themselves. Visit <http://achieve.lausd.net/cybersafety> for more information.

Student downloads of music, photographs, videos, software, and documents must comply with all applicable copyright laws. Additionally, software or application downloads should be monitored closely for appropriateness. Music, photographs, videos, software, or documents should only be downloaded for District-related, not personal, purposes. Personal downloads, particularly if they are of copyright protected materials in violation of Los Angeles Unified's RUP, are forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities. No user of LAUSDnet should have an expectation of privacy. The District retains the right to account auditing and logging practices in order to promote student safety. The Internet is a public network, and e-mails or other communications on it are not private. LAUSDnet system operators have access to all user account directories and data, e-mail, web pages, and any other files stored on system servers. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies and educational mission of the District and to adhere to any city, state and federal laws.

Students are expected to conduct themselves online as they would in person. Students are to refrain from engaging in uses that jeopardize access or lead to unauthorized access to another's account. Additionally, deleting, copying, modifying or forging other user names or e-mails, disguising one's identity or impersonating another user or users is prohibited. It is expected that users will not use LAUSDnet access to threaten, demean, defame, or denigrate others on the basis of race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex, and sexual orientation or any other reason. Further, access to the District's network and electronic communications technologies, including the Internet and e-mail, shall not be used for bullying or other such activity for the purpose of harming another person or persons. Any statement of personal belief in e-mail or other posted material is understood to be the author's individual point of view and not that of the Los Angeles Unified School District. Violation of Los Angeles Unified's RUP can lead to loss of Internet/e-mail privileges and further disciplinary/legal action may also be taken.

## **INTERSCHOLASTIC ATHLETIC DEPARTMENT**

The LAUSD Interscholastic Athletic Department administers the high school athletic program as well as the Middle School Intramural Program. Both programs are designed to foster the partnership between academics and athletics, promote the values of sport participation, and assure that everyone involved in these activities is treated with dignity and respect. Participation in interscholastic athletics is available to students at all high schools, including most span schools and single-site magnet schools within the Los Angeles Unified School District. The sports programs vary from school to school. Students must comply with the eligibility standards as determined by the California Interscholastic Federation and the LAUSD Interscholastic Athletic Department. To be eligible to participate, the student must maintain the minimum of a 2.0 grade point average, pass a comprehensive physical examination each year by a licensed California health care provider that complies with the current District policy, and submit a Student Emergency Form as well as proof of insurance which meets the standards required by the California Education Code. The athlete must also sign a Steroid Prohibition Use Form, a Code of Conduct Form, a Hazing and Bullying Form, an Out-of-Season Liability Waiver Form, Athletic Insurance Certificate, Concussion Information Sheet, Sudden Cardiac Arrest Information Sheet, and a Media Release Form. Parents are required to submit an Acknowledgement of Risk Warning and Consent Form. All forms are available on the Interscholastic Athletics page on the Los Angeles Unified website: <https://achieve.lausd.net/Page/1402>.

Each student planning to participate in California Interscholastic Federation competition or cheerleading must undergo an annual Pre-participation Physical Evaluation (PPE) by a qualified California licensed health care provider prior to participation in any aspect of the competition, including tryouts and practices. The District accepts PPE's from California-licensed physicians (MD or DO), nurse practitioners (NP), or physician assistants

(PA). Select auxiliary units and marching bands must undergo a physical evaluation, at least once prior to tryout, practice and participation. If a licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. Only a California-licensed health care provider trained in the management of concussions and acting within the scope of his or her practice should evaluate a suspected concussion. The athlete will not be allowed to return to play without written clearance from the treating health care provider and verified by the credentialed school nurse.

For further information about the Interscholastic Athletic Program and Middle School Intramural Program, contact the Interscholastic Athletic Department at 213 241-5847.

### **JUVENILE HALL/CAMP RETURNEES**

Education Code Section 48645.5, states that pupils shall not be denied enrollment or readmission to a public school solely on the basis that he or she has had contact with the juvenile justice system. Each public school district and county office of education shall accept for credit full or partial coursework satisfactorily completed by the pupil while attending a public school, juvenile court school, or nonpublic. Unless exempt from compulsory school attendance, a student returning from a juvenile justice facility or any other court ordered placement is entitled to the same right to an appropriate educational program as that provided to all other students, and should be immediately enrolled in school.

In addition, Education Code Sections 48645.5, 49069.5, and 48648 require that the County Office of Education and County Probation Department have a joint transition planning policy that includes collaboration with relevant local educational agencies relating to pupils who are being released from juvenile court schools. The Los Angeles Unified, Los Angeles County Office of Education (LACOE) and Los Angeles County Probation Department are collaborating to strengthen communication and to establish protocols and procedures that will ensure early identification, support appropriate placement of students upon re-entry into the District, and provide After Care Case Management services for Los Angeles Unified students.

Education Code Section 51225.1 provides certain graduation exemptions for students who transfer to a new school after completing their second year of high school. To be considered a youth involved in the juvenile justice system for the purpose of this provision, the student must be subject to a petition under Welfare and Institution Code (WIC) Section 602. A student is considered a Welfare and Institutions Code (WIC) Section 602 youth so long as they are charged with a crime in delinquency court; they do not need to already be found guilty or placed on probation. For additional information or assistance with enrollment, please contact the Student Health and Human Services, Student Support Programs Juvenile Hall/Camp Returnee Program at 213 241-1649.

### **LAUSD MOBILE APPLICATION**

A mobile smartphone application is now available to parents, providing an anywhere/anytime 24/7, real-time access to student information on grades, attendance, assignments, gradebook scores, school events and services and available in English, Spanish, and Korean languages. This Los Angeles Unified Mobile application can be found in the App Store and is named "LAUSD".

In current development are the following additional features, to be completed by Spring 2019:

- Parent-Student (PIN Process);
- Forgot Password;
- Registration (onboarding);
- Social Registration - Facebook;
- Student Grades by Assignment - Schoology integration;
- Update emergency contacts.

### **NEWS MEDIA ACCESS**

Occasionally, reporters and other members of the news media may visit schools to write about, photograph or video activities such as sporting events, school assemblies, special programs or newsworthy events. Taking a picture of a student requires consent from a parent or guardian. Parents sign the authorization and release form sent home with this handbook to grant that permission. In addition, that waiver covers publicizing good news that schools or the District may want to share on lausd.net, Facebook, Twitter, or other social media sites. Parents and guardians who do not want their child to be interviewed, videotaped or photographed should not sign or return that form. However, even with a signed form, students can turn down a request to be interviewed or photographed by telling their teacher.

This form only covers a student who is on campus. Once they leave the school grounds and are on public property such as the sidewalk, reporters and photographers need no permission to ask questions or take pictures or videos.

For this reason, it is best to talk with your child so he or she knows your preference in advance, in case they find themselves in this situation.

### **NONDISCRIMINATION STATEMENT**

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-related and genetic characteristics), military and veteran status, parental, family, or marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program, work or activity without a legitimate nondiscriminatory reason that interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District or includes an adverse employment action.

Hostile environment harassment occurs when a target is subjected to unwelcome conduct on the basis of a protected characteristic, which is both subjectively offensive to the target and would be offensive to a reasonable person of the protected characteristics under similar circumstances, and is sufficiently severe, persistent or pervasive so as to interfere with or limit an individual's ability to effectively work or to participate in or benefit from the services, activities, or opportunities offered by the District.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District. Harassment is intimidation or abusive behavior toward or by a student or employee that can create a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or any conduct that is threatening or humiliating.

Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has express notice or reason to know of discriminatory, harassing, intimidating and/or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken regardless of whether an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other District policies that are available in all schools and offices. It is the intent of the District that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. The District prohibits retaliation against anyone who files a complaint or an appeal, reports instances of noncompliance, discrimination, harassment, intimidation and/or bullying, or who participates in the complaint-filing or investigation process.

For information, assistance or to file a complaint (see Uniform Complaint Procedures) related to discrimination, harassment, intimidation or bullying of students based on the actual or perceived characteristics listed above, contact your school's administrator, the school's Title IX/Bullying Complainant Manager, or the District's Section 504 and Title IX Coordinator in the Educational Equity Compliance Office at 213 241-7682 and at <http://achieve.lausd.net/eeco>. For additional assistance with employee-related concerns, contact the Equal Opportunity Section at 213 241-7685.

#### **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Los Angeles Unified School District (Los Angeles Unified) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Effective Communication:** Los Angeles Unified will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Los Angeles Unified's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Los Angeles Unified will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Los Angeles Unified offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Los Angeles Unified, should contact the Local District office or the Principal hosting the event as soon as possible but no later than 48 hours before the scheduled event. For non-localized events, the ADA Compliance Manager can be contacted by email at [ADA-Info.net](mailto:ADA-Info.net) to inquire about accessibility modifications.

The ADA does not require the Los Angeles Unified to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Los Angeles Unified is not accessible to persons with disabilities should be directed to the ADA compliance manager via e-mail at [ADA-Info@LAUSD.net](mailto:ADA-Info@LAUSD.net) or by phone at 213 241-4628.

Los Angeles Unified will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

#### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), and Education Code Sections 49060 and following, afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access (the timeline is five business days under state law).
  - Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.



- Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Refer to the section in the handbook entitled, "Challenges to Pupil Record Information" for further details.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office / U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. In accordance with state and federal law, a school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student as follows:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. [§99.31(a)(1)]
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)] and Education Code Section 49068]
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. [§§99.31(a)(3) and 99.35]
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. [§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [§99.31(a)(6)]
- To accrediting organizations to carry out their accrediting functions. [§99.31(a)(7)]
- To parents of an eligible student if the student is a dependent for IRS tax purposes. [§99.31(a)(8)]
- To a pupil 16 years of age or older or having completed the 10<sup>th</sup>-grade.
- To an unaccompanied homeless youth age 14 or older.
- To appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons. Schools or school districts releasing information pursuant to this subparagraph shall comply with the requirements set forth in Section 99.32(a)(5) of Title 34 of the Code of Federal Regulations.
- To accrediting associations in order to carry out their accrediting functions.
- Agencies or organizations in connection with the application of a pupil for, or receipt of, financial aid. However, information permitting the personal identification of a pupil or his or her parents may be disclosed only as may be necessary for purposes as to determine the eligibility of the pupil for financial aid, to determine the amount of the financial aid, to determine the conditions that will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- To comply with a judicial order or lawfully issued subpoena. [§99.31(a)(9)]
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. [§99.31(a)(10)]
- Information the school has designated as "directory information" under §99.37 [§99.31(a)(11)] if the parent/guardian/eligible student has not opted out of disclosure.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The primary purpose of directory information is to allow the school or school district to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the names, addresses, and telephone listings of secondary students, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.



If you do not want your school or school district to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, notify the school by using the Information Release Form in this handbook.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school:

- Name;
- Address;
- Telephone number;
- Date of birth;
- Dates of attendance (e.g., by academic year or semester);
- Current and most previous school(s) attended;
- Degrees, honors, and awards received.

The recipients designated by the District to receive directory information are listed in the Information Release Form.

In addition, under California Education Code Section 49073, parents/guardians or eligible pupils must provide consent for the release of directory information of students who are eligible for services under the McKinney-Vento Homeless Education Assistance Act. Absent such consent the directory information concerning the student will not be released.

Pursuant to Education Code Section 69432.9, all grade-12 students will be deemed Cal Grant applicants, unless the students opt out. For seniors who have not opted out, school districts are required to submit their grade point averages (GPAs) to the California Student Aid Commission (CSAC) for the purpose of determining Cal Grant eligibility and making appropriate financial aid awards for college. Without the GPA information verified by the school district, CSAC will not be able to determine the Cal Grant eligibility. Seniors who are 18 years of age or parents/guardians of seniors under 18 years of age may opt out of being automatically deemed a Cal Grant applicant. To opt out, parents or adult students must complete the Information Release Form and return it to the school by the specified deadline.

## **NURSE-FAMILY PARTNERSHIP**

Nurse-Family Partnership is a free, voluntary program for first-time pregnant/parenting teens. The program provides one-to-one home visits by a qualified credentialed school nurse (registered nurse) throughout the pregnancy and continues to assist the young mother until the child is two years old. The nurse helps the pregnant/parenting teen to have a healthy pregnancy and a healthy baby. The program guides the teen in becoming a better parent and achieving her educational goals. Any teen pregnant with her first child who meets the requirements is encouraged to enroll as early as possible in her pregnancy. For information, please call 213 202-7534.

## **OFFICE OF PARENT AND COMMUNITY SERVICES – PARENT AND FAMILY ENGAGEMENT**

State Board of Education Policy #89-01

A critical dimension of effective schooling is parent engagement. Research has shown conclusively that parent involvement in a child's education improves student achievement. Furthermore, when parents are involved at school, their children achieve at higher levels, and schools are more successful.

Important Facts:

- Families provide the primary education environment.
- Parent involvement improves student achievement.
- Parent involvement is most effective when it is comprehensive, supportive, long-lasting, and well-planned.
- The benefits of parent involvement are evident at every level of schooling, from early childhood, at the elementary level, and continuing through high school.
- Involving parents in supporting their children's education at home is not enough. To ensure the quality of schools as institutions serving the community, parents must be involved at all levels in the schools.
- The extent of parent involvement in a child's education is more important to student success than family income or education.
- The school and home must be partners and cannot be in isolation from one another. Families and schools need to collaborate to ensure student success in school and in life.

## **OPPORTUNITY TRANSFERS**

Opportunity Transfer (OT) is a carefully planned school or District initiated transfer of a student within Los Angeles Unified schools for remedial and corrective reasons. It is issued as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student's continued enrollment at the current school presents a safety risk to others. The purpose of an Opportunity Transfer is to minimize factors that interrupt the academic process, and thus to create a school climate that is safe and conducive to learning for all.

## **PARENT AND FAMILY ENGAGEMENT POLICY**

The Los Angeles Unified School District recognizes that, when schools and parents form strong partnerships, children's potential for educational success improves significantly. The California Education Code and the *Parents As Equal Partners* Resolution guide all school and District practices regarding the engagement of parents in their children's education. In addition, the California Education Code requires that every school receiving federal funds establish a School Site Council (SSC). Parents must be involved in advising or, as members of the SSC, in making decisions about the school's educational program, the use of categorical funds to support these programs, and the school plan to involve parents in their children's education. The federal Every Student Succeeds Act (ESSA) directs all schools to develop a Title I Parent and Family Engagement Policy with their parents and family members. In addition, under ESSA, the District must establish a Title I Parent and Family Engagement Policy. Families may visit <https://achieve.lausd.net/Page/9651> to view the Los Angeles Unified Parent and Family Engagement Policy for Title I schools or receive more information about parent engagement policies. In addition, all schools with twenty-one or more English Learners (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC). The District must also establish a District English Learner Advisory Committee (DELAC), which consists of ELAC Chairpersons from throughout the District.

Every year parents, through the School Experience Survey, provide LAUSD their perceptions on a variety of matters, including how well their schools welcome them as partners. The School Experience Survey will be administered in the fall.

All LAUSD schools are encouraged to operate a parent center or provide a location where parent support services and trainings will occur. The School Goals for Parent Engagement sets standards for effective parental engagement and guides school efforts to effectively engage parents at all grade levels in a broad range of roles and activities. These goals are the following:

- Ensure parents are welcomed as equal partners;
- Provide parents opportunities to strengthen their capacity to support learning;
- Operate an effective volunteer program;
- Respond effectively to parent concerns;
- Maintain compliance regarding all parent involvement mandates.

Parent engagement programs at schools are developed at the school level with input from parents. Schools should provide for parents the opportunities to participate in workshops which support student learning at home, workshops regarding District and State priorities or initiatives (i.e. CA Dashboard, Student Attendance) and workshops on parent leadership and empowerment. School and parent center staff receive guidance and support through the Office of Parent and Community Services (PCS) and through the Parent and Community Engagement Team in each Local District (LD). All parents, including parents of English learners, migrant students, and students with disabilities are guaranteed access to school-based activities and programs. Upon request, schools will make special accommodations for parents who are disabled or who require other special consideration.

Local District will be hosting the following Study Groups:

- Local District LCAP Study Group;
- Local District Title I Study Group;
- Local District ELAC Study Group.

During these Study Groups, parents will be given information on the Local Control and Accountability Plan, the Title I Parent and Family Engagement Policy, and English Learner and Standard English Learner information to support ELAC committees.

All parents should be enrolled in the District Parent Portal which provides for parents access to their child's school records. In order to have access to the Parent Portal, parents must have an email address. To link their student, the parent needs a four-digit safety pin code (the PIN code is specific to the legal guardian and the student), student's LAUSD ID and student's date of birth. The Parent Portal may be accessed at the following site: <https://parentportalapp.lausd.net/parentaccess>.

In addition, the Division of Special Education provides free resources for parents of students with disabilities, including offering them information about their child's education and ways to be involved. For more information, contact 213 241-6701.

## **PARENT/GUARDIAN ANNUAL NOTIFICATION REGARDING CONDOM AVAILABILITY PROGRAM**

Acquired immunodeficiency syndrome (AIDS) is a chronic, potentially life-threatening condition caused by the human immunodeficiency virus (HIV) (HIV/AIDS) and sexually transmitted diseases are epidemic in our community. Public health statistics and reports indicate that increasing numbers of young people in their teens are becoming involved in activities that put them at risk for infection. Although the District does offer education which emphasizes abstinence as the only one hundred percent effective method of preventing infection, the District also realizes that not all students will practice abstinence and therefore should be instructed that a condom properly used does provide protection against sexual transmission of the HIV/AIDS virus. In view of these facts, and in collaboration with medical and public health authorities, the Board of Education enacted a policy in 1992 to make condoms available for students unless parents contact the school nurse in writing denying permission.

The District's Condom Availability Program (CAP) through the Los Angeles County Department of Health makes condoms available at no cost to students who request them. Parents/guardians who do not wish their son/daughter/student to obtain condoms can submit a written letter to the credentialed school nurse or designated school site CAP staff member at any time. In making condoms available, the District assumes no liability.

## **PARENT PORTAL**

The Parent Portal is a one-stop, online system available 24/7 that securely connects you as a parent or guardian to tools and data that will assist you in supporting your children's academic success. The Parent Portal is available online at <https://parentportalapp.lausd.net/parentaccess/>. More information about the portal is available at <https://passport.lausd.net>.

In order to register, you will need the following:

- A personal email address;
- A Username and Password (of your choice);
- Your child's four-digit security code (PIN Code sent through US Mail or can be obtained at the school);
- Your child's birthdate;
- Your child's District ID number.

Current features available to parents include the following:

- Attendance/Schedule;
- Emergency Card Information and the Ability to Update Contact Numbers;
- Grades and Assignments;
- English Language Learner Progress (for EL students);
- Immunization Records;
- Student Discipline Records;
- Standardized Testing Records;
- Individualized Educational Programs or "IEPs" (for Special Education Students);
- Extended School Year (ESY) applications (for Special Education Students);

- School Meal Applications;
- School Volunteer Applications;
- School Choice Applications;
- High School Graduation Requirements and Progress;
- Bus Routes and Delays (for Students Receiving Transportation);
- School Calendar;
- Parent Resources;
- Progress Reports.

Parents may use their Parent Portal credentials to access the District's wireless network while on their students' campuses.

## **PARENTAL RIGHTS**

The California Education Code, Section 51101, states that parents/guardians of students enrolled in public schools have the right, and should have the opportunity, to work together in a mutually supportive and respectful partnership with schools to help their children succeed, to be informed in advance about a school's rules, and to be informed of the procedures for visiting schools and observing classrooms.

The LAUSD Parent Bill of Rights and Responsibilities is an integral component of the *Parents as Equal Partners* Resolution which communicates the partnership role of families and schools in order to achieve student success. It also affirms the rights and responsibilities that parents have in advocating for their children's academic success.

### **Parents' Rights and Responsibilities to Ensure Their Child's Success**

**Parents as Equal Partners in the Education of Their Children**, a resolution adopted by the Board of Education in December of 2010, embraces family strengths and assets as essential to the academic success of students and recognizes parents as the first and most important lifelong teachers of their children. To that end, families and schools assume their responsibility for student success and commit to a partnership that:

- Maintains high expectations for student achievement;
- Ensures all children are ready for college, careers, and life;
- Promotes productive conversation and collaboration;
- Reflects mutual respect and support.

#### ***Parents Have the Right To:***

- A free education that honors their child's learning and prepares them for college careers, and life ;
- A welcoming environment that values family assets and contributions to learning;
- Information about the school's expectations, educational programs, policies and procedures;
- The CA School Dashboard to assess the quality of their child's school;
- Visit their child's classroom and develop partnerships with teachers and staff;
- Opportunities to learn how best to support education at home and at school;
- Tutoring services and other learning supports for their child;
- Choose the best school/programs available for their child;
- File a formal complaint without fear of reprisal;
- Translation/interpretation services to communicate effectively with school staff.

#### ***Parents Have the Responsibility to:***

- Promote literacy, high achievement, and a love for learning;
- Ensure their child attends school every day, on time, and ready to learn;
- Monitor and guide their child's academic progress to ensure success;
- Confer with teachers and other school staff about their child's education;
- Attend meetings and learning activities to be informed and support their child's education;
- Express their level of satisfaction through the annual School Experience Survey;
- Provide all information about their child as needed by the school;
- Advocate for their child's education.

### **School/Office Volunteer Programs**

LAUSD values volunteers as important partners in supporting student achievement. Parents/guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in California Education Code, Section 51101(a)(3). The purpose of the Los Angeles Unified school/office volunteer programs is to augment and enhance educational and support services to schools and offices by leveraging the rich talents and expertise of parents/guardians and members of the school community. School volunteers assist schools by providing support to teachers and other staff through a variety of activities. The Office of Parent and Community Services facilitates the processing of school and office volunteers, maintains a database of school and office volunteers and offers professional development on effective practices for program management.

Effective January 2019, the Board of Education approved Bulletin BUL-6746.2, which includes a three-tier volunteer system. Each tier has specific health and safety requirements that volunteers must meet. Tier I volunteers include the following categories: *Single Event and On-Demand Safety Volunteer*. Tier I requirements include a completed paper application, signed Volunteer Commitment Form, clearance through the online California Megan's Law database, and administrator approval. Tier II volunteers include the following categories: Classroom Volunteer, Room Parent, Campus Volunteer, Office Volunteer, Parent and Family Center Volunteer, and Field Trip/Event Chaperone Volunteer. Tier II requirements include a completed online application, signed Volunteer Commitment Form, clearance through the online California Megan's Law database, Tuberculosis clearance, and administrator approval. Tier III categories include the following categories: One-on-One Tutor, Cafeteria Volunteer, Overnight Field Trip Chaperone Volunteer, and Student Activities Volunteer. Tier III requirements include a completed online application, signed Volunteer Commitment Form, clearance through the online California Megan's Law database, Tuberculosis clearance, DOJ/FBI Fingerprint Clearance, and administrator approval. All volunteers, regardless of Tier, must always be supervised by staff. Principals retain the right to require fingerprint from all or any volunteer regardless of their activities.

Parents/guardians interested in volunteering should first speak with the school or office to learn about volunteer assignments available. Parents/guardians may access the Tier II and Tier III Online Volunteer Management System application by visiting <https://volunteerapp.lausd.net>. Parents/guardians needing assistance with the on-line application may request it from their school. Parents/guardians can also access the Online Volunteer Management System through the Parent Portal. For additional information on the volunteer program contact your local school or visit the PCS website at <https://achieve.lausd.net/pcss>.

## **PERMITS AND STUDENT TRANSFERS**

The District has established a permit policy in order to support students and families with identifying the best school option to meet the educational needs of their children. Consideration of desegregation goals, available space, and cost factors are necessarily involved in all aspects of the permit policy. Each school principal and the designated administrator in each Local District will provide information concerning permits to students, parents, and the community. Any person requesting a permit will be provided with the opportunity to apply for one.

No person will be denied information regarding the appeals process. The school or district that denies, cancels, or revokes a permit request will inform parents/guardians of appeal procedures. Falsified information or a change in criteria necessary to obtain or maintain a permit may be grounds for immediate denial or revocation of a permit.

Permit procedures information is available online at <http://studentpermits.lausd.net> and through the Pupil Services Office of Permits and Student Transfers at 213 241-5255.

### **Inter-District Permits**

The Office of Permits and Student Transfers has administrative responsibility for inter-district permit requests and appeals. Inter-district permits may be issued to students transferring into or out of the Los Angeles Unified. All inter-district permits must be processed through the Office of Permits and Student Transfers. School officials cannot grant, deny or revoke inter-district permits. An LAUSD permit application must be completed on-line at <http://studentpermits.lausd.net>. An application must be submitted within the designated application period. The OUTGOING inter-district permit application period for the following school year is from February 1st to April 30<sup>th</sup> each year for all students. Parent employment will be the only outgoing permit applications accepted beyond that date. The INCOMING inter-district permit application period begins on February 1<sup>st</sup> for the following school year. Each application will be reviewed on its own merit. All outgoing inter-district permit applications must be completed electronically; no paper applications will be accepted.

The District will consider OUTGOING inter-district permit requests for:

- Parent Employment;
- Specialized Comprehensive Program;
- Continuing Enrollment for high school students 10<sup>th</sup> - 12<sup>th</sup> grade;
- Sibling;
- Exception

The District will consider INCOMING inter-district permit requests for:

- Child Care;
- Parent-Employment;
- Continuing Enrollment;
- Senior Status;
- Specialized Programs;
- Siblings;
- Exception.

### **Intra-District Permits**

Intra-district permits (school to school within Los Angeles Unified) are not online and are processed in person at the school of residence and requested schools. Intra-district permits are appealed through the Local District Administrator of Operations. Intra-district permits authorize the transfer of students from the Los Angeles Unified school of residence to another Los Angeles Unified school. Paper applications and procedures for intra-district permits may be obtained at any Los Angeles Unified school. These transfers are initiated by parent/guardian request. Permits to transfer may be issued based on one or more of the following reasons:

- Child Care;
- Parent Employment;
- Continuing Enrollment;
- Senior Status;
- Safety and Protection;
- Specialized Program;
- Siblings;
- Exception.

Intra-district permits will only be granted if the applicant is eligible and if administrators from both the school of residence and requested school approve the request. These permits do not carry transportation privileges.

## **PHYSICAL FITNESS TEST**

The complete FITNESSGRAM® test battery measures student performance in the following areas:

- Aerobic capacity;
- Body composition;
- Abdominal strength and endurance;
- Upper body strength and endurance;
- Trunk extensor strength and flexibility;
- Flexibility.

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and May. Parents should see that their children participate in a regular program of physical activity and nutrition.

The 2019 spring FITNESSGRAM® individual student score reports will be available to parents on the Parent Portal.

All students must take physical education classes in high school for two years (freshman and sophomore). Students are required to “pass” the FITNESSGRAM in order to receive the exemption for physical education classes for two years (junior and senior). A “passing” score is defined as meeting the healthy fitness zone for five out of six components. Students who do not meet the healthy fitness zone in grade-9 or 10 will continue to take physical education classes until they either “pass” the FITNESSGRAM or graduate.

To find more information about the FITNESSGRAM, please contact your child's teacher.

### **RESTITUTION/PARENT LIABILITY**

Civil Code Section 1714.1 provides that any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the responsibility of the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed \$25,000.

California Education Code Section 48904(a)(1) states that a parent or guardian of a minor is liable to a school district for all property loaned to and failed to be returned, or willfully damaged by a minor. The liability shall not exceed \$19,100, adjusted annually for inflation per EC Section 48904(a) (2). In addition, it authorizes school districts, after affording the student due process rights, to withhold the grades, diploma, and transcripts of a student from the parent/guardian until the student or parent/guardian pays for the lost or damaged school property (e.g., textbooks, library books, computers, devices, shop materials, physical education clothes, and sports equipment). It also provides for a program of voluntary work for the minor in lieu of payment of monetary damages.

It is the policy of the District to seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damage any property, or loses or fails to return property, or personal belongings to the school District or school employee. This includes but is not limited to, installing unauthorized software applications, modifying, adding or deleting District software or any alteration to the configuration of any and all IT computing devices and peripherals - such as iPads, laptops and other devices. The parent/guardian is liable for such damages, not exceeding \$19,100, increased annually for inflation. In cases of the above types of loss or damage, the school must attempt to identify the student(s) responsible and the amount of the loss in accordance with the procedures as outlined in Bulletin BUL-5509.3, Restitution Procedures of the Loss/Damage of School Property.

Upon receiving notification, the parent or guardian may return the property or pay the outstanding obligation. If the parent or guardian does not return the property or pay the outstanding debt, a small claims action will be filed by the Restitution Unit against the parent or guardian. If the parent or guardian is unable to pay the judgment, he or she may request an owner-debtor hearing.

### **SAFE ROUTES TO SCHOOLS (SRTS)**

Safe Routes to Schools is a community-based program that is designed to bring safety improvements to the streets near schools and safety education to your school community. It is administered by the Los Angeles Department of Transportation in partnership with the Los Angeles Unified School District. It includes safety education campaigns, pedestrian and bicyclist safety and Walk to School Days.

The Office of Environmental Health and Safety (OEHS) and Los Angeles School Police support the Safety Valet program which help organize car traffic around the schools during student drop-off periods. For more information of traffic safety and SRTS, please visit the OEHS website at <https://achieve.lausd.net/Page/4238> or <http://saferoutes.lacity.org/>.

### **SCHOOL ACCOUNTABILITY REPORT CARD**

Education Code Section 35256 requires the District to annually issue a School Accountability Report Card (SARC) for each school. The SARC is published by February 1<sup>st</sup> each school year. A copy is available upon request at the school site and also on the LAUSD website at <https://achieve.lausd.net/Page/8027>.

### **SCHOOL-BASED MEDI-CAL SERVICES**

The following information about Medi-Cal is offered to parents of children with disabilities who are Medi-Cal eligible. As per the Individuals with Disabilities Education Act (IDEA) regulations, the Los Angeles Unified School District provides all required services as specified on a child's Individualized Education Program (IEP) at no cost to parents. However, Los Angeles Unified can be reimbursed for the cost of those services from the federal Medicaid program (called Medi-Cal in California) – which increases the ability to provide health related services for all Los Angeles Unified students.

Services reimbursed by Medi-Cal currently include certain health services for all students in the District as well as specific services for students with disabilities. The health-related services for students with disabilities include both assessment and the treatment(s) specified on a student's Individualized Education Program (IEP) including: audiology, counseling, nursing services, occupational therapy, physical therapy, speech therapy, and transportation related to these services. Medi-Cal regulations set the same high professional standards for school-based providers as providers who work in hospitals, rehabilitation centers, and other settings.

Parents of students who are Medi-Cal eligible authorize Los Angeles Unified to submit claims for reimbursement by Medi-Cal when a parent signs consent for a Special Education Assessment Plan or an IEP, unless the parent signs a *Parent Medi-Cal Non-Authorization to Bill* form. In seeking



reimbursement, Los Angeles Unified may need to release student records, medical information and/or other information pertaining to a student as part of routine business practices. School-based Medi-Cal reimbursement does not affect the child's Medi-Cal benefits in other health care settings. There is no cap on Medi-Cal for students with disabilities in California. LAUSD never bills a family's private insurance for the health care services specified on a child's IEP. The District adheres to the individuals with Disabilities Education Act and its requirement to provide students with disabilities with a free and appropriate public education (FAPE). Parents may request a *Parent Medi-Cal Non-Authorization to Bill* form from the LAUSD Medi-Cal office by calling 213 241-0558. Additional information regarding the Medi-Cal Non-Authorization to Bill form is also contained in A Parent's Guide to Special Education Services (including Procedural Rights and Safeguards).

Children qualify for Medi-Cal based on various factors including the number of household members, family income and disability. Parents interested in obtaining more information about Medi-Cal can call the LAUSD Children's Health Access and Medi-Cal Program (CHAMP) toll free **HELPLINE** at 866 742-2273 or visit at <http://achieve.lausd.net/CHAMP>. The Help Line is open Monday through Friday from 8:00 am to 4:00 pm.

The LAUSD Medi-Cal Reimbursement and Compliance program adheres to all provisions of the Health Insurance Portability and Accountability Act (HIPAA). Please refer to the Notice of Privacy Practices letter in the Parent/Student forms Handbook .

## **SCHOOL EXPERIENCE SURVEY**

The School Experience Survey, administered each year, provides valuable information to stakeholders about Los Angeles Unified schools. Developed with input from parents, teachers, unions, and community-based organizations, the School Experience Survey records the perceptions of parents, staff, students in grades 4 - 12 about their experiences at their respective school. Respondents at all traditional elementary, middle, and high schools, as well as at early education centers, primary centers, special education centers, options schools, and affiliated charter schools also complete the School Experience Survey. Students and school staff complete surveys online. Parents have the option of completing their survey either online or via paper/pencil. Results for the School Experience Survey are reported each spring to allow schools to plan for the following school year. Individual school data is provided via an interactive dashboard available online: [https://achieve.lausd.net/ Page/13559](https://achieve.lausd.net/Page/13559). For more information about the School Experience Survey, please see <https://achieve.lausd.net/Page/8397>.

## **SCHOOL OF RESIDENCE**

Each person between the ages of 6 and 18 years, not exempted, is subject to compulsory full-time education and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for his/her residence area for the full time designated as the length of the school day (Education Code Section 48200). In a case involving divorced, legally separated or unmarried parents living apart, the student may attend the school in the residence area of either parent. Dual enrollment is strictly prohibited and there may only be one residence of record [Government Code Section 244(b)]. Schools have the obligation to verify residency. Schools accept a variety of documents to demonstrate proof of the child's age or residency. You never have to provide information about citizenship/immigration status to have your child enrolled in school. You never have to provide a Social Security number to have your child enrolled in school. In situations where the parents/guardians are not able to provide documentation to verify residency at the time of enrollment, the affidavit to verify residency will be utilized. The parents/guardians will have 30 days from the date of enrollment to provide the residency documentation.

A student who does not live with his or her parent/guardian may attend school within the district if he or she is:

- A student who is placed in a regularly established licensed children's institution or a licensed foster home, or a family home under the Welfare and Institutions Code. The responsible adult or caregiver shall provide evidence to the school of the placement.
- An unaccompanied homeless youth;
- A student for whom inter-district attendance has been approved;
- An emancipated minor whose residence is located within the boundaries of the school district;
- A student residing in a state hospital located within the boundaries of the school district;
- A student who lives with a caregiving adult (subject to verification by school or District staff).

A student who is living in the household of an active duty military service member may continue his/her education in the school of origin regardless of any change of residence during the school year, as long as the child is a child of a military family. The child shall be allowed to matriculate in the feeder pattern. If military status changes, a pupil in grades K - 8 may continue through the end of the school year. A high school student may continue until graduation. The new school shall immediately enroll the student even if there are fees, fines or the student does not have the clothing or records normally required for enrollment.

To locate schools for your home address, visit <https://achieve.lausd.net/>, and select the Find a School tab and click on Resident School Identifier or call 213 241-1000.

## **SCHOOL SCHEDULES**

Education Code Section 48980(c) states that notification shall be sent to parents and guardians of all students attending a school within the district advising of the schedule of minimum days and pupil-free staff development days, and if any minimum or pupil-free staff development days are scheduled thereafter, the governing board shall notify parents and guardians of the affected students as early as possible, but no later than one month before the scheduled minimum or pupil-free day.

## **SEXUAL HARASSMENT POLICY**

The Los Angeles Unified is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and any medical conditions related thereto. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined as any unwelcome conduct based on sex, including sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature or based on sex made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct, or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating, abusive or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the site administrator or the school's Title IX/Bullying Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For more information or assistance with student or parent/guardian concerns, contact your school's administrator, the schools Title IX/Bullying Complaint Manager, or the District's Title IX Coordinator in the Educational Equity Compliance Office at 213 241-7682 or visit <http://achieve.lausd.net/eeco>. For assistance with employee concerns, contact the Equal Opportunity Section at 213 241-7685.

### **SPECIAL EDUCATION: COMPLAINT RESPONSE UNIT (CRU)**

The purpose of the Complaint Response Unit (CRU) is to give the District an opportunity to resolve parent complaints without the need for parents to resort to external complaint and due process mechanisms. "Complaint" means the allegation of a perceived violation of (1) the *Individuals with Disabilities Education Act* (IDEA) and implementing regulations; (2) the California Education Code related to special education and implementing regulations; or (3) the District's *Special Education Electronic Policies and Procedures Manual (e-PPM)* (Compliance Guide). Once a complaint has been received and investigated, a "lawful response" is provided. Lawful response means that a parent is provided with a written response that satisfies the District's legal obligations and may be one of the following: (1) a remedy and, where appropriate, the date by which the remedy shall be implemented; (2) information that an appropriate referral has been made; (3) suggested action the complainant may wish to take; or (4) a determination that the complaint has been investigated and determined to be unfounded.

For information or assistance, please contact the Complaint Response Unit at 800 933-8133 or the Division of Special Education, School and Family Support Services at 213 241-6701. The TTY number for both offices is 213 241-2511.

### **STUDENT ACCIDENT INSURANCE**

Students engaged in interscholastic sports are required by California Education Code Sections 32220-32224 to have health or accident medical insurance that covers medical and hospital expenses. The health insurance plans referenced under Student Health Insurance are also meant to help parents comply with the State law. Information on public and private insurance coverage for sports, accidents, and illness is available by contacting the Division of Risk Management and Insurance Services at 213 241-2176. Information on private insurance is also available on the Division of Risk Management website at <https://achieve.lausd.net/Page/4141>.

Some students may qualify to enroll in low or no cost insurance. Information on free and low-cost health insurance is available by contacting Los Angeles Unified's Children's Health Access and Medi-Cal Program (CHAMP) at the toll-free HELPLINE 866 742-2273 and/or visit the website at <https://achieve.lausd.net/champ#spn-content>. CHAMP, under Medi-Cal expansion and the Affordable Care Act (ACA or Obamacare) also assists parents, adults and community members with health insurance enrollment assistance. The Help Line is open Monday through Friday from 8:00 am to 4:00 pm.

### **STUDENT ATTENDANCE OPTIONS**

California law [Education Code Section 48980 (h)] requires all school boards to inform each student's parents/guardian at the beginning of the school year of the various ways in which they may choose schools for their children to attend, other than the ones assigned by the District.

To search for schools based on geographic location, academic offerings, extracurricular activities and more, visit the District website <https://goto.lausd.net>. The website also enables you to learn about the District's choice programs, including Magnets, Dual Language, Schools for Advanced Studies and Permits with Transportation. These choice programs require an application that may be accessed and completed online from the website. Paper applications are available at your local school, library or local district office. If you have questions or need additional information, please contact the Parent Support Line at 877 462-4798.

### **STUDENT HEALTH INSURANCE**

The Los Angeles Unified's Children's Health Access and Medi-Cal Program (CHAMP) can assist parents to enroll their children into free or low-cost health insurance programs such as Medi-Cal and Covered California. There are programs for children regardless of immigration status. Parents can call the toll-free CHAMP HELPLINE at 866 742-2273 for enrollment assistance or visit the CHAMP website at [https://achieve.lausd.net/wellness\\_programs](https://achieve.lausd.net/wellness_programs). Schools can schedule staff or parent presentations by contacting the CHAMP office. The Help Line is open Monday through Friday from 8:00 am to 4:00 pm.

## STUDENT/SCHOOL CODE OF CONDUCT

Section 300 of Title 5 of the California Code of Regulations requires students to follow 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.

Every student, pre-school through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The District's Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support establishes a framework based on administrative leadership, team-based implementation, behavioral expectations defined, taught, monitored, reinforced and corrected, and data-based decision making. The Los Angeles Unified School District is committed to creating a climate on each campus where every student feels safe and welcome.

Guiding Principles for Everyone in the School:

- Be Respectful;
- Be Responsible;
- Be Appreciative of Differences;
- Be Honest;
- Be Safe;
- Be a Life-Long Learner.

With appropriate guidance students should:

- Learn and follow school and classroom rules;
- Solve conflicts appropriately, without physical or verbal violence;
- Keep a safe and clean campus that is free of graffiti, weapons, and drugs;
- Serve as positive role models and help create a positive school environment;
- Report any bullying, harassment, or hate-motivated incidents;
- Display good sportsmanship both on the athletic field and playground;
- Attend school on time, with school books and supplies, and be prepared to learn;
- Keep social activities safe.

Remember that you matter. Your ideas, thoughts, and opinions are important and have value. School pride means:

- Treating others with respect;
- Finding peaceful solutions;
- Listening to each other;
- Being drug-free;
- Keeping our school clean and beautiful;
- Having healthy friendships;
- Producing my own work;
- Maintaining honesty and integrity;
- Showing empathy and compassion;
- Defending others' rights;
- Appreciating our differences;
- Respecting the property of others;
- Engaging in safe activities.

## STUDENT RECORDS

Federal and state laws protect student record information. These laws generally require that schools get written consent from parents/legal guardians/educational rights holders (parents) before disclosing student information, unless the information is in response to a court order or otherwise authorized by law. Parents have an absolute right to access their child's student records. Most student records are maintained at the school site location. Records maintained by an elementary school are generally kept in the main office with the principal as custodian of records. At the secondary level records are usually maintained as indicated below:

- Student records pertaining to student health are maintained in the health office with the school nurse as immediate custodian.
- Student records pertaining to student progress, counseling, or guidance assistance are maintained in the counseling office, with the assistant principal, student counseling services, as immediate custodian.
- Student records pertaining to attendance are maintained in the attendance office, with the assistant principal, student support services, as immediate custodian.
- Student records pertaining to athletic activities are maintained in the physical education office with the athletic director as immediate custodian.
- Education records pertaining to classroom activities are maintained in each classroom with each teacher as immediate custodian.
- Special education IEPs are maintained in the student's cumulative record folder.

Some student records such as discipline, special education, or psychology records may be maintained in Local District, support units or central District offices.

## STUDENT RECORDS INFORMATION INSPECTION/REVIEW

- A. The inspection/review of any or all student records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official. A District certificated employee must be present to assist and act as custodian of the file. When a student record of one student includes information concerning other students, the parent (or student, when applicable) who wishes to inspect and review such material may see only such part as relates to the child of that parent. If the parent (or student, when applicable) requests a copy of the whole or any part of a pupil record, the copy will be provided. The school or the Local District may charge a copy fee of .25 cents (\$.25) for the first page and .10 cents (\$.10) for each additional page requested. For all pupil records other than grades, California Education Code Section 49070 provides that a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:
- Inaccurate;
  - An unsubstantiated personal conclusion or inference;
  - A conclusion or inference outside of the observer's area of competence;

- Not based on the personal observation of a named person with the time and place of the observation noted;
- Misleading;
- In violation of the privacy or other rights of the student.

The parent may challenge the content of such records by first meeting with the school principal. If the principal sustains the parent's challenge, the record will be corrected or removed. If the school principal does not sustain the parent's challenge, the parent may appeal. Appeals from a school principal's adverse decision are to be made first to the Local District Superintendent, and then if necessary, to the Board of Education. The Local District Superintendent and the Board of Education may choose to convene an impartial panel to conduct an inquiry into the subject of the challenge. If the panel sustains the parent's challenge, the correction, removal or destruction of material challenged will be made. If the parent's challenge is ultimately denied, the parent has a right to provide a written statement of his or her objection to the information. This statement becomes a part of the student's school record unless and until such time as the information objected to is changed or removed.

- B. With regard to the challenge of grades, there is a separate process. California Education Code Section 49066 provides that, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades will be conducted in accordance with California law and Los Angeles Unified policy. Please see section regarding Parents' Right to Request a Grade Change.
- C. Records or information maintained by any school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.
- D. Upon the written request by a school in which the student seeks or intends to enroll, student records of the student will be forwarded to that school.

### **Complaints**

Parents have the right to file complaints regarding District procedures affecting rights of privacy with California State Department of Education and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., Washington, DC 20201.

### **STUDENT SEARCHES**

The 4<sup>th</sup> Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

#### 1. Searches Based on Reasonable Suspicion:

If a student has engaged in conduct that causes an administrator to have *reasonable suspicion* that the student has committed, is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:

- Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident;
- Be able to reasonably connect the student to a specific incident, crime or rule or statute violation;
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses;
- Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.

#### 2. When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct;
- Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary;
- Under no conditions may a body or strip search be conducted;
- Only school officials of the same sex as the student being searched may conduct the search;
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

#### 3. Random Metal Detector Searches and Searches of Other Areas of the School:

California courts and the California Attorney General's Office have approved the use of random metal detector searches for weapons. Random use of metal detectors is appropriate only if:

- The method of selection of students to be searched is genuinely random;
- Students selected to participate in random metal detector searches are selected without regard to personally identifiable characteristics such as race, gender, surname, group affiliation, or past history of misconduct (i.e., selection is random);
- The searches are minimally intrusive;
- Searches for concealed weapons in lockers are also conducted;
- Although parents are advised in this Parent-Student Handbook of the possibility that their child may be searched, schools must send written communication to parents at the opening of the school year. This communication is also to be provided for all students enrolling after the school year has begun.

If, as a result of a metal detector search, *reasonable suspicion* arises that a particular student may have a weapon, school officials may conduct a search of that student, in a private area, in accordance with the above guidelines for reasonable suspicion searches.

### **STUDENTS' PERSONAL PROPERTY**

Personal items of value (cell phones, handheld devices, tablets, cameras, electronic games, radios, CD players, and laptops, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. The District is not responsible for lost or stolen items (including those in lockers).

## STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION

Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special education services. These services are based on assessments and determined by an Individualized Education Program (IEP) team, which includes the student's parent(s) as equal participants. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. To the maximum extent appropriate, students with disabilities are to be educated with their nondisabled peers in the general education environment at the school they would attend if nondisabled. The general education classroom with all appropriate supplementary aids and services where the student has the greatest opportunity to be integrated with their nondisabled peers is the first educational setting for an IEP team to consider. An IEP team should only remove a student from the general education classroom and environment when the nature or severity of a student's disability is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily.

Parents of school-age children who suspect their child may have a disability and may need special education services should contact the administrator of their neighborhood public school. Parents of non-enrolled preschool-age children who suspect their child may have a disability and may be eligible for special education services should contact Early Childhood Special Education at 213 241-4713.

Further information concerning special education programs and services is provided in the District's publication, *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* which is available at every District school and on the Division of Special Education website at <https://achieve.lausd.net/sped>. Assistance related to special education matters is available from your school administrator or the Division of Special Education at 213 241-6701.

## STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination, harassment, intimidation, and/or bullying in any form toward individuals on the basis of their actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate any complaints of disability-based discrimination, harassment, intimidation and/or bullying, and take reasonable actions to stop future incidents.

The District has specific responsibilities related to the provision of a Free Appropriate Public Education (FAPE) to school age individuals with disabilities under Section 504. The District is required to provide a program designed to provide equal access to the educational program and activities for students with disabilities as adequately as that provided for students without disabilities. For students who are not eligible for special education services, but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Section 504 must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate. Parents or guardians must be notified in writing of any District decisions regarding the evaluation, identification, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504.

For further information about Section 504 and/or assistance in filing an appeal, complaint (see Uniform Complaint Procedures) or to conduct an informal mediation or impartial hearing regarding Section 504, contact the District's Section 504 Coordinator in the Educational Equity Compliance Office at 213 241-7682, or visit <http://achieve.lausd.net/eeco>.

## STUDENTS WITH TEMPORARY DISABILITIES

Instruction in the home or hospital is provided pursuant to state law for eligible general education and special education students in grades K-12 whose non-contagious, temporary medical disability prevents attendance in regular day class or an alternative education program for a limited time period. The intent is to maintain continuity of the student's instructional program during the period of temporary disability. A home/ hospital teacher provides instruction either in person or online in subjects/courses correlated with the student's school program to the maximum extent possible. Home/Hospital instruction is designed as a temporary interim service. It shall not replace, over an extended period of time, the regularly required instructional program. Instruction in the home/hospital will commence (1) when the attending physician authorizes service to begin, based upon the student's ability to participate, and (2) upon receipt of the parent's authorization for temporary transfer of educational duties. Instruction in the home/hospital for a temporary period of time is also provided for students with a current Individualized Education Program (IEP) or students with a Section 504 Plan – under certain circumstances.

## SUSPECTED CHILD ABUSE AND NEGLECTED REPORTING

### **Reporting Requirements**

Child abuse is physical injury or death inflicted by other than accidental means upon a child by another person. Examples of child abuse may include, but are not limited to, physical abuse, sexual abuse, including commercial sexual exploitation of a minor, willful cruelty, and mental suffering. Child neglect is negligent treatment or maltreatment of a child by a personal responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare and can include harm by acts or omissions, including but not limited to intentional failure to provide food, clothing, or medical care. Any District employee who has a reasonable suspicion that child abuse or neglect has occurred or is occurring is required by law to immediately or as soon as practically possible call to report suspected child abuse to an appropriate child protective services agency (CPSA): either the local police or Sheriff's Department, or the Department of Children and Family Services, with a report filed within 36 hours. Los Angeles Unified School Police Department (LASPD) *by law is not considered a child protective services agency. Therefore, LASPD officers may not be the recipients of child abuse reports.* Suspected child abuse reports are confidential as to the identity of the employee making such a report.

## SUSPENSION AND EXPULSION

California Education Code Section 48925 (d) defines suspension as removal of a pupil from ongoing instruction for adjustment purposes. A student may be suspended for no more than five consecutive school days. California Education Code Section 48925 (b) defines expulsion as the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel. In Los Angeles Unified, the Student Discipline and Expulsion Support (SDES) is charged with ensuring that students recommended for expulsion are afforded a fair and impartial hearing and all due process rights. A student may be expelled without suspended enforcement (straight expelled) and, therefore, not be allowed to attend any Los Angeles Unified school or program during the term of expulsion. Or, the enforcement of the expulsion may be suspended, pursuant to Education Code Section 48917, in which case, the expelled student could be assigned to a Los Angeles Unified alternative educational



program for the term of the expulsion. The length of an expulsion may be for the balance of the semester in which the Board expels; for the balance of the semester plus the following school semester; or for one calendar year, depending on the violation and/or the student's social adjustment background.

- A. Jurisdiction to issue suspensions or expulsions extends to misconduct related to school activity or attendance that occur at any time, including, but not limited to:
- While on school grounds;
  - While going to or coming from school;
  - During the lunch period, whether on or off the campus;
  - During, or while going to, or coming from, a school-sponsored event;
  - While riding on the school bus.

A teacher may suspend a student from class for any of the acts enumerated in Education Code Section 48900, except for misconduct of willful defiance as described in Education Code Section 48900 (k)(1) as stated in the Board Resolution: School Discipline Policy and School Climate Bill of Rights. (See Grounds for Suspension/Expulsion in section C below). If a student is suspended from the classroom, the teacher must immediately report the suspension to the principal for appropriate action. The principal shall then determine whether to suspend the student from school or to allow the student to remain on campus during the term of the classroom suspension. Only the school principal or his or her administrative designee may suspend a student from school. The term of a classroom suspension shall be no longer than the balance of the day (or class period) plus the following day (or next class period for that same class). A student serving a classroom suspension must remain on campus under appropriate supervision. Subsequent to a teacher's classroom suspension, the teacher shall, as soon as possible, ask the parent to attend a conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act or engaged in habitual profanity or vulgarity, the teacher may require that the parent/guardian attend a portion of the school day in his or her child's classroom.

B. Other Means of Correction (Education Code Section 48900.5)

Suspension, including supervised suspension (such as in-school suspension and class suspension) shall be imposed only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Other means of correction used should be documented and kept in the student's discipline file, available to access pursuant to Education Code Section 49069.

C. Grounds for Suspension/Expulsion (Education Code Section 48900 *et. seq.*)

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school (-wide) activities (suspension only by an administrator; no expulsion) (grades 4 - 12)
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or group of pupils.
- (s) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment (grades 4 - 12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4 -12).

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils (grades 4 - 12).

48900.7 Made terroristic threats against school officials or school property, or both.

Prior to a suspension from school, the principal/designee will have an informal conference with the pupil where the pupil will be informed of the reason for disciplinary action, including other means of correction that were attempted before the suspension if required, and the evidence as well as the opportunity to present his/her version and evidence (Education Code §48911). If the school determines there is an emergency situation, defined as a situation that constitutes a clear and present danger to the life, safety, or health of students or school personnel, the informal conference is not required.

D. Circumstances for Recommending Expulsion (Education Code Section 48915)

The principal or the superintendent of schools shall recommend the expulsion of a student for any of the following acts committed at a school or at a school activity off school grounds, unless the principal or the superintendent of schools determines that expulsion should not be

recommended under the circumstances or that an alternative means of correction would address the conduct:

- (a) Causing serious physical injury to another person, except in self-defense
- (b) Possession of any knife or other dangerous object of no reasonable use to the student
- (c) Unlawful possession of any controlled substance, 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 student for medical purposes or medication prescribed for the student by a physician.
- (d) Robbery or extortion
- (e) Assault or battery upon any school employee

The principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (a) Possessing, selling, or furnishing a firearm
- (b) Brandishing a knife at another person
- (c) Unlawfully selling a controlled substance
- (d) Committing or attempting to commit a sexual assault or committing a sexual battery
- (e) Possession of an explosive

The principal or superintendent of schools may recommend expulsion for the remaining grounds (as noted in Education Code Section 48900).

#### E. Behavior Intervention for Students with Disabilities

Students with disabilities whose behavior impedes learning require a Behavior Intervention Plan (BIP) developed through the Individualized Education Program (IEP) process and implemented throughout the timeframe of the Individualized Education Program.

The education of children with disabilities can be made more effective through the use of positive behavioral interventions and supports to address the learning and behavioral needs of these children. Students with disabilities who exhibit behavioral challenges must receive timely positive supports and interventions and appropriate assessments in accordance with the federal Individuals with Disabilities Education Act (IDEA) (20 U.S.C. Sec. 1400 et seq.). When behavioral interventions, supports, and other strategies are used, they must be used in consideration of the student's physical freedom and social interaction, be administered in a manner that respects human dignity and personal privacy, and ensure a student's right to placement in the least restrictive educational environment. It is the responsibility of the Individualized Education Program team to determine student needs based on assessment, and to generate meaningful goals and appropriate instructional and behavioral supports and services.

#### F. Suspension and Expulsion of Students with Disabilities

For students with disabilities, the law requires additional procedures and considerations:

Suspension:

Special Education: When a student who receives special education services is suspended, school staff must determine if an Individualized Education Program meeting is needed to create a Behavior Intervention Plan or to review and modify an existing Behavior Intervention Plan to organize more targeted behavioral instruction and intervention to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension will require an Individualized Education Program team meeting to determine if additional instructional and/or behavioral supports are needed and examine the appropriateness of current placement and services. The student cannot be suspended for more than 10 days in a school year. If the student has been suspended two times, or the total days of suspension accumulate to 5, 8, or 10 school days, an Individualized Education Program meeting must be convened to determine appropriate services/placement.

Section 504: A student who has a Section 504 plan is considered as a general education student and can be suspended for the same number of days as a general education student, but at 10 days of suspension, there must be an analysis in a Section 504 Manifestation Determination meeting to review and, if appropriate, modify the current Section 504 Plan, including updating or developing appropriate accommodations as warranted.

Expulsion:

Special Education: Before a student who receives special education services can be recommended for expulsion, an Individualized Education Program team must hold a pre-expulsion Individualized Education Program meeting and conduct a manifestation determination. If a student with disabilities is expelled, he or she is entitled to receive the services specified in his or her Individualized Education Program during the term of expulsion. The student is also entitled to post-expulsion services (see Rehabilitation and Reinstatement from Expulsion below) during the term of expulsion. If the student is not expelled, he or she will be placed in the most appropriate setting as determined in the student's Individualized Education Program.

Section 504: An expulsion of a student being served under Section 504 is considered a disciplinary change of placement and can only be issued if the school's Section 504 team conducts a Section 504 Manifestation Determination meeting and finds the conduct being disciplined is not a direct manifestation of the student's disability and/or a direct result of the District's failure to implement the student's Section 504 Plan if applicable.

For more information, please refer to *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*.

#### **Appeal of Disciplinary Action**

Challenges or objections to suspensions and opportunity transfers may be addressed directly with the Local District. Students who are recommended for expulsion have a right to an expulsion hearing and to address the Board of Education before the Board makes the final decision to expel. An expulsion appeal should be made to the Los Angeles County Office of Education.

### **Rehabilitation and Reinstatement from Expulsion**

Pursuant to Education Code Sections 48916 and 48916.1 (Assembly Bill 922), the Los Angeles Unified established the Student Discipline and Expulsion Support (SDES) in part to provide the Assembly Bill (AB) 922 mandated services and facilitate rehabilitation for all expelled students. This state-mandated program is designed to facilitate the provision of educational and support services for all expelled students. Core program services include:

- Facilitating appropriate and timely educational placements for all expelled students;
- Conducting thorough AB 922 student/parent intake assessments and developing individualized rehabilitation plans;
- Monitoring student social, behavioral and academic progress;
- Providing direct support service;
- Consulting, collaborating, and coordinating services with District staff and community agency personnel;
- Facilitating the Reinstatement Review Committee for students who have met eligibility criteria in the areas of academic achievement, attendance, and social adjustment;
- Per the Delegation of Authority, recommending reinstatement on behalf of the Board of Education, and placing students in appropriate educational programs after reinstatement;
- Providing ongoing services to students not recommended for reinstatement.

### **TITLE IX AND STUDENTS**

Based on federal law, Title IX, state law and District policy, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, breastfeeding, false pregnancy, termination of pregnancy or related medical condition) or a person's association with a person or group with one or more of these actual or perceived characteristics. Male and female students have the right to equal learning opportunities in their schools and must be afforded equal opportunities in all District educational activities and programs, including:

- Athletics;
- Physical education;
- The classes they can take and the instruction they receive;
- The way they are treated in educational programs and activities;
- The kind of counseling they are given;
- The extracurricular activities, programs and clubs in which they can participate;
- The honors, special awards, scholarships and graduation activities in which they can participate.

Pregnant and parenting students, regardless of their marital status, have the same right as any other student to attend any District school or program and to do so in an environment free of discrimination or harassment. The District shall make reasonable accommodations for pregnant and parenting students, including accommodations responsive to a student's breastfeeding/lactating status, academic needs and attendance related to pregnancy and parenting, so that no student is excluded from participation in, denied benefits of, or subjected to discrimination on the basis of that student's gender/sex. Pregnant and parenting students have the right not to be treated differently on the basis of sex; to participate in educational and extracurricular activities if physically and emotionally able to; not to be required to participate in pregnant minor programs or alternative education programs; to have their pregnancy-related conditions treated in the same manner and under the same policies as any other temporarily disabling condition; to voluntarily take eight weeks of parental leave or more if deemed medically necessary by the student's physician; not to be required to complete academic work or other school requirements while on parental leave; to return to school and the course of study enrolled in prior to taking parental leave or to elect to participate in an alternative education program; and not to incur an academic penalty from using these accommodations. More information is available for review in the [Know Your Rights: Pregnant and Parenting Students](#) handout found at <http://achieve.lausd.net/eeco>.

Students who feel that their rights are being violated have the right to take action and are encouraged to resolve a situation by speaking to a school administrator, Title IX/Bullying Complaint Manager, psychologist, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint. For further information or assistance, contact your school's administrator, the school's Title IX/Bullying Complaint Manager, or the District's Title IX Coordinator in the Educational Equity Compliance Office, by contacting (213) 241-7682, [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net) or writing to 333 S. Beaudry Avenue, 20<sup>th</sup> Floor, Los Angeles, CA 90017. Otherwise, a complaint of this nature may be filed with the Office for Civil Rights. More information regarding Title IX and students' rights can be found at <http://achieve.lausd.net/eeco>.

### **TRANSPORTATION – SCHOOL BUSES**

Transportation is only provided to eligible students in authorized programs. The Official Notification of Your Child's Transportation Schedule (Transportation Mailer and/or Parent Portal), is sent out prior to the start of the school year. Such information may include, school bus schedule, bus rules, contacts, and other pertinent information. For students enrolled after the start of school, mailers will be delivered the third week of each month.

Important items to review regarding your child's Transportation:

- Parents should review the bus rules with their children;
- Parents and children should visit the stop location prior to the first day of school and make sure their children know the safest way to and from the bus stop;
- Students should be prepared to board the bus five minutes before their scheduled pickup time;
- To ensure the safety of your children, parents or an authorized person should be at the bus stop each day when their child is picked up and dropped off;
- Parents and children should know their route number, school name and stop location. Should the bus be running late 15 minutes or more, please contact the Transportation School Bus Dispatch office at (800) LA-BUSES;
- Pickup and drop-off times may change due to route adjustments, changes to school start/end times. Traffic and/or weather conditions may impact the travel time;
- For student information changes, such as address or telephone numbers, parents must immediately notify the school;

- If you have questions or concerns regarding School Bus Transportation, please call 800 522-8737 or visit <http://transportation.lausd.net>;
- Students with an IEP (Individualized Education Program), must have a designated responsible adult present to receive the child after school;
- Children in grades K - 2 (Kindergarten through second grade) must be received by an adult after school.

### **Conduct on School Buses**

Title 5, California Code of Regulations Section 14103 states that pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Any student who engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or removal from the bus transportation program. If you have questions regarding student conduct on the school bus, please call 800 522-8737 or visit <http://transportation.lausd.net>.

### **UNIFORM COMPLAINT PROCEDURES (UCP)**

The Los Angeles Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District shall investigate complaints alleging failure to comply with those laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, and/or bullying against any protected group or noncompliance with laws relating to all programs and activities implemented by the District that are subject to UCP as cited below. The District shall seek to resolve, at the local level, those complaints in accordance with the Uniform Complaint Procedures set forth in the *California Code of Regulations*, Title 5, Sections 4600-4687 and the policies and procedures of the District, including allegations of retaliation for participation in the UCP process and/or to appeal District decisions regarding such complaints. A UCP complaint must be filed as set forth in the *California Code of Regulations*, Title 5, Sections 4600-4687.

A UCP complaint may be filed for alleging:

1. Discrimination, harassment, intimidation, and/or bullying of a student based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220 which includes; actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, immigration status, religion, disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived categories, in any program or activity the District conducts or to which it provides significant assistance, or a violation of a federal or state law or regulation. Additionally, a discrimination complaint may be filed for failure to provide reasonable accommodations for lactating, pregnant and/or parenting students.
2. Failure to comply with laws pertaining to programs that use categorical funds:
  - Adult Education;
  - After School Education and Safety;
  - Agricultural Career Technical Education;
  - American Indian Education Centers and Early Childhood Education Program Assessments;
  - Bilingual Education;
  - California Peer Assistance and Review Programs for Teachers;
  - Career Technical and Technical Education and Career Technical; Technical Training (State);
  - Career Technical Education (Federal);
  - Child Care and Development;
  - Child Nutrition;
  - Compensatory Education;
  - Consolidated Categorical Aid;
  - Course Periods without Educational Content;
  - Economic Impact Aid;
  - Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a school district, Students who are children of Military Families, migratory students, and a pupil participating in a newcomer program (The District shall post a standardized notice of the educational rights of foster and homeless youth, as specified in E.C. §§48853, 48853.5, 49069.5, 512225.1, 51225.2; the notice shall include complaint process information, as applicable.)
  - Every Student Succeeds Act/No Child Left Behind Act (Titles I-VII);
  - Local Control and Accountability Plans (LCAP);
  - Migrant Education;
  - Child Nutrition Services;
  - Physical Education Instructional Minutes;
  - Pupil Fees;
  - Reasonable Accommodations to a Lactating Pupil, and Pregnant and Parenting Students;
  - Regional Occupational Centers and Programs;
  - School Safety Plans;
  - Special Education;
  - State Preschool;
  - Tobacco-Use Prevention Education.
3. Unauthorized charging of pupil fees: A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code Section 49011. A pupil fee complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees. The complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint of noncompliance should be filed first with the school principal or the agency superintendent or his or her designee. If merit is found in a pupil fee complaint the public school shall provide a remedy to all affected students, parents, and guardians that where applicable includes reasonable efforts by the public school to ensure full reimbursement to all affected students, parents and guardians, subject to procedures established

through regulations adopted by the state board. The District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all students, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

4. Failure to Comply with Legal Requirements Pertaining to the LCAP: A complaint that a school district has not complied with the requirements of the LCAP may be filed using the UCP complaint procedures (Education Code section 52075). A complaint may be filed anonymously if it provides evidence/information leading to evidence to support the complaint. LCAP requirements are found in Education Code Sections 52060-52076.
5. Failure to comply with adopted courses of study for physical education: Existing law requires the adopted course of study to include instruction in specified areas of study, including physical education for a total period of time.
6. Education Codes §§48853, 48853.5, 49069.5, 51225.1, and 51225.2, which address educational rights of pupils in foster care, pupils who are homeless, former juvenile court school pupils, pupils who are children of military families, migratory pupils and pupils in newcomer programs to immediate enrollment, remaining in the school of origin, being enrolled in their local comprehensive school, obtaining partial credits, graduating with the State's minimum requirements, and access to academic resources, services, and extra- curricular activities, allow that a complaint of noncompliance with the requirements of the sections may be filed under the District's UCP.
7. Failure to comply with enrollment in courses without educational content and previously completed or graded courses sufficient for satisfying requirements or prerequisites for postsecondary education and receipt of a diploma: Commencing with the 2016-17 school year, the District is prohibited from assigning a pupil enrolled in grades 9 - 12 to a course without educational content. Students may not be enrolled in courses without educational content for more than one week in any semester or to a course the pupil has previously completed and received a grade determined by the District to be sufficient to satisfy requirements and prerequisites for admission to the California public institutions of postsecondary education and the minimum requirements for receiving a diploma of graduation from high school, except under specified conditions.

Compliance Officer: The Educational Equity Compliance Office Director has been designated as the District's Compliance Officer responsible to receive and direct the investigation of complaints under the UCP, maintain records of complaints and subsequent related actions, and to ensure District compliance with the law. For additional information regarding the District's UCP process or assistance in filing a complaint, please contact the Educational Equity Compliance Office at 213 241-7682 or [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

Notifications: The District shall annually notify in writing its students, parents/guardians, employees, district advisory committees, appropriate private school officials or representatives, and other interested school parties of these UCP procedures and the person responsible for processing complaints.

Filing of UCP Complaints: A written complaint of alleged noncompliance with a federal or state law or regulation governing educational programs must be filed with the District's Educational Equity Compliance Office, the designated office for responding to such complaints. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. Complainants are protected from retaliation. When the subject matter of a complaint is not covered by this policy, the complainant will be so advised in writing. The sixty-day timeline for the investigation and District response shall begin when the written complaint is received by the Educational Equity Compliance Office.

UCP forms are available upon request from any school or District office, by contacting the Educational Equity Compliance Office at 213 241-7682 or [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net), or accessing the District's website for Uniform Complaint Procedures information at <http://achieve.lausd.net/eeco>. A copy of the District's UCP policy and complaint procedures shall be available free of charge. Any person, including, but not limited to individuals with a disability, requesting to file a complaint and who is unable to prepare a written complaint will be assisted by District staff in filing the complaint. The District assures confidentiality to the maximum extent possible. Complainants are protected from retaliation. The District prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Pursuant to Education Code Section 262.3, Complainants are advised civil law remedies, including, but not limited to, injunctions, restraining orders or other remedies or orders may also be available under state or federal discrimination, harassment, intimidation or bullying laws.

**Appeals of District Decisions:** If a complainant is dissatisfied with the District's decision, the Complainant may appeal it within 15 days of receiving it. The appeal must be in writing and include a copy of the original complaint, the District's decision, and specific reasons for appeal.

*Appeals of District decisions may be sent to:* California Department of Education  
1430 N Street  
Sacramento, CA 95814

Additional contacts for programs and services and appeals offices covered by the California Department of Education under the UCP can be found at <https://www.cde.ca.gov/re/cp/uc/>.

Pursuant to Education Code Section 8235.5, deficiencies related to California state preschool program health and safety issues may be resolved using the UCP.

See *Williams Uniform Complaints Process* for information regarding filing complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students, and teacher vacancy or misassignment.

## VISITORS TO SCHOOL CAMPUSES

All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. District Policy states that smoking and the use of all tobacco products, including e-cigarettes and peripherals, is prohibited on all District



property, including District-owned or leased buildings, and in District vehicles at all times, by all persons, including employees, students, and visitors at any school or District site, or attending any school-sponsored events. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation;
- Complete a visitor's permit upon arrival at the site;
- Enter and leave the classroom as quietly as possible;
- Not converse with the students, teacher and/or instructional aides during the visitation;
- Not interfere with any school activity;
- Keep the length and frequency of classroom visits reasonable;
- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed;
- Learn and follow the school-wide behavioral expectations;
- Return the visitor's permit to the point of origin before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

## **WILLIAMS UNIFORM COMPLAINT PROCESS**

Williams Uniform Complaint Process, Education Code Section 35186 provides important information to parents, guardians, students, teachers and other stake holders regarding complaint rights for the following areas:

- Every school must provide each pupil, including English language learners, with sufficient textbooks and/or instructional materials, to use in class and to take home and/or use after class.
- School facilities must be clean, safe, and maintained in good repair.
- An adequate number of pupil restrooms should be clean, stocked and open during school hours.
- Each class should be assigned an appropriately credentialed teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners, if present.

Complaints may be filed using the Williams Uniform Complaint Procedures Form or may be filed anonymously. If the form is not used, written complaints will not be rejected. To file a complaint regarding the above matters, forms can be obtained at one of the following:

- The school's main office;
- By contacting the Educational Equity Compliance at 213 241-7682 or [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net) or by accessing the District website at <http://achieve.lausd.net/eeco>.

To ensure a timely resolution, completed complaint forms should be submitted to the following and indicate whether a response to the complaint is requested:

- School site (main office, principal);
- Applicable Local District;
- The Educational Equity Compliance Office by fax 213 241-3312, email at [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net) or by U.S. Mail at:

LAUSD - Educational Equity Compliance Office  
Williams Complaints  
333 South Beaudry Ave., 20<sup>th</sup> Floor, Los Angeles, CA 90017

Complainants who are not satisfied with the resolution have the right to describe the complaint to the governing board of the District at a regularly scheduled meeting of the board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is not a right of appeal to the California Department of Education. Questions regarding the Williams UCP process can be directed to the Educational Equity Compliance Office at 213 241-7682 or more information regarding Williams can be found at <http://achieve.lausd.net/eeco>.