

LOS ANGELES UNIFIED SCHOOL DISTRICT

# PARENT STUDENT



# HANDBOOK



2025-2026

Dear Los Angeles Unified Families,

At Los Angeles Unified, we believe that strong partnerships between families, schools, and communities are essential to creating safe, inclusive, and academically enriching learning environments for every student. With more than 408,000 students representing over 150 languages and cultures, we are proud to serve one of the most vibrant and diverse communities in the nation.



As Superintendent, I am honored to introduce the Los Angeles Unified Parent-Student Handbook – a vital resource designed to keep our families informed, connected, and empowered. This handbook outlines important policies, procedures, and expectations across key areas of school life, including curriculum and instruction, health and wellness, equity and access, student conduct, school safety, and transportation. It also provides essential information about your rights and responsibilities under California Education Code.

Our goal is to ensure every student has the tools to succeed – academically, socially, and emotionally – and every family feels confident navigating their child's educational journey. In addition to policy guidance, this handbook shares the wide range of support services and programs available to students and families, including nutrition, mental health, and parent engagement opportunities.

I encourage you to review the handbook carefully and use it as an ongoing reference throughout the school year. Additionally, I invite you to actively participate in school and District functions. Remember that you may also stay connected to Los Angeles Unified by downloading the LAUSD Mobile App 3.0 on your mobile device and by following the District on social media (X, Facebook, Instagram, etc.). Together, we can continue to build a school community where every student feels a deep sense of belonging and every family feels seen, supported, and informed.

Thank you for your continued partnership in shaping the future of Los Angeles Unified.

Sincerely,

A handwritten signature in blue ink, which appears to read "Alberto M. Carvalho". The signature is fluid and stylized, with a long horizontal stroke extending to the right.

Alberto M. Carvalho  
Superintendent



# DIRECTORY OF OFFICES

## **BOARD OF EDUCATION**

333 South Beaudry Avenue, 24th Floor  
Los Angeles, CA 90017  
Tel. No. (213) 241-6389  
Fax No. (213) 241-8953



### **SHERLETT HENDY NEWBILL – Board District 1**

Tel. No. (213) 241-6382 Fax No. (213) 241-8441  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Field Office: 5120 11th Avenue, Los Angeles, CA 90043  
Tel. No. (323) 298-3411 Fax No. (323) 298-3406  
Email: [sherlett.newbill@lausd.net](mailto:sherlett.newbill@lausd.net)



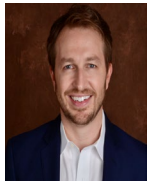
### **DR. ROCIO RIVAS – Board District 2**

Tel. No. (213) 241-6020  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Field Office: 4540 Michigan Avenue, Los Angeles, CA 90022  
Email: [rocio.rivas@lausd.net](mailto:rocio.rivas@lausd.net)



### **SCOTT SCHMERELSON – Board District 3**

Tel. No. (213) 241-8333 Fax No. (213) 241-8467  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Field Office: 6621 Balboa Blvd., Lake Balboa, CA 91406  
Tel. No. (818) 654-3785 Fax. No. (818) 654-3788  
Email: [scott.schmerelson@lausd.net](mailto:scott.schmerelson@lausd.net)



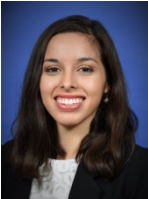
### **NICK MELVOIN – Board District 4**

Tel. No. (213) 241-6387  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Email: [nick.melvoin@lausd.net](mailto:nick.melvoin@lausd.net)



### **KARLA GRIEGO – Board District 5**

Tel. No. (213) 241-5555  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Field Office: 2973 Zoe Avenue, Huntington Park, CA 90255  
Tel. No. (323) 826-1570  
Email: [karla.griego@lausd.net](mailto:karla.griego@lausd.net)



### **KELLY GONEZ – Board District 6**

Tel. No. (213) 241-6388  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Field Office: Pacoima MS – 9945 Laurel Cyn. Blvd., Pacoima, CA 91331  
Tel. No. (818) 686-4560  
Email: [kelly.gonez@lausd.net](mailto:kelly.gonez@lausd.net)



### **TANYA ORTIZ FRANKLIN – Board District 7**

Tel. No. (213) 241-6385  
Office: 333 South Beaudry Avenue, 24th Floor, Los Angeles, CA 90017  
Field Office: Region South – 1208 Magnolia Ave., Gardena, CA 90247  
Tel. No. (310) 354-3506  
Email: [tanya.franklin@lausd.net](mailto:tanya.franklin@lausd.net)

# DIRECTORY OF OFFICES

## **ALBERTO M. CARVALHO**

### **Superintendent**

333 South Beaudry Avenue, 24th Floor  
Los Angeles, CA 90017  
Tel. No. (213) 241-7000  
Fax No. (213) 241-8442  
Email: [superintendent@lausd.net](mailto:superintendent@lausd.net)

## **REGION OFFICES**

### **Region North**

6621 Balboa Boulevard  
Lake Balboa, CA 91406  
(818) 654-3600

### **Region South**

1208 Magnolia Avenue  
Gardena, CA 90247  
(310) 354-3400

### **Region East**

2151 North Soto Street  
Los Angeles, CA 90032  
(323) 224-3100

### **Region West**

11380 West Graham Place  
Los Angeles, CA 90064  
(310) 914-2100

## **MAIN OFFICES**

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 and Operations	(213) 241-0352
Data and Accountability	(213) 241-2460	Medical Services Division	(213) 241-6326
District Nursing Services	(213) 202-7580	Office of Communications and Media Relations	(213) 241-6766
District Service Center	(213) 241-1000	Office of Emergency Management	(213) 241-3889
Division of Adult and Career Education	(213) 241-3150	Office of Environmental Health and Safety	(213) 241-3199
Division of Instruction	(213) 241-5333	Office of the Inspector General	(213) 241-7700
Division of School Operations	(213) 241-5337	Office of the Chief Financial Officer	(213) 241-7888
Division of Special Education	(213) 241-6701	Office of the General Counsel	(213) 241-6601
Early Childhood Education Division	(213) 241-0415	Office of Student, Family and Community Engagement	(213) 481-3350
Equal Opportunity Section	(213) 241-7685	Office of Students Civil Rights	(213) 241-7682
Facilities Services Division	(213) 241-4811	Personnel Commission	(213) 241-7800
Food Services Division	(213) 241-6419	School Police Department	(213) 625-6631
Human Resources Division	(213) 241-6131	Student Mental Health and Wellness Services	(213) 241-3848
Information Technology Services	(213) 241-5200	Transportation Services Division	(213) 580-2900

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## CURRICULUM AND INSTRUCTION

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

#### How to Enroll Your Child in a Language Acquisition Program

Parents/legal guardians may request the language acquisition program of their choice on the Initial Parent Notification of Enrollment and Placement in an instructional program at their local school, even for a language program not currently offered at the school site. If the language program requested is not presently offered at the school site, the school site will place the child's name on a waiting list until the threshold number of requests for that program is reached. The school will also notify families of schools that currently offer the selected program. Families can enroll their child in an available program at their local school or in a school that offers the selected program. If parents/legal guardians of 30 students or more per school or 20 students or more in any grade at the school request a language acquisition program designed to provide language instruction, the school will offer such program to the extent possible. [Education Code (EC) Section 310(a)]. The school will notify in writing the parent/legal guardian within 10 school days of reaching the threshold described above. The school will maintain written records of parent/legal guardian requests for three (3) years (including verbal requests) which include: (1) date of the request; (2) parent/legal guardian and child names; (3) description of the request; and (4) grade level. Each school is to accept and monitor parent/legal guardian requests throughout the year, assist parents/legal guardians in clarifying their request, and consider requests from parents/legal guardians of students enrolled in the school who are native speakers of English to determine if the threshold is reached. [5 CCR (Civil Code of Regulations) Section 11311]. All programs listed below are aimed to develop Los Angeles Unified students' bilingual, biliterate, and/or English proficiency skills.

Los Angeles Unified values and celebrates students' cultural and linguistic assets and offers various instructional program options to best meet educational needs. Parents/legal guardians may choose one (1) of the following instructional programs offered that best suit their child [EC Section 310 (a)]:

Elementary and Secondary Instructional Programs (K-12)	Languages Currently Offered	Target Students
Dual Language Education Two-Way Immersion (TWI) (K-12)	Arabic Armenian French Japanese Korean Mandarin Spanish	English Learners Native English Speakers
Dual Language Education One-Way Immersion (OWI) (K-12)	Korean Spanish	English Learners of the target language
Dual Language Education World Language Immersion (WLI) (K-12)	Mandarin Korean Spanish	English Speakers
*Language and Literacy in English Acceleration Program (L <sup>2</sup> EAP) (K-12)	English	English Learners (ELPAC Levels 1-2)
Mainstream English Program (K-12)	English	English Learners (ELPAC Level 3 and 4) and English Proficient Students, including ELs who are Potential Long-Term ELs and Long-Term ELs
International Newcomer Program with Primary Language Instruction (6-12)	English	Newly identified ELs, three (3) years or less

\*Language and Literacy in English Acceleration Program (L<sup>2</sup>EAP) is the District's Structure English Immersion (SEI) program option for English Learners (EC Sections 305[a][2]) and 306 (c)[3]).

Language instructional programs are designed to support students in developing the following: Grade-level language proficiency in English; Achievement of the state-adopted academic content standards in English; bilingualism, biliteracy, grade level standards-based academic content achievement in the Target Language and English, and sociocultural competence in Dual Language Education programs.

For more information on available instructional programs, contact the school, or visit the [MMED website](#) to view the master plan program brochures and videos.

#### English Language Proficiency Assessments for California (ELPAC)

Based on responses to 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):

1. The Initial ELPAC must be administered within the first 30 calendar days of enrollment. Schools will notify parents/legal guardians of this requirement with the *Initial Notification of Enrollment and Placement in an Elementary/Secondary Instructional Program for English Learners*;
2. If the student is identified as an English Learner with the Initial ELPAC, the student will need to take the Summative ELPAC every year until the criteria for reclassification are met.



To find more information about the computer-based ELPAC, please contact the local school or visit: [caaspp/elpac.org](https://caaspp/elpac.org).

### **Progress Monitoring Towards Reclassification (Exit Criteria)**

Students' English Language Development and academic progress will be closely monitored and supported to ensure that students are able to meet the reclassification criteria as soon as possible. Per state requirements, an English Learner student must meet the following criteria to reclassify:

1. Criterion 1: Assessment of English language proficiency (Overall ELPAC Level 4);
2. Criterion 2: Teacher evaluation (qualifying marks/grades/scores in English Language Arts or the Observation Protocol for Teachers of ELs);
3. Criterion 3: Parent/legal guardian opinion and consultation;
4. Criterion 4: Student performance in basic skills [DIBELS (Grades K-2)/i-Ready Reading Diagnostic (grades 3-12) assessments].

For more information on the reclassification criteria, view the [Los Angeles Unified's Reclassification video](#). Once the student is reclassified, the student's progress will continue to be monitored for a minimum of four (4) years to ensure that he/she is making adequate academic progress.

### **Bilingualism and Biliteracy for All Universal Transitional Kindergarten (UTK)-12 Students**

Los Angeles Unified UTK-1st grade Promise to Bilingualism, 3rd, 5th or 6th, and 8th grade Pathway to Biliteracy, and 12th grade Seal of Biliteracy Awards honor students who have demonstrated a commitment to becoming bilingual and biliterate and have reached a certain degree of proficiency in one (1) or more languages in addition to English. For more information, please visit the [MMED World Languages Education](#) website.

### **Multilingual and Multicultural Education Department (MMED) Digital Family Resources**

MMED has created resources to support nurturing students' language skills at home. These home family support materials provide family-friendly suggestions of activities that families can use to help continue the student's language development. Resources are available digitally in English and Spanish at: [the MMED Website](#).

### **Title VI American Indian Education Program**

To determine student eligibility for the Title VI American Indian Education Program, parents/legal guardians of American Indian students need to complete and submit the Indian Student Eligibility Certification Form, available at: [ED 506 Form](#) along with proof of tribal membership in a federally recognized tribe to the school of enrollment. Identified American Indian students are eligible for supplemental services to:

1. Meet state academic standards;
2. Gain knowledge and understanding of native communities, languages, tribal histories, traditions, and cultures;
3. Have opportunities to participate in culturally affirming activities.

Parents/legal guardians of eligible Title VI American Indian students may participate in the District's Title VI American Indian Parent Committee. For more information, visit the [Title VI American Indian and Indigenous Education website](#).

### **Indigenous Student Identification**

Parents of non-federally recognized American Indian/Alaska Native and indigenous students may complete a voluntary form for self-identification. For more information, visit the [Title VI American Indian and Indigenous Education website](#).

### **Instructional Technology Initiative (ITI)**

The [Instructional Technology Initiative](#) (ITI) specializes in providing professional learning opportunities for school leaders and resources for families to best support instructional technology integration for all students. Key programs supported by ITI include [Digital Citizenship](#), [Computer Science Education](#), supplemental digital instructional tools, and [Minecraft Esports](#).

Digital Citizenship is an essential component of the ongoing instructional work with students to teach them the importance of online safety and its role in their college and career goals. ITI sponsors an annual [Digital Citizenship Week](#) to support this effort. In addition, [Computer Science Education Week](#) focuses on promoting practices that teach students about creating technology in ways that have a positive impact on the world. Supplemental digital instructional tools and Minecraft Esports foster creativity, collaboration, and critical thinking skills, equipping students with the tools they need for success in the age of artificial intelligence.

Parents, caregivers, and legal guardians play a pivotal role in supporting the effective use of instructional technology. For students, ages 13 and above, parents/legal guardians and students should review the Responsible Use Policy (RUP) to access certain applications including but not limited to generative artificial intelligence resources online. For more resources about how families can support their children's digital experiences, please visit the [Family and Caregiver Resource](#) website for information about online safety and [Digital Citizenship Competencies](#).

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

Elementary students in grades 1-6 must receive physical education instruction for a total period of time 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 their classroom and in the school's main office. Parents/legal guardians who have questions should first contact the student's teacher or principal. [Education Code (EC) Section 51210(a)(7).]

Secondary students must receive physical education instruction for a total period of not less than 400 minutes each 10 school days. [EC Section 51222(a).]

**Physical Education Complaints.** A parent/legal guardian who believes that their child is not receiving the required number of physical education instructional minutes may file a formal complaint. The complaint form can be obtained at the school or at: <https://www.lausd.org/cms/lib/CA0100043/Centricity/Domain/245/CAL%20200%20Complaint%20form%20C.pdf> and should be returned to the school's principal. Parents/legal guardians with questions or concerns about the number of minutes of physical education beyond the response provided by the school may contact the appropriate Region Office.

## PHYSICAL FITNESS TEST

All California public school students in grades 5, 7, and 9 are required to take the Physical Fitness Test (PFT) whether or not they are enrolled in a physical education class or participate in a block schedule. The state-adopted Physical Fitness Test is the FITNESSGRAM®, a measure of health-related fitness test. For more information about the FITNESSGRAM®, contact the student's teacher or visit: <https://achieve.lausd.net/Page/7587>.

The PFT is part of the statewide assessment system and it is one (1) of the ways that California schools determine the physical fitness and health of students. The primary goal of the FITNESSGRAM® is to assist in establishing lifetime habits of regular physical activity.

California has chosen the FITNESSGRAM® as its annual PFT for students in grades 5, 7, and 9. Results from the PFT provide students and their families with a measurement they can use along with other information to monitor their overall fitness. The results also can be used by schools to evaluate their physical education program.

The complete FITNESSGRAM® test battery measures student performance in the following areas. Students with disabilities should be given as much of the test as each student's physical condition permits:

1. Aerobic capacity;
2. Abdominal strength and endurance;
3. Upper body strength and endurance;
4. Trunk extensor strength and flexibility;
5. Flexibility.

Students are tested between February and March. 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 with appropriate practice as part of the regular physical education (P.E.) program throughout the year. Please note that there is no parent/legal guardian exemption for the FITNESSGRAM®.

Parents/legal guardians play an important role in their child's education and can help their child get ready for the test. Here are ways parents/legal guardians can help:

1. Talk about the PFT with your child. Make sure your child is not anxious and is ready to do their very best;
2. Tell your child that you and their teacher are both there to help, every step of the way and want them to do their best to finish what they can;
3. Help make sure your child engages in 60 minutes of activity every day;
4. Make sure your child gets a good night's sleep and a nutritious breakfast before testing.

To learn more about the PFT, visit the CDE Parent Guides to Understanding website at: <https://www.cde.ca.gov/ta/tg/pf/index.asp>.

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

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 a science laboratory in which animals will be used must have a note from their parents/legal guardians requesting an alternative assignment. This assignment must require a comparable time and effort investment by the student. [Education Code (EC) Section 32255.1; District policy.]

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

Growth, development, and sexual health are taught in grades 5, 7, and 9. For elementary schools, the teachers utilize the adopted California Health Content Standards K-12 for content compliance. Elementary schools must follow the implementation criteria of the California Education Code (EC) Sections 51930-51931 of the California Healthy Youth Act (CHYA). The program options for grade 5 are approved by the Division of Instruction, Health Education Programs.

The California Healthy Youth Act was enacted on January 1, 2016. It requires comprehensive sexual health and Human Immunodeficiency Virus (HIV) prevention education instruction to be provided in grades 7-12 (EC 51930-51939). Schools, including charter schools, are required to (EC Section 51930):

1. 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;
2. 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;
3. Promote understanding of sexuality as a normal part of human development;
4. 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;
5. Provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

The following definitions apply (EC Section 51931):

1. **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;
2. **Comprehensive Sexual Health Education:** Means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections;
3. **English Learner:** Means a student who is "limited English proficient" as that term is defined in federal law;
4. **Human Immunodeficiency Virus (HIV) Prevention Education:** Means instruction on the nature of HIV and Acquired Immune Deficiency Syndrome (AIDS), methods of transmission strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS;

5. **Instructors Trained in the Appropriate Courses:** Means instructors with knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, HIV, and other sexually transmitted infections;
6. **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;
7. **School District:** Includes the County Boards of Education, the County Superintendent of Schools, the California School for the Deaf, and the 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 Los Angeles Unified 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/legal 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 the knowledge and skills they need to form healthy relationships that are based on mutual respect, 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.

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

1. This instruction must include all the following:
  - Teach on the nature of HIV as well as other sexually transmitted infections and their effect on the human body;
  - 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, sexual activities, and injection drug use;
  - 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 infections and pregnancy;
  - 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 the use of antiretroviral medication like Pre-Exposure Prophylaxis (PrEP) and HIV vaccination consistent with the Federal Centers for Disease Control and Prevention;
  - 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;
  - 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;
  - 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, 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;

- 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 an objective discussion of all legally available pregnancy outcomes, including but not limited to parenting, adoption, and abortion;
  - 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;
  - Teach the importance of prenatal care;
  - Include information about sexual harassment, sexual assault, sexual abuse, human trafficking, techniques to set healthy boundaries, and how to safely seek assistance;
  - 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, and sexual orientation.

**Outside Consultant Review and Approval:** School districts may contract with outside consultants. 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/legal guardians to communicate with their child about human sexuality, HIV, and to respect the rights of parents/legal guardians to supervise their children's education on these subjects. Schools should establish procedures that make it easy for parents/legal 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/legal guardians overwhelmingly support medically accurate and comprehensive sex education, they have the ultimate responsibility for imparting values regarding human sexuality to their children. For more information or to request a review of materials, contact the school principal.

A parent/legal guardian who does not wish that their child receive comprehensive health education or HIV prevention education must make a request in writing to the school. A parent/legal 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 [Education Code (EC) Section 51938]:

1. Additional information about instruction in sexual health education and HIV prevention education and research on student health behaviors used in instruction following information:
  - Written and audiovisual education materials used in comprehensive sexual health education and HIV prevention education are available for inspection;
  - 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/legal guardian will be 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/legal 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/legal guardian to request a copy of the laws governing these educational programs (EC Sections 51933, and 51934). If the arrangements for such instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to the parent/legal 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;
  - The parent/legal guardian has the right to request a copy of the law;
  - The parent/legal guardian may request in writing that their child not receive comprehensive sexual health education or HIV prevention education.
2. No questionnaire, survey, and/or examination containing any questions about the student's personal beliefs or practices in sex, family life, morality, religion, or any questions about the student's parents/legal guardian's beliefs and practices in sex, family life, morality, and religion can be administered to any student in grades K-12 unless the parent/legal guardian is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent/legal guardian gives written permission for the student to participate in the activity (EC Section 51513). Schools may, according to this provision, administer in grades K-12 anonymous, voluntary, 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. Parents/legal guardians are notified that the School Experience Survey is to be administered and the parent/legal guardian can review the material and request in writing that their child not participate (EC Section 51513). The School Experience Survey is an anonymous, voluntary, confidential research, and evaluation tool used by Los Angeles Unified. For more information, please see the School Experience Survey section in this handbook or at: <https://www.lausd.org/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/legal guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or any other penalty if the student's parent/legal guardian declines to permit the student to receive comprehensive sexual health education, 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/legal guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

## **INTERSCHOLASTIC ATHLETIC DEPARTMENT**

Los Angeles Unified Interscholastic Athletic Department administers the Middle School Intramural Program as well as the High School Athletics Program. Both programs are designed to foster the partnership between academics and athletics, promote the values of sports 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 Los Angeles Unified. The sports programs vary from school to school. High school students must comply with the eligibility standards as determined by the California Interscholastic Federation and Los Angeles Unified Interscholastic Athletic Department:

1. Pass a comprehensive physical examination each year by a licensed California health care provider that complies with the current Los Angeles Unified policy;
2. Submit a Student Emergency Form as well as proof of insurance that meets the standards required by the California Education Code;
3. Complete a Steroid and Opioid Prohibition Use Form, a Code of Conduct Form, an Out-of-Season Liability Waiver Form, Athletic Insurance Certificate, Concussion Information Sheet, Sudden Cardiac Arrest Information Sheet, and a Media Release Form;
4. Parents/legal guardians are required to submit an Acknowledgement of Risk Warning and Consent Form.

All forms are available on the Interscholastic Athletics website at: <https://www.lausd.org/athletics>. High school students participating in Interscholastic Athletics who have a GPA of a 3.0 or higher will be recognized at the end of each season as Los Angeles Unified Scholar Athletes.

Each student planning to participate in the California Interscholastic Federation competition and/or sideline 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. Schools accept PPEs 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 (7) 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 the health care provider's 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, verified by the credentialed school nurse.

No student shall, on the basis of a protected characteristic, be denied the benefits of, be denied equivalent opportunity in, or be otherwise discriminated against in interscholastic, intramural, or any District- or school-sponsored athletics. Additional information about nondiscrimination, please visit: <https://www.lausd.org/Page/3586>. For information about the Interscholastic Athletics and Middle School Intramural Programs, contact the Interscholastic Athletic Department at (213) 241-5847.

### **Student Accident Insurance**

Students engaged in interscholastic sports are required to have health or accident medical insurance that covers medical and hospital expenses [Education Code (EC) Sections 32220-32224]. Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

The health insurance plans referenced under Student Health Insurance section of this handbook are intended to help parents/legal guardians comply with state law. Information on public and private insurance coverage for sports, accidents, and illness is available by contacting the CHAMP Helpline at (866)742-2273 or visit: <https://achieve.lausd.net/wellnessprograms>.

Additional information regarding student accident insurance can be found in the Division of Risk Management and Insurance website at: [Voluntary Student Accident Program](#) or call (213) 241-3159.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

All Los Angeles Unified students must complete the "A-G" course sequence as part of the District's graduation requirements. The "A-G" requirements represent specific subject areas needed to meet the minimum requirements to be eligible for admission to the California State University (CSU) system. The chart below outlines the courses comprising the "A-G" course sequence and the additional Los Angeles Unified graduation requirements. The District's graduation requirements comprise a set of required classes, elective classes, and non-class requirements.

A 12th grade student who has satisfactorily completed all the graduation requirements is entitled to a diploma and is eligible to participate in the graduation ceremony. Los Angeles Unified will provide rental caps, tassels, and gowns free of charge to high school graduating seniors for use during the graduation ceremony. Parents/legal guardians and educational rights holders have the option of purchasing the cap and gown for a keepsake.

<b>Subject ("A-G" California Department of Education and Los Angeles Unified Graduation Requirements)</b>	<b>Los Angeles Unified Graduation Requirements for the Classes of 2025-2027</b>
A. History/Social Studies	Three (3) years One (1) Year World History One (1) Year US History One (1) Year Semester Government One (1) Year Semester Economics
B. English	Four (4) Years
C. Mathematics	Three (3) Years
D. Science	Two (2) Years Lab Science, including One (1) Year Biological and One (1) Year Physical
E. Language Other Than English	Two (2) Years of the same language
F. Visual and Performing Arts	One (1) Year of the same discipline
G. College Preparatory Elective	One (1) Year
Physical Education	Two (2) years
Health	One (1) Semester
Ethnic Studies (Beginning with the Class of 2027)	One (1) Semester
Service Learning ***	
Career Pathway ***	
Total Number of Credits Needed for Graduation: 210	

\*\*\* Non-class requirement refers to successful completion of the Service-Learning requirement and the identification of a Career Pathway.

Los Angeles Unified has adopted "A-G" graduation requirements aligned to the University of California and the California State University admissions requirements as part of the District's local graduation requirements. The Board Resolution dated June 14, 2005, stated, "Every student must complete the A-G course sequence in order to graduate from the Los Angeles Unified School District". In addition, the A-G course sequence, Los Angeles Unified has also included Health, Ethnic Studies, a Career Pathway, and a Service Learning project as part of the District's local graduation requirements.

All secondary schools are required to hold annual Individualized Graduation Plan (IGP) conferences with every student. All students must have access to high-quality, rigorous instruction and realize that the courses they choose have long-range effects on their postsecondary goals and lives. The IGP conferences expand the personalized relationships among counselors, students, and parents/legal guardians relative to academic, personal, and career planning.

### **Graduation Exemption**

Certain student groups may be eligible for exemptions from local graduation requirements, allowing them to earn a high school diploma by meeting the California Department of Education (CDE) minimum graduation criteria. These groups include:

1. Students in the foster care system;
2. Students experiencing homelessness;
3. Former juvenile court school students;
4. Students living in active-duty military households;
5. Currently migratory students;
6. Students participating in Newcomer programs;
7. Students identified to participate in alternate assessment options.

Eligibility for this exemption is subject to meeting specific additional criteria outlined in the Education Code (EC Sections 51225.1, 51225.2). If you have questions, contact your school counselor.

### **EDUCATIONAL OPTIONS SCHOOLS**

Los Angeles Unified's Educational Options Schools believe that every student learns differently, therefore, the District offers a variety of school environments tailored to meet the unique needs, interests, and learning styles of your child. Whether your child thrives with project-based learning, flexible scheduling, or a supportive community, these schools provide the right fit for their success. Educational Options Schools have different structures and philosophies designed to engage and motivate your child. Innovative strategies such project-based learning boost attendance and improve academic performance. These schools meet the same rigorous academic standards as traditional schools, ensuring your child is ready for both college and career after graduation. Whether it's a continuation school, independent study school, a program for pregnant and parenting minors, opportunity school, home hospital school, or community day school, there's an option for every student. Visit: <https://www.lausd.org/Page/665> to explore how each school program is unique. To enroll in an Educational Options School, please contact your school of attendance to assist with a voluntary transfer. Educational Options Schools are supported by Virtual Academy and Educational Options Schools Office, and the Office of Transitional Programs. For additional information, you may contact Virtual Academy and Educational Options Schools Office at (213) 241-2231.

### **VIRTUAL ACADEMY**

Los Angeles Unified's Virtual Academy offers online education tailored for students in grades TK–12, with flexibility, support, and opportunities for success. The Virtual Academy is designed to give students the freedom to learn, grow, and succeed – all while staying connected to teachers, classmates, and their community. There is a choice of six (6) thematic schools based on college

and career pathways that match the interest of students. Live classes with daily instruction (8:30 a.m. – 12:00 p.m.) are led by credentialed teachers. The high schools are accredited by the Western Association of Schools and Colleges for high-quality education and students have access to honors, AP courses, and credit recovery options to meet their goals. The Virtual Academy includes blended learning experiences in which students are encouraged to participate in in-person field trips, assessments, and graduation ceremonies to keep them connected. There are 13 Welcome Centers across the District to provide in-person assistance, ensuring every family has the resources they need. More information about each specific Virtual Academy school can be found at: <https://www.lausd.org/VirtualAcademy>. Visit [enroll.lausd.net](https://enroll.lausd.net) to apply for a Virtual Academy school. Parents/legal guardians may rank their school preferences for each student; however, placement will be based on space availability. The Virtual Academy is supported by Virtual Academy and Educational Options Schools Office and the Office of Transitional Programs. For more information, contact Virtual Academy and Educational Options Schools Office at 213-241-2231.

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

DACE empowers learners to achieve their college, career, and community goals. With 10 main adult education centers, over 86 satellite sites, and a comprehensive Adult Education Virtual Academy, DACE is committed to maximizing access to adult education throughout Los Angeles.

DACE academic programs include English as a Second Language, citizenship, adult basic skills, high school diploma, and high school equivalency. In addition, DACE provides increased access to college and career opportunities for at-risk youth and adult English Learners. In the Accelerated College and Career Transition (ACCT) program, disconnected youth (age 16-24), including foster and homeless youth work toward a high school diploma while receiving individualized instructional support and comprehensive counseling services. In the Integrated Education and Training (IET) program, adult English Learners, receive English language instruction and career training simultaneously to accelerate progress toward high-wage, high-skill employment. DACE also offers the Family Success Initiative (FSI) program which supports bilingual families by providing English language instruction designed to assist parents/legal guardians in supporting their children's academic success.

In addition to academic programs, DACE also offers over 200 career training courses in 15 different industry sectors, including building and construction trades, information technology, and health sciences. DACE also administers apprenticeship training programs in 65 trades with 35 individual program sponsors and collaborates with regional workforce partners such as the LA Community College District, the City of LA Economic and Workforce Development Department, and a variety of local employers.

For more information, including how to find an adult program, please call (213) 241-3150 or visit: <https://www.launifiedadult.org>.

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

The Early Assessment Program (EAP) is a joint program of the California Department of Education (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. EAP scores are one (1) of the multiple measures the CSU utilizes as an indicator of student's readiness for college-level coursework in English and mathematics, and for placement of first-time freshmen in the appropriate General Education (GE) English and mathematics courses once they enroll at the CSU.

All grade 11 students participate in EAP by virtue of completing the Smarter Balanced Summative Assessments for English Language Arts/Literacy and Mathematics which are administered in the spring. The EAP status is included in the CAASPP Student Score Report (SSR). At the end of each Smarter Balanced test, students are also presented with the option to release their Smarter Balanced Assessments results to the CSU and CCCs. Students who choose not to release their results to the CSUs will need to provide their results to a CSU upon request. The release of the CAASPP results will not affect a student's application for admission. Results are only used to determine a student's placement after the student has been admitted to the CSU. Some but not all CCC accept EAP scores. Students may submit a copy of their score report to a CCC if requested.

To find more information about the CSU/EAP, please contact your child's counselor or contact the school. Additional information is posted at: <http://www.csustudentsuccess.org>.

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

The California Assessment of Student Performance and Progress (CAASPP) is the state's academic testing program. CAASPP provides 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 system includes five (5) different testing programs:

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

Except for the CAA for science, which is administered between September and June each year, all CAASPP assessments are administered in the spring. Results for each test are available in late summer of the same year. Parents/legal guardians can access their student's electronic CAASPP SSR in the Parent Portal. Parents/legal guardians who do not have a Parent Portal account are highly encouraged to create a Parent Portal account. The Parent Portal website provides job aids on how to register to create an account at: <https://www.lausd.org/Page/19142>.

CAASPP SSRs include an overall score and a description of the student's achievement level for ELA and mathematics for the current year. CAASPP SSRs may also include scores for the previous two (2) years.

Parents/legal guardians may annually submit to the school a written request to excuse their child from any or all the CAASPP

assessments [Education Code (EC) Section 60615]. If you would like to excuse your child from the test, state guidelines require that parents/legal guardians submit the request in writing to the school of enrollment. Please let the school know as soon as possible so the school can make alternative arrangements for your child.

For more information, please visit the Starting Smarter webpage at: <https://ca.startingsmarter.org/> or for the California Department of Education (CDE) Parent Guides to Understanding at: <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

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

The State of California offers community colleges, California State Universities (CSU), Universities of California (UC), and private colleges as postsecondary options for students who wish to continue their education after high school. To attend a community college, a student needs to be a high school graduate or 18 years of age. A student may also transfer to a CSU, a UC, or a private college after attending a community college.

### **CSU Admission Requirements for Freshmen**

The grades a student earned in high school are the most important factor in CSU admission decisions. The student's high school Grade Point Average (GPA) is calculated using grades earned in all their college preparatory "A-G" classes completed after the 9th grade.

First-time freshmen must meet the following eligibility: Be a high school graduate or equivalent, complete the 15-unit comprehensive "A-G" sequence of college preparatory courses, and earn a qualifying "A-G" GPA as described below:

1. California residents and graduates of California high schools will be eligible for admission by earning a 2.50 or greater "A-G" GPA;
2. Any California high school graduate or resident of California earning a GPA between 2.00 and 2.49 may be evaluated for admission based upon supplemental factors;
3. Non-California residents may be eligible for admission to the CSU by earning a 3.00 or greater "A-G" GPA along with other supplemental factors utilized by the individual campus, including those outlined by impacted campuses and programs;
4. Any non-California resident of California earning a GPA between 2.47 and 2.99 may be evaluated for admission based upon supplemental factors.

Campuses and programs designated as impacted may utilize higher "A-G" GPA thresholds for applicants as well as identify supplemental criteria and their relative weights in making admission decisions. In these instances, a combination of students' "A-G" GPA and supplemental factors will be used to determine admission eligibility. Supplemental factors that may be used include:

1. Number of courses exceeding minimum "A-G" requirements;
2. GPA in math and/or science courses;
3. Household income;
4. Extracurricular and leadership involvement;
5. Educational programs participation while in high school (college preparation programs such as GEAR UP, Upward Bound, AVID, etc.);
6. Other available information that would inform the campus admission decision.

### **UC Requirements for Freshmen**

1. California applicants must earn at least a 3.0 GPA and non-residents must earn a minimum of 3.4 GPA in all A-G or college preparatory courses;
2. Complete 15 "A-G" courses (11 of them by end of junior year);
3. Complete a minimum of 15 college preparatory courses ("A-G" courses) with a grade of C or better. Students must complete at least 11 of these courses prior to the beginning of the last year of high school.

### **SAT/ACT Test Scores**

Some colleges and universities require the SAT or ACT as part of admissions, while others are test optional or test preferred. Neither the CSU or UC systems will consider SAT or ACT test scores when making admission decisions. Some "test-blind" colleges may require test scores for merit scholarships. If students choose to submit test scores as part of the application, they may be used as an alternative method of fulfilling minimum requirements for eligibility or for course placement after the student enrolls. For questions, please contact your school counselor.

### **Additional Resources**

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

1. <https://www.cccco.edu/>: This is the official website of the California Community College system. It offers links to all the California Community Colleges;
2. <https://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;
3. <https://www.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;
4. <https://www.universityofcalifornia.edu/>: This website provides information regarding admissions, an online application, and links to all UC campuses;
5. <https://www.lausd.org/GPS>: This website provides resources to help students plan, prepare, and persist in 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.

Private colleges and universities have their own admission requirements.

Students may also explore career options through Career Technical Education (CTE) courses offered by LAUSD high schools are



A-G approved and may be utilized to meet college admission requirements. A comprehensive list of all CTE courses can be found in the LAUSD CTE Course List here <https://ctelinkedlearning.lausd.org/>.

As part of their annual Individual Graduation Plan (IGP) conference, students will meet with a school counselor to choose courses at their school that meet college admission requirements and discuss opportunities to enroll in career technical education courses. For changes or needs to be corrected, please contact the school directly.

## **DUAL ENROLLMENT AND INTERNATIONAL BACCAUREATE (IB) COURSES**

Los Angeles Unified Offers a wide range of dual enrollment and IB courses for students in grades 7-12. For more information, please visit: <https://www.lausd.org/Page/1416#spn-content>.

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## **EQUITY AND ACCESS**

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### **NONDISCRIMINATION STATEMENT**

Los Angeles Unified is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, and/or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct, and/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, human immunodeficiency viruses (HIV), acquired immunodeficiency syndrome (AIDS), hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease], medical condition (cancer related and genetic characteristics), military and veteran status, 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 (1) 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, or affiliation with the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment.

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

Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct, or bullying based on actual or perceived protected characteristics, school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school/office has expressed notice or reason to know of such 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/office to take action. Complainants are protected from retaliation. The District prohibits retaliation against any person who files a complaint or an appeal, reports instances of noncompliance, discrimination, harassment, intimidation, abusive conduct, bullying, or who participates in the complaint-filing or investigation process.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school/office under the jurisdiction of the superintendent in enacting policies and procedures that govern Los Angeles Unified.

Additional information prohibiting other forms of unlawful discrimination, 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.

For information, assistance, or to file a complaint (see *Uniform Complaint Procedures*) regarding discrimination, harassment, intimidation, or bullying based on actual or perceived characteristics protected under law, please contact one of the following:

1. School Administrator or the School Title IX/Bullying Complaint Manager
2. Binh Nguyen, District Section 504 and Title IX Coordinator, Office of Student Civil Rights  
Phone: (213) 241-7682      Website: <https://www.lausd.org/page/3494>      Email: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)
3. Kenneth Arrington, Title II/ADA Compliance Administrator, Office of ADA Compliance  
Phone: (213) 241-4530      Website: <https://www.lausd.org/ADA>      Email: [ADA-info@lausd.net](mailto:ADA-info@lausd.net)

Mailing Address for Both Offices: 333 South Beaudry Avenue, 18th Floor, Los Angeles, CA 90014

## INTERNET ACCESS

Los Angeles Unified provides access to the internet and email through Los Angeles Unified computer network ([LAUSD.org](https://www.lausd.org)). The District's website is: <https://www.lausd.org>. All uses of Los Angeles Unified computers and networks are regulated by Los Angeles Unified Responsible Use Policy (RUP) which can be found at: [ITS home/RUP \(lausd.org\)](https://www.lausd.org/ITS/home/RUP). Access to the internet from [LAUSD.org](https://www.lausd.org) and the use of Los Angeles Unified network resources, including Los Angeles Unified email accounts, are privileges, not rights. Privileges may be revoked for inappropriate use of the internet and network resources. Access to [LAUSD.org](https://www.lausd.org) is free to actively enrolled students with a Student Identification Number, active Los Angeles Unified employees, and contractors retained by Los Angeles Unified. The purpose of providing access to the internet and network resources is for instructional activities, business activities, or to compile data necessary for educational purposes.

Students obtain email accounts on [LAUSD.org](https://www.lausd.org) at the school at which they are enrolled. All student users who access the internet from any Los Angeles Unified facility or from a remote location connecting with any Los Angeles Unified 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.

Los Angeles 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. **Circumventing these technologies is prohibited.** Keep in mind that the blocking technology may not be 100% effective, and there is no technical substitute for adequate supervision of a student connecting to the internet from school or home. Schools providing internet access to students provide resources to educate their students in accordance with the Protecting Children in the 21st Century Act. Parents/legal guardians 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/legal guardians to be aware of what their children are doing online. Parents/legal guardians and students should be proactive in taking steps to protect themselves. For more information visit: <https://www.lausd.org/cybersafety>.

Student downloads of music, photographs, videos, software, and documents must comply with all applicable Los Angeles Unified policies and copyright laws. Additionally, software or application downloads should be monitored closely for appropriateness. Music, photographs, videos, software, or documents should only be downloaded for Los Angeles Unified-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 may be subject to consequences for unapproved and/or unlawful downloading activities. Students are to properly cite all sources, including if using Artificial Intelligence (AI). No user of [LAUSD.org](https://www.lausd.org) should have an expectation of privacy. Los Angeles Unified retains the right to account auditing and logging practices to promote student safety. The internet is a public network, and emails or other communications on it are not private. [LAUSD.org](https://www.lausd.org) system operators have access to all users account directories and data, email, webpages, 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 Los Angeles Unified and to adhere to applicable local, 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 emails, disguising one's identity, or impersonating another user or users is prohibited. It is expected that users will not use [LAUSD.org](https://www.lausd.org) access to threaten, demean, defame, or denigrate others based on race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex, sexual orientation, or any other protected category under the law. Further, access to Los Angeles Unified's network and electronic communications technologies including the internet and email 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 email or other posted material is understood to be the author's individual point of view and not that of Los Angeles Unified. Violation of Los Angeles Unified's RUP can lead to loss of internet/email privileges and further disciplinary/legal action may also be taken.

## ACCESS TO BEFORE AND AFTER SCHOOL PROGRAMS

The Beyond the Bell (BTB) Branch is the District's umbrella organization responsible for before and after school programs and expanded learning opportunities. Programs vary from school to school. Brief information is provided below, and additional information can be obtained by calling (213) 241-7900 or at: <https://btb.lausd.org/>.

1. Before and After School Programs – BTB offers District-operated before and after school grant programs; Ready, Set, Go (before school), LA's BEST (before and after school), Youth Development Program (after school), YS Plus (before and after school) along with partnerships with community-based organizations throughout Los Angeles to serve students in grades TK-12. These programs provide academic assistance, enrichment activities, and physical fitness/recreational activities under the supervision of trained staff in a safe and welcoming environment. BTB also sponsors a variety of initiatives with other partners that bring mentoring, visual and performing arts, and many engaging enrichment experiences to students at selected school sites. The Youth Services (YS) permissive program offers after school enrichment and sports activities from dismissal until 6:00 p.m. at elementary and middle schools for students in grades 2-5/6 and 6-8, respectively;
2. Expanded Learning Opportunities – Most school sites provide 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 students through the High School Credit Recovery Summer School Program, Academic Decathlon, Academic Pentathlon, Music Education, and the Outdoor and Environmental Education Program which supports California State Science Standards and provides activities at the Clear Creek and Point Fermin Outdoor Education Centers, as well as other special programs as funding is available.

## EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGIOUS BELIEFS

Children have the right to a free public education regardless of immigration, citizenship status, or religious beliefs. Parents/legal

guardians have the option to provide the 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/legal guardian is detained or deported.

Parents/legal guardians have the option to complete the Caregiver's Authorization Affidavit 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 Los Angeles Unified if they are discriminated against, harassed, intimidated, and/or bullied based on 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: <http://www.oag.ca.gov/immigrant> or Los Angeles Unified "We Are One" website at: <https://www.lausd.org/weareone>.

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

Los Angeles Unified will not discriminate against qualified individuals with disabilities when providing access to its programs, services, or activities (Title II, Americans with Disabilities Act of 1990).

**Modifications to Policies and Procedures:** Los Angeles Unified will make reasonable modifications to policies and programs to ensure that persons with disabilities have equal access and opportunity to participate in its programs, services, and activities. For example, individuals with service animals are welcomed in Los Angeles Unified offices or school sites where pets are generally prohibited.

**Effective Communication:** Upon request, Los Angeles Unified will provide appropriate aids and services leading to effective communication for qualified persons who have speech, hearing, or vision impairments so they can participate equally in Los Angeles Unified's programs, services, and activities. Anyone needing 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 principal hosting the event as soon as possible but no later than 72 hours before the scheduled event.

When requesting services for a sign language interpreter, please provide a request 10 business days in advance of the event. This is due to the high demand and critically low availability of certified interpreters nationwide. For events not held at a Los Angeles Unified office or school site, please contact the ADA Compliance Administrator at least 5 (five) business days before the event by email at: [ADA-Info@LAUSD.net](mailto:ADA-Info@LAUSD.net) to inquire about accessibility accommodations and/or modifications.

Los Angeles Unified will not charge individuals with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids, services, or reasonable modifications of policy.

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

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 Administrator by email at: [ADA-Info@LAUSD.net](mailto:ADA-Info@LAUSD.net) or by phone at (213) 241-4530. Additional information may be found at: <https://www.lausd.org/ADA>.

#### **STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION**

Los Angeles Unified seeks to identify, locate, and evaluate students suspected of having a disability who may be eligible for special education services designed to meet their educational needs at no cost to families. This includes highly mobile students, migrant students, students experiencing homelessness, students who are in the foster care system, and students attending private schools located within Los Angeles Unified boundaries regardless of where they reside. All other students must live in the Los Angeles Unified attendance area. for additional information, visit the Child Find website at: <https://www.lausd.org/spedchildfind>.

Parents/legal guardians 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/legal guardians 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. Additional information is available at: <https://www.lausd.org/spedchildfind>.

Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents/legal guardians. These services are based on assessments and are determined by an Individualized Education Program (IEP) team, which includes the student's parent(s)/legal guardian(s) as participants. The District values diversity, equity, inclusion, and works to ensure that students are full participants in the school they attend. With this lens, IEP teams work to develop supports and services that provide educational benefits to students in the school and classroom that they would attend if not identified as having a disability. To the maximum extent appropriate, students with disabilities are to be educated with their nondisabled peers in the general education environment. 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 offer supports and services outside of the general education classroom or 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.

Further information about the special education process, including your rights, the rights of your child, and how to exercise them under the Federal Individuals with Disabilities Education Act (IDEA) and the California Education Code, is available in A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards) booklet that is available at every District school and on the Division of Special Education website at: <https://www.lausd.org/sped> in multiple languages. Parents/legal guardians are encouraged to address any special education matters with school administrator, special education teacher, or service provider. Alternatively, parents/legal guardians may contact the Division of Special Education's School and Family Support Services office at any time regarding special education inquiries 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 based on 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.

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. Under Section 504, the District must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate. Parents/legal guardians must be notified in writing of any District decisions regarding the evaluation, identification, 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 or assistance in filing an appeal, a complaint (see Uniform Complaint Procedures), to conduct an informal mediation or impartial hearing regarding Section 504, contact the District's Section 504 Coordinator in the Office of Student Civil Rights at (213) 241-7682, email: [Equitycompliance@lausd.net](mailto:Equitycompliance@lausd.net), or visit: <https://www.lausd.org/page/3494>.

## **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 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, 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/legal guardian's authorization for temporary transfer of educational duties. Instruction in the home/hospital for a temporary period is also provided for students with a current Individualized Education Program (IEP) or students with a Section 504 Plan under certain circumstances.

## **TITLE IX AND STUDENTS**

Based on federal law, state law, Title IX, 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 (1) or more of these actual or perceived characteristics. 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:

1. Athletics;
2. Physical education;
3. The classes they can take and the instruction they receive;
4. The way they are treated in educational programs and activities;
5. The kind of counseling they are given;
6. The extracurricular activities, programs, and clubs in which they can participate;
7. The honors, special awards, scholarships, and graduation activities in which they can participate;
8. Fundraising efforts.

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 (8) 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; to make up work missed; to take a fifth year of high school instruction if necessary to complete graduation requirements, 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 and federal law and Education Code at: <https://www.lausd.org/page/3494>.

Students who feel that their rights are being or have been violated have the right to take action and are encouraged to resolve the situation by contacting the school administrator, Title IX/Bullying Complaint Manager, psychologist, counselor, or trusted adult at the 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. Students who believe they are being discriminated against in violation of Title IX have the right to file a complaint. For further information or assistance, contact the school administrator, the school Title IX/Bullying Complaint Manager, or Binh Nguyen, the District's Title IX Coordinator in the Office of Student Civil Rights, at (213) 241-7682, or email at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net), or writing to: 333 S. Beaudry Avenue, 18th Floor, Los Angeles, CA 90017. Otherwise, a



complaint of this nature may be filed with the Office of Civil Rights. More information regarding Title IX and students' rights, protections, and complaint processes available can be found under the Title IX tab at: <https://www.lausd.org/page/3494>.

## **SEXUAL HARASSMENT PREVENTION POLICY**

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 based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactating status, and any related medical conditions. Failure to follow this policy is a violation of state and federal law.

Under California law, sexual harassment is 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:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
3. 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;
4. 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, offensive work, or educational environment.

Under regulations for Title IX of the Education Amendments of 1972, conduct on the basis of sex that satisfies one (1) or more of the following may constitute sex discrimination or sexual harassment:

1. An employee, agent, or other person authorized by the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (typically referred to as "quid pro quo" sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking as defined under the Clery Act or Violence Against Women Act.

Upon witnessing discrimination, harassment, intimidation, abusive conduct, or bullying based on the above, personnel are required to take immediate steps to intervene when safe to do so. Reporting the conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school/office has been notified of the conduct and a complaint has been filed, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate, support the investigation, or otherwise determine what occurred and take prompt and effective reasonable steps to end the conduct, eliminate a hostile environment if one has been created, and prevent it from reoccurring. Supportive measures will be provided regardless of whether an individual makes a complaint or asks the school/office to act. This policy applies to all acts related to school activity or school attendance under Los Angeles Unified Superintendent's jurisdiction.

Any District employee or student who believe they have been a victim of sexual harassment or who have witnessed such an act should report it to an administrator or Title IX/Bullying Complaint Manager so appropriate action may be taken to resolve it. The District prohibits retaliation against anyone who files a sexual harassment complaint or participates in the investigation process. Complaints must be promptly and fairly investigated in a way that respects the privacy of the concerned parties to the fullest extent possible.

For more information or assistance with student or parent/legal guardian concerns, contact the school administrator, the school Title IX/Bullying Complaint Manager, or Binh Nguyen, the District's Title IX Coordinator in the Office of Student Civil Rights, at (213) 241-7682, email: [Equitycompliance@lausd.net](mailto:Equitycompliance@lausd.net) or visit: <https://www.lausd.org/page/3494>. For assistance with employee concerns, contact the Equal Opportunity Section at (213) 241-7685.

## **STUDENTS EXPERIENCING HOMELESSNESS**

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all school-age children experiencing homelessness access to the same free and appropriate public education provided to students who have permanent housing. A student experiencing homelessness is defined as an individual who lacks a fixed, regular, and adequate nighttime residence who may live:

1. In an emergency or transitional shelter;
2. In substandard housing, car, garage, or other places not designed as a regular sleeping accommodation for human beings;
3. In another family's house or apartment due to a loss of housing or as a result of economic hardship (doubled-up);
4. In a hotel or motel as a result of economic hardship;
5. Temporarily in a trailer, recreational vehicle (RV), motor home, or campsite;
6. Temporarily with an adult who is not their parent/legal guardian, known as an unaccompanied youth experiencing homelessness.

The Student Housing Questionnaire (SHQ) is distributed annually at the beginning of the school year by all schools along with other required enrollment/registration forms. On the SHQ, parents/legal guardians, unaccompanied youth, or caregivers can self-identify their current living situation. Each school is required to have a Designated School Site Homeless Liaison. At any time during the school year, students, parents/legal guardians, or caregivers may use the SHQ to self-identify at the school site or directly with the Homeless Education Office at (213) 202-7581. Along with other resources, the SHQ is available in 10 languages at: <https://www.lausd.org/heo>.

Students experiencing homelessness are expected to attend school regularly. Students experiencing homelessness have additional rights and enrollment protections that promote school stability, including the right to attend their school of origin and, if applicable, matriculate to the secondary school in the same attendance area even if they no longer live within the attendance

boundaries of those schools. Students experiencing homelessness have the right to attend their school of residence or their school of origin which includes the school at which the youth was last enrolled or that the student attended in the last 15 months to which they have a connection.

At the request of the parent/legal guardian, unaccompanied youth, or caregiver, Los Angeles Unified shall ensure that transportation is provided as appropriate and feasible to and from the school of origin.

Schools must immediately enroll students experiencing homelessness and cannot delay or prevent enrollment due to the lack of immunization or school records, such as an Individualized Educational Program (IEP), Section 504 Plan, or transcripts. To expedite enrollment, it is the responsibility of the enrolling school to request all necessary documents from the previous school(s) and refer parents/legal guardians and unaccompanied youth to applicable programs and services. Referrals may include but are not limited to community-based organizations, special education services, tutoring, preschool programs, before and after school enrichment programs, and any other appropriate educationally related services.

If a dispute arises over school selection or enrollment, the school must immediately enroll the student in the school where enrollment is sought. During the Dispute Resolution process, the student is to maintain enrollment in the school sought pending the final resolution of the dispute. For further information on the Dispute Resolution process, please contact the Homeless Education Office at (213) 202-7581.

District policy provides an exemption from local graduation requirements for students experiencing homelessness who transfer schools after their second year of high school. Designated school staff shall notify eligible students and their parent/legal guardian of their eligibility to be exempt from coursework and other requirements adopted by the District in addition to the statewide coursework requirements [Education Code (EC) Section 51225.1]. Students experiencing homelessness shall be issued partial or full credits for coursework completed while attending another school (EC Section 51225.2). Los Angeles Unified Homeless Liaison is to be notified if a student experiencing homelessness is referred for expulsion for a discretionary act and invited to any IEP meetings where a manifestation determination is to be made (EC Section 48918.1).

## **STUDENTS IN FOSTER CARE**

Students supervised by the Department of Children and Family Services (DCFS) or Department of Probation (in certain circumstances) and placed in licensed foster homes, Short-Term Residential Therapeutic Programs [STRTP, (formerly referred to as group homes)], with relatives, or residing with biological parent(s) have additional rights and enrollment protections that promote school stability. Students who are the subject of a DCFS voluntary placement agreement are also included within the definition of students in foster care (EC Section 42238.01).

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 in foster care (EC Section 48853.5).

Students in foster care have the right to attend their school of origin and, if applicable, matriculate in the secondary school in the same attendance area even when the student 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 their education in the school of origin for the duration of the jurisdiction of the court. If the jurisdiction of the court terminates prior to the end of an academic year, the student in foster care shall be allowed to continue their education in the school of origin for the duration of the academic school year, unless the student attends high school as they have the right to attend until they graduate (EC Section 48853.5).

If a dispute arises over school selection or enrollment, the school must immediately enroll the student in the school where enrollment is sought. During the Dispute Resolution process, the student is to maintain enrollment in the school sought pending the final resolution of the dispute. For information regarding the Dispute Resolution process, contact the Student Support and Attendance Services at (213) 241-3840.

Students in foster care may qualify for an exemption from local graduation requirements. Designated school staff shall notify students and their parent/legal guardian of their eligibility to be exempt from coursework and other requirements adopted by the District in addition to the statewide coursework requirements. The high school graduation exemption eligibility criteria are as follows:

1. The student must be in foster care;
2. The student transferred schools after their second year of high school;
3. The student cannot reasonably complete the additional Los Angeles Unified graduation requirements within four (4) years;
4. The educational rights holder must determine that the graduation exemption is in the student's best interest;
5. The student must complete the California high school graduation requirements.

Once a student is found eligible for this exemption, their eligibility continues even if the student's foster care case closes or the student transfers 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 (EC Section 51225.1).

Parents/legal guardians, foster caregivers, social workers and/or probation officers should notify the school district as soon as they become aware that a student 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 should be held with the educational rights holder to determine whether the student will remain in the school of origin and if transportation is needed.

If a student in foster care is issued a suspension (including in-school suspension), recommended for expulsion, scheduled for a manifestation determination meeting, or involuntarily transferred to a continuation school, the following must be notified: parent/

legal guardian, educational rights holder; minor's counsel; DCFS social worker, and tribal social worker, if applicable.

Contact the Student Support and Attendance Services at (213) 241-3840 or visit: <https://achieve.lausd.net/Page/16356> for further information.

## **STUDENTS INVOLVED IN THE JUVENILE JUSTICE SYSTEM**

Students shall not be denied enrollment or readmission to a public school solely on the basis that they have had contact with the juvenile justice system. Each public school district and Los Angeles County Office of Education (LACOE) shall accept for credit full or partial coursework satisfactorily completed by the student while attending a public school, juvenile court school, or nonpublic school. 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. [EC Sections 48645.5 (b) and 51225.2.]

Los Angeles Unified, LACOE, and Los Angeles County Probation Department have a joint transition policy with established protocols and procedures. This partnership ensures that students returning to the District from juvenile court schools are identified, supported with appropriate placement, and connected to case management services when needed, at the identified school site. These joint structures support the immediate transfer of educational records, uniform systems of credit calculating and awarding, and immediate enrollment. (EC Sections 48645.5, 49069.5, 48647, and 48648.)

Additionally, District policy provides a graduation exemption for students involved in the juvenile justice system who are identified as students in foster care or who are former juvenile court school pupils who transfer schools after their second year of high school if the student is not on track to graduate within four (4) years. Designated school staff shall notify eligible students and their parent/legal guardian of their eligibility to be exempt from coursework and other requirements adopted by the District in addition to the statewide coursework requirements. Once a student is found eligible for this exemption, their 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 (EC Section 51225.1). The law also permits students involved in the juvenile justice system to be issued partial or full credits for coursework completed while attending another school.

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

Los Angeles Unified 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, 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 UCP set forth in the California Code of Regulations, Title 5, Sections 4600-4695, 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 4600-4695.

### **A UCP complaint may be filed for allegations of noncompliance in the following areas:**

1. Adult education programs (Section 8500-8538, 52334.7, 52500, 52616.18);
2. After school education and safety (Section 8482-8484.65);
3. Agricultural career technical education (Section 52460-52462);
4. Compensatory education (Section 54400);
5. Consolidated categorical aid programs (34 CFR sections 299.13–299.15, EC Section 33315);
6. Migrant child education (Section 54440-54445);
7. Career technical and technical education and career technical and technical training programs (Section 52300-52462);
8. Childcare and development programs (Section 8200-8498);
9. Every Student Succeeds Act [20 United States Code Section 6301 et seq.; Education Code (EC) Section 52059];
10. Discrimination, harassment, intimidation, and/or bullying of protected groups identified under Section 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one (1) or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution as defined in Section 210.3, that is funded directly by, or that receives, or benefits from any state financial assistance. (Related to employee-to-student, student-to-student, student-to-employee, third party to student, employee-to-third party);
11. Accommodations for pregnant and parenting students, including reasonable accommodations for lactating students (Section 46015, 222);
12. Regional occupational centers and programs (Section 52300-52334.7);
13. School or athletic team names, mascots, or nicknames (EC sections 221.3, 33315)
14. School plans for student achievement (Section 64001);
15. School site councils (Section 65000);
16. Instructional Materials and Curriculum (EC § 243);
17. State preschools (Section 8235-8239.1);
18. State Preschool Health and Safety Issues in Local Educational Agencies (LEAs) Exempt from Licensing [Education Code (EC) Section 8235.5];
19. Any other state or federal educational program, the state superintendent of public instruction, or designee deems appropriate.
  - Unauthorized charging of student fees: A student shall not be required to pay a student fee for supplies, materials, and equipment needed for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate EC Section 49011. A student 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 student fees. The complaint shall be filed no later than one (1) year from the date the alleged violation occurred. A student fee complaint of noncompliance should be filed first with the school principal or the agency superintendent or his/her designee. If merit is found in a student fee complaint, the public school shall provide a remedy to all affected students and/or parents/legal guardians that where applicable includes reasonable efforts by the public school to ensure full reimbursement to all affected students and parents/legal 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 and/or parents/legal guardians who paid a student fee within one (1) year prior to the filing of the complaint;

- Failure to comply with legal requirements pertaining to the Local Control and Accountability Plan (LCAP): A complaint that a school district has not complied with the requirements of the LCAP may be filed using the UCP complaint procedures (EC 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 EC Sections 52060-52076;
- 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;
- Failure to ensure the educational rights of students in foster care, students who are homeless, former juvenile court school students, students who are children of military families, migratory students, and students 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 (EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2); per public notices posted;
- 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 student 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 (1) week in any semester or to a course the student 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.

A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance, including student fees and LCAP complaints. The District will attempt in good faith to engage in reasonable efforts to identify and fully reimburse all students and/or parents/legal guardians who paid a student fee within one (1) year prior to the filing of the complaint. If merit is found in a complaint, a remedy shall be provided to the affected student in cases regarding course periods without educational content, reasonable accommodations to a lactating student, education of students in foster care, students who are homeless, former juvenile court students now enrolled in Los Angeles Unified and/or students in military families, a remedy shall be provided to all affected students and parents/legal guardians in cases involving student fees, physical education, instructional minutes, and/or LCAPs.

**Compliance Officer:** The Office of Student Civil Rights 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, please contact the Office of Student Civil Rights at (213) 241-7682 or at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

**Notifications:** The District shall annually notify in writing its students, parents/legal 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.

Pursuant to Section 4691 of Title V of the California Code of Regulations (5 CCR), in each California state preschool program classroom exempt from licensing, parents/legal guardians, pupils, and teachers will find notice of health and safety requirements for a California state preschool program per Health and Safety Code (HSC) Section 1596.7925. Deficiencies related to California state preschool program health and safety issues may be resolved using the UCP (HSC Section 1596.7925; EC Section 8235.5). Otherwise, health and safety complaints regarding licensed facilities operating a Child Development Program may be referred to the Department of Social Services. UCP forms are available upon request at any school, Region Office, by contacting the Office of Student Civil Rights at (213) 241-7682, email at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net), or on the website for Uniform Complaint Procedures at: <https://www.lausd.org/oscr>. A copy of the UCP policy and complaint procedures shall be available free of charge.

**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 Office of Student Civil Rights, the designated office for responding to such complaints. Complaints shall be filed no later than one (1) year from the date the alleged violation occurred, other than in the case of the exceptions noted above. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. 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. When the subject matter of a complaint is not covered by this policy, the complainant will be so advised in writing. The 60-day timeline for the investigation and District response shall begin when the written complaint is received by the Office of Student Civil Rights.

UCP forms are available upon request from any school or Region Office by contacting the Office of Student Civil Rights at (213) 241-7682, email at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net), or at: <https://www.lausd.org/oscr>. A copy of the UCP policy and complaint procedures shall be available free of charge. Complainants are advised of 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 (EC Section 262.3).

**Appeals of District Decisions:** The complainant may appeal a Local Education Agency (LEA) Investigation Report for a UCP complaint to the California Department of Education (CDE) by filing a written appeal within 30 days of the date of the LEA Investigation Report. To request an appeal, the complainant must specify and explain the basis for the appeal, including at least one (1) of the following:

1. The LEA failed to follow its complaint procedures; and/or;
2. The LEA Investigation Report lacks material findings of fact necessary to reach a conclusion of law; and/or
3. The material findings of fact in the LEA Investigation Report are not supported by substantial evidence; and/or
4. The legal conclusion in the LEA Investigation Report is inconsistent with the law; and/or
5. In a case in which the LEA found noncompliance, the corrective actions failed to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint and (2) a copy of the LEA Investigation Report.

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

Please visit: <https://www.cde.ca.gov/re/cp/uc/> for additional contacts for programs, services, and appeal offices covered by CDE under the UCP.

Deficiencies related to California state preschool program health and safety issues may be resolved using the UCP (HSC Section 1596.7925; EC Section 8235.5). Otherwise, health and safety complaints regarding licensed facilities operating a Child Development Program may be referred to the Department of Social Services.

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.

### **WILLIAMS UNIFORM COMPLAINT PROCESS**

The Williams Uniform Complaint Process provides important information to parents/legal guardians, students, teachers, and other stakeholders regarding complaint rights for the following areas (EC Section 35186):

1. There should be sufficient standards-aligned textbooks or instructional materials. That means each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home;
2. School facilities must be clean, safe, and maintained in good repair. An adequate number of pupil restrooms should be open, clean, stocked, and fully functional;
3. There should be no teacher vacancies or misassignments. A teacher should be assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credentials to teach the class, including the certification required 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 by contacting:

1. The school's main office;
2. The Office of Student Civil Rights at (213) 241-7682;
3. By email at: [WilliamsComplaint@lausd.net](mailto:WilliamsComplaint@lausd.net);
4. By accessing the website at: <https://www.lausd.org/oscr>.

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

1. School site (main office, principal);
2. Applicable Region Office;
3. The Office of Student Civil Rights by fax at: (213) 241-3312;
4. By email at: [WilliamsComplaint@lausd.net](mailto:WilliamsComplaint@lausd.net);
5. By U.S. Mail at: Los Angeles Unified – Office of Student Civil Rights, Williams Complaints, 333 South Beaudry Ave., 18th Floor, Los Angeles, CA 90017.

Complaints regarding systemic textbook sufficiency issues (involving multiple pupils) may also be filed directly with the State Superintendent of Public Instruction at the following address: State Superintendent of Public Instruction, 1430 N. Street, Suite 5602, Sacramento, CA 95814.

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 Office of Student Civil Rights at (213) 241-7682 or at: <https://www.lausd.org/oscr>.

### **CAREER TECHNICAL EDUCATION ANNUAL PUBLIC NOTIFICATION**

Los Angeles Unified does not discriminate on the basis of race, color, national origin, sex, or disability, or any other basis protected by law or regulation in its program or activities and provides equal access to the Boy Scouts of America and other designated youth groups.

Los Angeles Unified offers classes in many career and technical education program areas such as Agriculture and Natural Resources, Arts, Media and Entertainment, Public Service, Child Development, Business and Finance, Manufacturing and Product Development, Health Science Medical Technologies, Information and Communication Technology, and Transportation etc. under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the CTE Coordinator: Seema Puri, CTE Coordinator, 333 S. Beaudry Ave., 27th Floor, Los Angeles, CA 90017 or (213)-241-1298, or [spuri@lausd.net](mailto:spuri@lausd.net).

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following employees have been designated to handle inquiries regarding the nondiscrimination policies: If you or your student have been subjected to discrimination, you should contact your school site principal and/or:

1. Title IX and Section 504 Coordinator – Binh Nguyen, 333 S Beaudry Avenue, 18th Floor, Los Angeles, CA 90017, by phone at (213) 241-7682, or email at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).
2. Title II /ADA Coordinator – Kenneth Arrington, 333 S Beaudry Avenue, 18th Floor, Los Angeles, CA 90017, by phone at (213) 241-4350, or email at: [ADA-Info@lausd.net](mailto:ADA-Info@lausd.net).

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## HEALTH AND WELLNESS

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### BLUEPRINT FOR WELLNESS POLICY

Los Angeles Unified recognizes the critical relationship between the health and well-being of our students and academic achievement – our children must be healthy to be educated and be educated to be healthy.

The [Blueprint for Wellness Policy](#) is Los Angeles Unified'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, Building Resiliency, Safe Environment, Staff Wellness, as well as Parent and Community Involvement. This wellness policy is designed to encompass student, parent/legal guardian, staff, and community members. Additional information and resources are available at: [lausd.org/wellnessprograms](https://lausd.org/wellnessprograms) or by phone at (213) 241-3850.

### HEALTH INFORMATION

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric, drug, or alcohol inpatient treatment), should 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), Doctor of Osteopathic Medicine (DO), California-licensed dentist, California-licensed nurse practitioner (NP), California-licensed midwife, or a California-licensed physician assistant (PA)].

A student returning to school with sutures (stitches, staples), ace bandages (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)/legal 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 due to illness or injury. A parent's/legal guardian's written request for an excuse will be accepted for up to five (5) days; thereafter, a written request is needed from the student's licensed California health care provider.

School authorities may excuse any student, 12 years of age or older from the school for the purpose of obtaining confidential medical services without the consent of the parent/guardian [Education Code (EC) Section 46010.1].

Students are allowed to wear protective gear (hats, sun visors, or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with California EC Section 35183.5. Schools are not required to provide protective materials. Students are permitted 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 by the Los Angeles County Department of Public Health (LACDPH). 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 Public Health, the California Department of Education, and the LACDPH. Guidance in addressing communicable diseases may also come from the Centers for Disease Control and Prevention, and national organizations. Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability, and District, county, and state policies. For specific disease guidance, please refer to the Communicable Disease in Schools Reference Guide at: <https://www.lausd.org/Page/12655>.

Readmission to school is based on condition and appropriate treatment. A longer exclusion period may be warranted for students who do not have some or all their required immunizations for school.

For any fever producing condition (100.4 F degrees or higher), the student must be fever free, without the use of fever reducing medication for a minimum of 24 hours. In addition, symptoms must have improved prior to re-admittance to school.

Schools may notify parents/legal guardians about school exposure to chickenpox, head lice, COVID-19, or other communicable diseases that pose a risk to students. In some cases, decisions regarding notification are made by public health officials. The parent/legal guardian of a student for whom certain communicable diseases present a particular hazard should contact the 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.

### Diabetes Mellitus

Managing Type 1 diabetes at school is most effective when there is a partnership between students, parents/legal guardians, 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 licensed California health care provider and parent/legal guardian. Please contact the credentialed school nurse at school to initiate the planning for diabetes management.

The "What is Diabetes?" Fact Sheet on Type 2 Diabetes is to be given to all current and incoming 7th grade students at the time of enrollment or during a common class time [Education Code (EC) Section 4452.7]. The California Department of Education (CDE) Fact Sheet can be found at: <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>.

### **Immunization Requirements**

New students to Los Angeles Unified will not be admitted or enrolled unless a current, complete immunization record provided by a health care provider, or the health department is presented at the time of enrollment. Students may be conditionally admitted and enrolled if missing doses of required vaccines are not yet due. Students who are in foster care, experiencing homelessness, children of migratory workers, children of an active-duty military family, or who have an Individual Education Program (IEP) are to be granted Conditional Admission and enrolled immediately, regardless of the availability of immunization records or whether immunizations are up to date or complete. The immunization requirements do not prohibit students from accessing special education and related services required by their IEPs.

There are no grace periods for students who lack vaccines that are currently due. Students new to Los Angeles Unified 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 7th grade must show evidence that they have received a pertussis-containing vaccine booster (e.g., Tdap) on or after their 7th birthday. The Td vaccine does not meet the requirement; however, DTap/DTP do meet the requirement if administered on or after the 7th birthday. All students entering or transferring to a different school at any grade level and/or entering or advancing to 7th grade are required to have a second dose of Varicella vaccine. Parent(s)/legal guardian(s) are encouraged to visit their child's health care provider. For more information about school immunization requirements, see: <https://www.lausd.org/Page/13115>.

A school must review the immunization records of students admitted conditionally at least every 30 days until the student has received the remaining required vaccine doses or obtained an exemption. (17 CCR, Section 6035(b)).

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. Only a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO) licensed in California may exempt a student from some or all immunization requirements due to a medical condition: As of January 1, 2021, all new medical exemptions for school and childcare must be issued through [California Immunization Registry-Medical Exemption \(CAIR-ME\)](#). Parents/legal guardians and physicians can register and create an account in CAIR-ME at any time. Once registered, parents/legal guardians can log in to CAIR-ME to request a medical exemption. Parents/legal guardians take the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the two-page form and provides a copy to the parents/legal guardians to give to their child's school or childcare facility.

A physician will be required to provide the following information on the medical exemption in CAIR-ME:

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

School health personnel are available for consultation. There are many school-based clinics that offer immunizations to students. Parent/legal guardians can contact Student Medical Services at: <https://www.lausd.org/sms>. For more information or to schedule an appointment please call (213) 202-7590.

### **Medication in Schools**

Any student who is required to take prescribed or over the counter medication during the regular school day may be assisted by the school nurse or other designated school personnel [Education Code (EC) Section 49423] provided that the school district annually receives:

1. A "Request for Medication to be Taken During School Hours" completed by 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;
2. A written authorization provided by a physician or surgeon relating to a student carrying and self-administering inhaled asthma medications, from a physician or surgeon who contracted with a prepaid bi-national health plan operating lawfully under the laws of Mexico that is licensed as a health care service plan in California per California (EC Section 49423.1). The written authorization must be provided in both, English and Spanish and include the name and contact information for the physician or surgeon;
3. A written statement from the parent/legal guardian, educational rights holder ("Parent") of the student indicating the desire that the school district assists the student in the matters set forth in the health care provider's statement;
4. Whenever possible, it is preferable for licensed health care providers to establish a medication schedule that will eliminate or minimize the necessity for a student to take medication during school hours. Parent(s)/legal guardian(s) are urged to ask their licensed health care providers to consider such an arrangement;
5. Written authorizations must be renewed annually if there are any changes in the order or if there is a change in the health care provider. The authorization is valid one (1) calendar year from the date of the licensed health care provider's signature;
6. Parent/legal guardian-generated changes or modifications to the medication administration directions are not permitted or acted upon unless such changes are received from the licensed health care provider in writing, along with written parent/legal guardian authorization;
7. The parent/legal guardian has a right to rescind their consent for administration of medication at school at any time. The parent/legal guardian must submit a written statement and the school nurse will notify the health care provider.

Students may not carry or use medication on campus without written consent unless such consent will violate protected health information (Family Code Section 6925). However, students may carry and self-administer certain medication (e.g., inhaled asthma or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

1. A written statement from the authorized licensed California 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-carry and/or self-administer the medication;
2. A written statement from the parent/legal guardian consenting to the self-carry and/or self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the health care provider regarding any questions that may arise about the medication and releasing the school district and school personnel from liability in the case of adverse reaction;
3. Completion of Student Contract for Self-Carry and/or Self-Administration of Medication During School Hours signed by the student and the school nurse. A student misusing/self-administered medication is subject to specified disciplinary actions and the removal of self-carry or self-administration privilege (EC Section 48900).

School districts, county offices of education, and charter schools are required to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered and authorizes school nurses and trained personnel to use epinephrine auto-injectors to provide emergency medical aid to students who are suffering, or reasonably believed to be suffering from an anaphylactic reaction (severe allergic reaction) (EC Section 49414).

### **Oral Health Assessment**

Kindergarten students enrolled in a public school, or 1st grade students not previously enrolled in a public school are required to present evidence of having received an oral health assessment by May 31st of the school year (EC Section 49452.8). This assessment may be performed no earlier than 12 months prior to the date of the initial enrollment into a public school. The oral health assessment may be performed by a licensed dentist or other licensed or registered dental health professional. The parent/legal guardian 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. Students may not be excluded from school for non-compliance with the assessment or waiver. If a school hosts a free oral health assessment event at which licensed dentists or other licensed or registered dental health professionals perform school site assessments of students enrolled in the school, a student shall be given an oral health assessment unless the parent/legal guardian of the pupil has opted out of the school site assessment. A parent/legal guardian of a pupil can indicate that the parent/legal guardian does not consent to the pupil receiving the oral health assessment by completing the dental opt-out form found at: <https://www.lausd.org/Page/19215>. A student shall not receive dental treatment of any kind as part of the school site assessment unless the student's parent/legal guardian has provided informed consent for the treatment. For information on Los Angeles Unified Oral Health Program, visit: <https://www.lausd.org/oralhealthprogram>. For students experiencing homelessness, under California law, families must opt-in to share information. If parents/legal guardians would like their child to participate, parents/legal guardians can authorize Los Angeles Unified to share information with the licensed health care professional by completing the designated section in the "dental opt-out form" found at: <https://www.lausd.org/Page/19215>.

### **Medical Care on Field Trips**

Each student's parent/legal guardian must provide written permission for a field trip and authorization for medical care. For those students with health issues/medical conditions, parents/legal guardians are responsible to provide all necessary medications, supplies, and equipment needed for the field trip at least five (5) school days prior to departure. In order to administer over the counter medication(s) on overnight field trips, parents/legal guardians must have submitted a completed "Request and Prior Authorization for Over-the-Counter Medication To Be Taken During Overnight Field Trips" form, which includes the parent/legal guardian signature and the written California licensed health care provider's order with signature and date.

For medication names not listed on the form Overnight Field Trips, use the "Request for Medication to Be Taken During School Hours" form which includes the parent/guardian signature and the written California licensed health care provider's order with signature and date. In addition, the Health History form must be completed by the parent/guardian for all students. If a student needs a Specialized Physical Health Care Service (Protocol), a current completed Parent Consent and Authorized Healthcare Provider Authorization covering the field trip date(s) MUST be in place. Visit: <https://lausd.org/parent-resources> to download a form.

### **Physical Examinations**

A comprehensive physical examination and health assessment consistent with the American Academy of Pediatrics (AAP), Bright Futures standards of practice is recommended for all 1st grade students. In addition, health screening and evaluation services are required within 18 months prior to entry or up to three (3) months after admission to the 1st grade (H & S Code Sections 12010, 124085). This examination may be done by a private health care provider, health department clinic, or the District's 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 Los Angeles Unified are encouraged to provide the school with a report of a recent physical examination.

If a student is without medical insurance, with limited coverage, or they are covered by Medi-Cal, they may be eligible for a free physical examination at one (1) of Los Angeles Unified School Based Clinics (SBCs). If help is needed in scheduling a physical examination, please contact the school nurse. If parents/legal guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the school administrator and school nurse (EC Section 49451).

Screening of the student's vision and hearing will be done at the school site in accordance with state mandates (EC Section 49452). All girls in grade 7th and boys in grade 8th may be screened for possible scoliosis (unnatural curvature of the spine). Parents/legal guardians will be notified of any findings because of the mandated screening tests that require further attention. Parents/legal guardians who do not wish to have their child examined at school (including vision and hearing screenings), must file an annual written statement to that effect with the school administrator and school nurse (EC Section 49451).



Each student in grades 9-12 planning to participate in interscholastic athletics must pass a yearly comprehensive physical examination, commonly referred to as a Sports Physical Exam, by a California licensed health care provider that complies with current Los Angeles Unified 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. To schedule an appointment for a school entry physical examination, and/or sports physical exam, please call Student Medical Services at (213) 202-7584, or (213) 202-7590, or visit the website: <https://achieve.lausd.net/Page/12532#spn-content>.

### **School Mental Health**

Student Mental Health and Wellness Services, School Mental Health (SMH) offers a range of mental health services that provide treatments and support to help children, youth, and families become better equipped to thrive and live successfully. Services are provided at schools, clinics, Wellness Centers, and through various programs throughout the District.

### **School Mental Health Clinic and Wellness Centers Overview and Referral Procedures**

SMH clinics and Wellness Centers are staffed by licensed child psychiatrists and psychiatric social workers. Staff are trained in evidence-based practices to treat depression, anxiety, disruptive behaviors, and trauma. Medication support services are available to qualifying students who are active SMH clients and covered by Medi-Cal health insurance or have no insurance. School staff and parents/legal guardians may call any of the clinics to discuss how to access mental health services.

All services provided at clinics and Wellness Centers are confidential. For additional information and to access the referral for services, visit: <https://www.lausd.org/smh>.

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

Suicide is a serious public health problem that takes an enormous toll on families, friends, classmates, co-workers, and communities. Suicide prevention is the collective effort of all adults that support and work with students, including parents/legal guardians, caregivers, families, local community organizations, mental health practitioners, and related professionals. The aim is to reduce the incidence of suicide through education, awareness, and services.

If IMMEDIATE assistance is needed due to a life-threatening situation, call 911. For a psychiatric emergency, contact Los Angeles County Department of Mental Health 24-hour ACCESS Center at (800) 854-7771.

For support when in crisis, call the Suicide and Crisis Lifeline at 988 or (800) 273-8255, available 24 hours every day.

For additional information, consultation, and referrals contact the Student and Family Wellness Hotline at (213) 241-3840 or visit: <https://www.lausd.org/smhws>. SMH staff is available throughout the calendar year, except on holidays, Monday through Friday, from 8:00 a.m. to 4:30 p.m.

### **Wellness Centers in Los Angeles Unified**

The Wellness Centers provide students and community access to health and mental health services, wellness promotion, and career pathways. Wellness Centers are operated by community health providers in partnership with Los Angeles Unified 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 and 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 health insurance coverage is needed, contact the Student Mental Health and Wellness Services, Children's Health Access and Medi-Cal Program (CHAMP) staff at (213) 241-3848 for assistance.

For current information and for a list of clinics and Wellness Centers, please visit the Student Mental Health and Human Services website at: <https://www.lausd.org/smhws> and click on "Wellness Network – Wellness Centers" link.

### **NURSE-FAMILY PARTNERSHIP**

The Nurse Family Partnership (NFP) Program is an evidence-based nurse home visitation program providing comprehensive health education services and support to first time pregnant teens enrolled in a Los Angeles Unified school. It is free and voluntary to eligible participants and there are no medical or immigration restrictions. The NFP Program Goals: (1) Improve pregnancy outcomes, (2) Improve child health and development, and (3) Improve families' self-sufficiency. The NFP Eligibility: (1) Currently less than 28 weeks pregnant, (2) First time mothers, and (3) Enrolled in a Los Angeles Unified school. For more information, visit: <https://www.lausd.org/Page/12657>, call (213) 202-7580, or email: [NFPservices@lausd.net](mailto:NFPservices@lausd.net).

### **SCHOOL-BASED MEDI-CAL AND MENTAL HEALTH SERVICES**

The following information about Medi-Cal is offered to parents/legal guardians of children who are Medi-Cal eligible. Children qualify for Medi-Cal based on various factors including the number of household members, family income, and disability. Parents/legal guardians interested in obtaining more information about Medi-Cal can call Los Angeles Unified Children's Health Access and Medi-Cal Program (CHAMP) toll free Helpline at (866) 742-2273 or visit: <https://achieve.lausd.net/CHAMP>. The Helpline is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

Los Angeles Unified provides all required services as specified on the student's Individualized Education Program (IEP), and mental health services specified on the School Mental Health (SMH) Consent to Participate in School Based Social Emotional Supports at no cost to parents/legal guardians. 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. Parents/legal guardians who are Medi-Cal eligible authorize Los Angeles Unified to submit claims for reimbursement by Medi-Cal when a parent/legal guardian signs a consent for a Special Education Assessment Plan or an IEP, and the School Mental Health (SMH) Consent to Participate in School Based Emotional Supports unless the parent/legal guardian signs a Parent Medi-Cal Non-Authorization to Bill

form. Parents/legal guardians may request a Parent Medi-Cal Non-Authorization to Bill form from Los Angeles Unified Medi-Cal Office by calling (213) 241-0558. Additional information regarding the Medi-Cal Non-Authorization to Bill form is also in A Parent's Guide to Special Education Services (including Procedural Rights and Safeguards). 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. Medi-Cal reimbursement for school-based services does not affect the student's Medi-Cal benefits in other health care settings. There is no cap on Medi-Cal for students in California.

The Los Angeles Unified Medi-Cal Reimbursement Programs 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 Handbook, forms section.

## **STUDENT HEALTH INSURANCE**

Los Angeles Unified's Children's Health Access and Medi-Cal Program (CHAMP) can assist parents/legal guardians with enrolling 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/legal guardians can call the toll-free CHAMP Helpline at (213) 241-3840 for enrollment assistance or visit: <https://www.lausd.org/champ>. Schools can schedule presentations for staff or parents/legal guardians by contacting the CHAMP office. The Helpline is open Monday through Friday, from 8:00 a.m. to 4:30 p.m.

## **HEALTH AND WELLNESS TELEHEALTH SERVICES**

Los Angeles Unified offers telehealth (mental and physical) services for students through external providers at no cost to families. These are consent-based services:

1. Telephysical health services may be accessed at school;
2. Telemental health services may be accessed at school or home.

For more information and to view the consent or request forms, please visit: [www.lausd.org/telehealth](http://www.lausd.org/telehealth).

## **PARENT/GUARDIAN ANNUAL NOTIFICATION REGARDING CONDOM AVAILABILITY PROGRAM (CAP)**

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 involved in activities that put them at risk for infection. Although the District does offer education that emphasizes abstinence as the only 100% 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 HIV/AIDS viruses. In view of these facts, and in collaboration with medical and public health authorities, condoms are available in secondary schools. The Board of Education enacted a policy in 1992 to make condoms available for students unless parents/legal guardians contact the school nurse in writing denying permission.

The District's CAP through the Los Angeles County Department of Public Health makes condoms available at no cost to students who request them. Parents/legal guardians who do not wish their child to obtain condoms can submit a written letter to the school nurse or designated school site CAP staff member. In making condoms available, the District assumes no liability.

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## **NUTRITION SERVICES**

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### **FOOD SERVICES DIVISION (Café LA)**

Café LA offers the following U.S. Department of Agriculture (USDA) federal meal programs: the School Breakfast Program (SBP), the National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), and the Seamless Summer Option (SSO).

For the 2025-26 school year, California's Universal Meals Program will continue to provide breakfast and lunch to all students at no charge. We will continue to promote Breakfast in the Classroom service to support students. Under the CACFP, supper meals will also be available to students on school campuses that qualify.

If parents/legal guardians have questions regarding meal programs at the school, they can contact the school's Food Services Manager. They are knowledgeable in all areas of meal service, food preparation, sanitation, safety, the various programs offered, and serving times. For additional information about the programs and nutritional resources visit: <https://www.lausd.org/cafeLa> or call (213) 241-6419 or (213) 241-6409.

### **Nutrition & Café LA Menus**

Los Angeles Unified is a leader in promoting healthy food and lifestyles to combat obesity, diabetes, and other health issues. The Board of Education adopted policies to uphold best practices for child nutrition. These include:

1. "Improving Food and Nutrition Policy" which strives toward improving student access to meals by mandating that students receive no less than 20 minutes to eat; and
2. "Good Food Procurement Policy" which promotes food purchases that support local economies, environmental sustainability, a valued workforce, animal welfare, and nutrition.

The menus are planned by a team of Nutrition Specialists and continue to improve and instill the highest nutritional standards that meet all USDA requirements. All menus are student-driven and approved. Menus, nutrient, and allergen information for menu items can be accessed on the Yum Yummi website at: <https://lausd.yumyummi.com/> or by downloading the Yum Yummi App to a mobile device from the App Store or Google Play.

The menus adhere to the following principles to ensure that every student finds healthy and appealing meal options at school:

1. Offer a variety of menu choices that include fresh salads, rice bowls, and sandwich options. Secondary schools offer 5-6 daily entrée options, and all elementary schools have a fruit and vegetable bar for lunch service;

2. Provide whole grain-rich products;
3. Offer fresh fruits and vegetables daily;
4. Offer vegan and vegetarian options daily;
5. Offer only antibiotic free chicken;
6. Meals have no more than 30% of total calories from fat, no more than 10% of total calories from saturated fat, and no added trans fats;
7. Meals contain no artificial colors, flavors, monosodium glutamate (MSG), nitrates, or sulfites;
8. Use student feedback obtained from student taste-testing of all potential menu items, where only those items with a high student acceptability rating are considered for menu placement.

If a student requires a special diet or has special dietary needs, parents/legal guardians may obtain "Los Angeles Unified Medical Statement to Request Special Meals" form from the food services manager, school nurse, or at: <https://www.lausd.org/cafela>. The following forms and information are available under the [Nutritional Information and Special Diets](#) link near the bottom of the "Menu" page:

1. Los Angeles Unified Medical Statement to Request Special Meals;
2. Parent/Legal Guardian Request to Substitute Soy Milk for Fluid Milk;
3. Nutrient Analysis;
4. Carbohydrate Count;
5. Food Allergen and Ingredient List.

If parents/legal guardians have any questions regarding special diets or menus, please contact your school Food Services Manager or the Nutrition Specialists at [specialdiet@lausd.net](mailto:specialdiet@lausd.net).

For all other FNS nutrition assistance programs, state, or local agencies, and their subrecipients must post the following Nondiscrimination Statement:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity."

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **Fax:** (833) 256-1665 or (202) 690-7442; or
3. **Email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

*This institution is an equal opportunity provider.*

*Updated: February 15, 2023*

## PARENT AND FAMILY ENGAGEMENT

### OFFICE OF STUDENT, FAMILY AND COMMUNITY ENGAGEMENT

#### Los Angeles Unified Policies on Parent and Family Engagement

Los Angeles Unified recognizes that when schools and families form strong partnerships, children's potential for educational success improves significantly. Applicable law, District policy, and the Los Angeles Unified Parents as Equal Partners Board Resolution, which contains the Los Angeles Unified Parent Bill of Rights and Responsibilities guide school and District practices regarding the engagement of families in their children's education. School staff and families may visit: <https://www.lausd.org/page/9651> to view Los Angeles Unified Parent and Family Engagement Policy for Title I schools. More information for staff and families about parent engagement policies is available at: <https://www.lausd.org/sface>.

#### Honoring Perspectives

Los Angeles Unified offers parents/legal guardians various leadership opportunities. Every school receiving federal Title I funds establishes a School Site Council (SSC). As members of the SSC, parents/legal guardians are involved in the process of decision-making about the school's educational program, the use of categorical funds to support these programs, and the school's plan to involve parents/legal guardians in their children's education. In addition, all schools with 21 or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students are required to establish an English Learner Advisory Committee (ELAC). Members are elected during the start of the school year for school councils and committees, and when there are vacancies. The District must also establish a District English Learner Advisory Committee (DELAC), which consists of ELAC Chairpersons from throughout the District. In addition to DELAC, there are also two (2) District-level committees where members meet to learn about District programs and services, and they offer the District comments. The second committee is the Community Advisory Committee (CAC), which consists of different groups of members. Eligible representatives include parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers, and other school personnel representatives of other public and private agencies, and persons concerned with the needs of

individuals with exceptional needs. The CAC offers comments aligned to the Special Education Local Area Plan. The third District-level committee is the Parent Advisory Committee, which offers comments for the District's Local Control and Accountability Plan (LCAP). Members are elected at convenings hosted regionally. Please visit: <https://www.lausd.org/committees> for additional information.

In addition to serving on various councils and committees, families are invited to attend a series of Region Ambassador sessions designed to prepare parents for sharing information in their school communities. There are three (3) pathways for ambassador sessions, each consisting of three (3) meetings. These pathways are centered on how the District supports students with special needs, programs and services for English Learners, and the Local Control and Accountability Plan. To learn more, visit: <https://www.lausd.org/ambassadors>.

Every year, parents/legal guardians, through the School Experience Survey, provide Los Angeles Unified with their perceptions on a variety of matters, including how well their schools welcome them as partners. The School Experience Survey is administered in the spring. Additional information is available at: <https://www.lausd.org/ses> as well as in the School Experience Survey section of this handbook.

If parents/legal guardians have any questions, concerns, or complaints, they may contact the school. For complaints that fall under the Uniform Complaint Procedures (UCP) (complaints of discrimination, bullying, and other matters), a formal complaint may be filed. For more information, please see the UCP section in this handbook or contact the Office for Student Civil Rights at (213) 241-7682 or by email at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

Please visit: <https://schooldirectory.lausd.net/schooldirectory/> to learn about the school goals, plans, funding, and services. Search for the school and click on a variety of options, including a Budget Availability Report.

### **Strengthening Relationships**

Parents/legal guardians have opportunities to participate in workshops which support student learning at home, workshops regarding District and state priorities or initiatives, and workshops on parent/legal guardian leadership and empowerment. All parents/legal guardians, including parents/legal guardians of students who are English Learners, from migrant families, or with disabilities, have access to school-based activities and programs. There are learning opportunities including workshops and conferences at the Regions as well as at schools. For more information, contact the school or visit: <https://www.lausd.org/page/9651>. To contact the Region Family and Community Engagement team, visit: <https://www.lausd.org/regions>. In addition, the Division of Special Education provides free resources for parents/legal guardians of students with disabilities, including offering them information about the student's education and ways to be involved. For more information, contact the School and Family Support Services at (213) 241-6701 or visit: <https://www.lausd.org/sped>.

### **Parent Volunteers**

Los Angeles Unified values volunteers as important partners in strengthening communication between home and school and in supporting student achievement. Parents/legal guardians may request to volunteer their time and resources for the improvement of school programs and facilities under the supervision of District employees [Education Code (EC) Section 51101(a)(3)]. School volunteers assist schools by providing support to teachers and other staff through a variety of activities, both remotely and in-person. Parents/legal guardians needing assistance with the online application may request it from the school. Parents/legal guardians can also access the online Volunteer Management System through the Parent Portal. For additional information please visit: <https://www.lausd.org/volunteer> or contact the school.

### **Parent Portal and LAUSD Mobile App**

The Parent Portal and a Mobile App are available for families to access valuable information about student progress as well as resources for families. To learn please visit: <https://www.lausd.org/parentportal>. Examples of information families may access include bus route offerings and schedules, attendance, student specific plans such as the Individualized Education Program (IEP) and reclassification information as well as gifted notifications, to name a few. Parents/legal guardians may link their account to student information by requesting a unique Personal Identification Number (PIN) populated for each parent. The PIN is available by contacting the school or calling Los Angeles Unified Family Hotline at (213) 443-1300.

### **Family Academy**

The Family Academy is designed to leverage families' assets to be empowered as they support their child from the early primary years to college and career success. This effort will complement family knowledge by connecting them to actionable learning focused on their child's development, as well as information about career building and educational opportunities. To view and download a list of webinars and in-person events, families may visit: <https://www.lausd.org/familyacademy>. The website also provides information on how to enroll in an Equity Course Pathway, a 7-class experience hosted through the Division of Adult and Career Education where families learn in cohorts and engage in culturally relevant curriculum, learn and share with peers how family engagement supports student achievement, and develop their action plan to stay engaged in their child's education. The courses provide participants opportunities to share prior knowledge and lived experiences while promoting active two-way interaction and demonstrating the application of learning. Choose from one (1) of four (4) pathways: multilingual learners, Black and African American learners, youngest learners, and learners with exceptional needs.

### **LOS ANGELES UNIFIED FAMILY HELPDESK**

Los Angeles Unified is committed to providing exceptional customer service to parents/legal guardians, community members, and employees. The Helpdesk provides information and assistance in all areas concerning Los Angeles Unified families, community, and employees. The Family Helpdesk for parents/legal guardians and community members can be reached at (213) 443-1300, Monday through Friday, from 7:30 a.m. to 5:00 p.m.

### **CLASSROOM OBSERVATIONS**

Specifically for parents/legal guardians and education right holders, the Every Student Succeeds Act under Section 1116: Parent and Family Engagement states families are to have "reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities." California Education Code Section 51101 states parent classroom observations should be "within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for



the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any Intra-District or Inter-District pupil attendance policies or programs.” School sites are not to establish arbitrary time limits. To request a classroom observation, please contact the school principal.

### **SCHOOL ACCOUNTABILITY REPORT CARD**

The District must annually issue a School Accountability Report Card (SARC) for each school [Education Code (EC) Section 35256]. The SARC is published by February 1st each school year. The report is available at: <https://www.lausd.org/Page/8027> or you may request a copy at the school.

### **EVERY STUDENT SUCCEEDS ACT: PARENTS’ RIGHT TO KNOW NOTIFICATION FOR TITLE 1 SCHOOLS**

At the beginning of each school year, school districts receiving Title 1 funds are required to notify parents/legal guardians whose student(s) attend a Title 1 school that they may request, and receive in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including at a minimum whether the student’s teacher:

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Is teaching under emergency or other provisional status permit (e.g., Provisional Intern Permit);
3. Is teaching in the field of discipline of the certification of the teacher.

In addition, parents/legal guardians of students attending a Title 1 school can request the qualifications of Teacher Assistants (TAs) serving the student. More information regarding TA qualifications may be found at: <https://www.lausd.org/Page/13604>. Los Angeles Unified may employ any qualified person who possesses a temporary certificate to serve as a TA (EC Section 44926). All TAs must be enrolled as a student in a college or university.

If parents/legal guardians would like information regarding the professional qualifications of teachers and/or TAs, they can contact the school and let them know they are reaching out regarding the Parent’s Right to Know and specify whose professional qualifications they are interested in receiving.

### **SPECIAL EDUCATION: SCHOOL AND FAMILY SUPPORT SERVICES (SFSS)**

The School and Family Support Services Unit (SFSS) is committed to providing families of students with disabilities with the information, assistance, and resources they need to become meaningful participants in their children’s education. SFSS responds to special education-related inquiries and facilitates collaboration between District staff, students, and parents/legal guardians to resolve special education-related concerns.

Additionally, SFSS addresses complaints from parents/legal guardians/educational rights holders alleging special education violations. This allows the District to resolve these concerns internally and potentially reduce the need for parents/legal guardians to pursue external complaint processes. A “complaint” is an allegation of a violation of the Individuals with Disabilities Education Act (IDEA), the California Education Code related to special education, or the District’s special education policies and procedures. SFSS facilitates collaboration between District staff and parents/legal guardians to bring about a lawful resolution in a timely manner. A “resolution” is either (1) a specific action taken by a school or other District department that provides the appropriate remedy or (2) suggested next steps that the parent/legal guardian has the option of taking when it is determined that a special education violation has not occurred.

For more information, contact the Division of Special Education, School, and Family Support Services at (213) 241-6701.

### **PARENT PORTAL**

The Parent Portal is a one-stop, online system available 24/7. All parents/legal guardians should be enrolled in the Parent Portal which securely connects them to tools and school records that will assist them in supporting their student’s academic success. Visit: <https://lausd.org/parentportal> for additional information.

To register, parents/legal guardians need the following:

1. A personal email address;
2. A Username and Password (of their choice);
3. The student’s four-digit security code (PIN Code sent through U.S. Mail or can be obtained at the school);
4. The student’s birthdate;
5. The student’s District ID number.

Current features available to parents/legal guardians include the following:

1. Attendance and schedule;
2. Grades and assignments;
3. Individualized Educational Programs (IEPs) (for Special Education students).

Parents/legal guardians may use their Parent Portal credentials to access the District’s wireless network while on their students’ campuses.

### **MOBILE APPLICATION**

An easy-to-use mobile smartphone application (App) is available for parents/legal guardians to securely access in real-time the student’s information on grades, assignments, attendance, school events, District calendar, cafeteria menu, and bus routes and delays. The App can be set to provide information in English, Spanish, and Korean languages. The mobile App can be found in the App Store and is named “LAUSD”.

### **CONNECT NOTIFICATION SYSTEM**

Los Angeles Unified uses a Districtwide notification system called Connect to communicate with parents/legal guardians and employees

about emergencies, attendance, school events, and other important matters affecting students and families. The Connect service allows personalized voice messages to be sent to home, work, or cell phones along with communication via email, text, and social media. Parents/legal guardians are responsible for any text message costs. By completing the Student Emergency Information Form, parents/legal guardians can specify the phones on which they wish to receive general notifications, attendance updates, and emergency communications. The Connect's system allows Los Angeles Unified to reach everyone in the District in just minutes, helping keep parents/legal guardians informed and involved, which contributes to higher student achievement and safety. To ensure we have your current contact information, please complete the Student Emergency Information Form at: <https://www.lausd.org/Page/9244>. If your contact information changes or needs to be updated, please contact the school directly.

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

There are many instances when the school will attempt to reach parents/legal guardians:

1. **General Notification Messages:** These non-emergency messages are sent throughout the day to announce upcoming events, provide reminders, and share important information;
2. **Attendance Notification Messages:** These messages are sent in the morning and early evening to inform parents/legal guardians about their child's unexcused absence or tardiness for one (1) or more periods or an entire school day. The most appropriate contact number for these messages is a daytime phone number, such as a cell phone number if not at home. It is recommended that the home number not be used if no one is available at home during the day;
3. **Emergency Notification Messages:** These urgent messages are sent when necessary to communicate critical information. Parents/legal guardians should provide the phone number where they are most likely to be reached during waking hours. Connect will call all numbers stored in the system, including those for general and attendance notifications, to ensure the parent/legal guardian is contacted. This number should belong to the parent/legal guardian, not the alternate contacts listed on the Student Emergency Information Form. Alternate contacts will only be used if the school cannot reach the parent/legal guardian;
4. **Teacher Messages:** These messages provide information about the student's academic progress, behavior, work habits, and other classroom-related updates. They are sent via phone, email, or text using the general contact number provided by the parent/legal guardian.

### **Should I Provide an Email Address for Connect?**

1. The District is increasingly sending messages containing multimedia resources such as newsletters, videos, attachments, and graphics exclusively via email. To ensure parents/legal guardians receive these messages, please provide the school with at least one (1) email address.

### **Important Call Delivery Tips**

1. When a call comes from the school (or Los Angeles Unified), the message recipient's caller ID will display the school (or Los Angeles Unified's) phone number;
2. When listening to a message, background noise may cause the system to stop and start over. 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 the phone;
3. If any part of a message is missed, please stay on the line, and press the \* (star) key on the phone to hear the entire message again. Alternatively, parents/legal guardians can replay the latest messages by calling (855) 473-7529.

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

Every parent/legal guardian can opt out from receiving general notification messages sent via phone, email, or text:

1. When a call is received, listen to the prompts at the end of the message to opt out. To opt back in to receiving messages, call (855) 502-7867 from the phone on which parent/legal guardian previously received the calls;
2. To opt out of text messages, follow the instructions at the end of the text message. To opt back in to receiving text messages, text "START LAUSD" to 91841;
3. To opt out of email messages, follow the instructions at the end of the email message. To opt back in to receiving email messages, please contact the Mass Notification Office.

Only general notifications will be affected. Attendance and emergency calls will still be sent as usual.

Please ensure that the student returns the completed Student Emergency Information Form to the school as soon as possible. If the contact information changes or needs correction, please contact the school directly as only the school can update this information. Parents/legal guardians can visit the Parent Portal at: <https://parentportalapp.lausd.net/parentaccess/> to update the emergency phone number. It is crucial that the school has up-to-date contact information so parents/legal guardians can receive important messages. All personal information is kept confidential and is handled in accordance with Los Angeles Unified's security policies.

## **LOS ANGELES UNIFIED FAMILY SUPPORT HELPDESK**

Los Angeles Unified is committed to providing exceptional customer service and support for parents/legal guardians and community members. Los Angeles Unified Family Support Helpdesk can be reached at (213) 443-1300, from 7:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

## **EMPLOYEE HELPDESK**

Los Angeles Unified is committed to providing exceptional customer service and support for employees. Los Angeles Unified Employee Help Desk can be reached at (213) 241-5200, from 7:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

## **INFORMATION TECHNOLOGY SERVICES (ITS) SUPPORT CENTERS FOR LAUSD FAMILIES AND STAFF**

To further enhance support, Los Angeles Unified offers in-person IT support for students, teachers, parents, and employees. The Support includes:

1. Device and connectivity assistance for students and staff;

2. Student password and SSO support;
3. District application assistance.

Support Centers operate from 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Visit: [www.lausd.org/itsupportcenters](http://www.lausd.org/itsupportcenters) for a list of locations.

## RESTITUTION

As part of their education, students are provided with materials and equipment, including textbooks and devices to assist with instruction. In order to ensure the District maintains materials so all students have access, certain procedures are in place. Students should handle instructional materials, library books, devices, and other school property with care. The following are ways to help the student understand this responsibility:

1. Model careful handling of instructional materials, library books, devices, and other school property;
2. Help students find a safe place to keep books during the borrowing period;
3. Inform students that vandalism is not only a crime, but parents/legal guardians may be held financially responsible for the damage.

Parents/legal guardians should report damage to school property to the school as soon as possible. If a student's device is damaged, the student will be provided a replacement upon return of damaged property to ensure access. If the student intentionally fails to return a device or willfully damages textbooks by cutting, defacing, or otherwise injuring the school property, under the Civil Code and Education Code (EC) as well as District policy, parents/legal guardians are liable for damage to school property, including textbooks and/or devices, with limited exceptions for students experiencing homelessness or in foster care. 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/legal guardian having custody and control of the minor for all purposes of civil damages and the parent/legal 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, in addition to liability otherwise imposed by law. EC Section 48904(a)(1) states that a parent/legal 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 \$ 25,100 as of January 1, 2025, adjusted annually for inflation per EC Section 48904(a)(2). Upon receiving notification, the parent/legal guardian may return the property or pay the outstanding obligation. If the parent/legal guardian does not return the property or pay the outstanding debt, a small claims action may be filed by the Restitution Unit against the parent/legal guardian. If the parent/legal guardian is unable to pay the judgment, the parent/legal guardian may request an owner-debtor hearing. This is part of the law because these items are purchased with public funds. However, please see important points below.

Schools shall not take negative action against a student or former student because of a debt owed to the school, including but not limited to all the following, in cases that do not involve willful damage or loss:

1. Denying full credit for any assignments for a class;
2. Denying full and equal participation in classroom activity;
3. Denying access to on-campus educational facilities, including, but not limited to the library;
4. Denying or withholding grades or transcripts;
5. Denying or withholding a diploma;
6. Limiting or barring participation in an extracurricular activity, club, or sport;
7. Limiting or excluding from participation in an educational activity, field trip, or school ceremony.

If the school finds that school property is damaged as a result of willful acts, the school may:

1. Offer the parent/legal guardian and the student alternatives to repayment with money. Alternatives to repayment must be approved by the parent/legal guardian. Any alternatives that include service or work in exchange for repayment shall comply with all provisions of the Labor Code, including those sections relating to youth employment;
2. Provide an itemized invoice for the amount owed by the parent/legal guardian;
3. Establish a payment plan and a receipt will be provided after each payment.

Examples of service or work in exchange for repayment may include library service, completing a service-learning project assignment, or a research report, to name a few.

## What Can Parents Do During an Emergency?

Schools have emergency procedures in place to protect all students. In the school's main office, parents/legal guardians can view the school's Integrated Safe School Plan (ISSP) which outlines these procedures. To support schools and student safety, parents/legal guardians should:

1. Be familiar with the school's emergency procedures, and request and reunion gate locations;
2. Update their contact information on the Parent Portal or in writing to the school whenever it changes; and
3. Monitor their cell phone for emergency messages from the school or District;
4. Parents/legal guardians should remember that students look to them for guidance and support during an emergency; parents/legal guardians who are calm and are prepared for emergencies can inspire students to do the same.

Information on how Los Angeles Unified prepares for and responds to emergencies is available at: <https://www.lausd.org/pei>.

## NEWS MEDIA ACCESS AND PUBLICITY

Occasionally, reporters and other members of the news media may visit schools to write about, photograph, or videotape activities such as sporting events, school assemblies, special programs, or newsworthy events. Taking a picture of a student requires consent from a parent/legal guardian. Parents/legal guardians sign the Authorization and Release Form sent home with this handbook to grant that permission for the District. This form covers publicizing good news that schools or the District may want to share on [LAUSD.org](http://LAUSD.org), Facebook, Instagram, Threads, or other social media sites. Parents/legal 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. The form is also available at: <https://www.lausd.org/Page/364>.

The Publicity Authorization and Release Form only covers a student while on campus. Once they leave the school grounds and are on public property such as the sidewalk, reporters and photographers do not need permission to ask questions, take pictures, or videos. For this reason, it is best to talk with your child, so your child knows your preference in advance, in case they find themselves in this situation.

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## SCHOOL ATTENDANCE

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### SCHOOL OF RESIDENCE

Each person between the ages of 6 and 18 years who is not exempted is subject to compulsory full-time education and each parent/legal 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 in the parent's/legal guardian's residence area for the full-time designated as the length of the school day [Education Code (EC) 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/legal guardian. Enrollment in two (2) schools (with the exception of community colleges) at the same time is strictly prohibited and there may only be one (1) 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. Parents/legal guardians never have to provide information about citizenship or immigration status to have a child enrolled in school. Parents/legal guardians never have to provide a Social Security number to have a child enrolled in school. In situations where the parents/legal guardians are not able to provide documentation to verify residency at the time of enrollment, an affidavit to verify residency will be used. After completing this affidavit, parents/legal guardians have 30 days from the date of enrollment to provide residency verification.

A student who does not live with a parent/legal guardian may attend school within the District if the student is:

1. A student who is placed in a regularly established licensed children's institution, 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;
2. An unaccompanied homeless youth;
3. A student for whom Inter-District attendance permit has been approved;
4. An emancipated minor whose residence is located within the boundaries of the school district;
5. A student residing in a state hospital located within the boundaries of the school district;
6. A student who lives with a caregiving adult (subject to verification by school or District staff).

To locate schools for your home address, visit: <https://rsi.lausd.net/ResidentSchoolIdentifier/> or call (213) 241-1000.

### Children of Military Families

Students living in the household of an active-duty military service member have specific educational rights under California law: (1)

**Immediate Enrollment:** Schools must immediately enroll students from military families, even if there are outstanding fees, fines, or missing records. (2) **School of Origin:** Students may continue attending their school of origin, even if they move during the school year.

(3) **Matriculation in Feeder Schools:** Students may continue in the school's feeder pattern (for example, from elementary to middle school, or middle to high school). (4) **Continuation After Status Change:** If the family's military status changes, students in grades K–8 may remain in their current school through the end of the school year. High school students may continue at their school of origin until graduation. (5) **Eligibility for Inter-District Permits:** (please see Permits and Student Transfers for more information). (6) **Eligibility for Exemption from Local Graduation Requirements:** Please check with your school counselor for additional information. (7) **Partial Credits:** Please check with your school counselor for more information.

### SCHOOL CALENDAR

The District calendar and pupil-free staff development days are available at: [2025-2026 Instructional Calendar](#) or by contacting the school. If any pupil-free staff development days are scheduled thereafter, the school shall notify parents/legal guardians of the affected students as early as possible, but no later than one (1) month before the scheduled pupil-free day [EC Section 48980(c)].

### STUDENT ATTENDANCE OPTIONS

There are various ways families may choose schools for their children to attend, other than the ones assigned by the District [EC Section 48980 (h)].

Families can search for schools in the School Identifier by name, home address, or academic interest to see which schools might be right for their child at: <https://explore.lausd.org>.

1. Find schools by neighborhood;
2. Search for schools, programs, activities, or other important academic features;
3. Compare schools by neighborhood or throughout the District;
4. Learn more about schools, the programs offered, and view school performance data.

All new and continuing students can apply to the many school choice programs. Information about each program, timelines to apply, and selection process is available at: <https://apply.lausd.net>. Only after you apply, are selected, and accept admission to one (1) of these programs you can proceed with enrollment. You can apply to attend the following programs:

1. Choices Programs;
2. Open Enrollment;
3. Zones of Choice.



## PERMITS AND STUDENT TRANSFERS

Los Angeles Unified has established a permit policy to assist students and families in identifying the best school option. Each school principal or designated administrator in each Region will provide information concerning permits to students, parents/legal guardians, and the community. Any person requesting a permit will be provided with the opportunity to apply for one (1).

### 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 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. Los Angeles Unified permit application must be completed online at: <https://www.lausd.org/Page/17471>. Each application will be reviewed on its own merit. All Inter-District permit applications must be completed electronically and must be submitted within the designated application period; no paper applications will be accepted. Only one application may be submitted per student per school year. Parents may only request one (1) school district per school year. Applications are processed in the order received.

The OUTGOING Inter-District permit application period for the following school year is from February 1st to April 30th each year for all students. Parent/Legal Guardian Employment requests will be the only outgoing permit applications accepted beyond that date. During the permit application window, the District will consider OUTGOING Inter-District permit requests for:

1. Parent/Legal Guardian Employment;
2. Specialized Comprehensive Programs;
3. Continuing Enrollment;
4. Sibling Permit;
5. Childcare;
6. Victim of an Act of Bullying;
7. Child of an Active-duty Military Parent/Legal Guardian;
8. Exception requests.

The INCOMING Inter-District permit application period begins on February 1st for the following school year. The incoming Inter-District permit application is open all year long. The District will consider INCOMING Inter-District permit requests for:

1. Parent/Legal Guardian Employment;
2. Specialized Programs;
3. Continuing Enrollment;
4. Sibling Permit;
5. Childcare;
6. Victim of an Act of Bullying;
7. Child of an Active-duty Military Parent/Legal Guardian;
8. Exception requests.

For further guidance regarding Inter-District Permit procedures, please visit: <http://studentpermits.lausd.net/> or contact the Office of Permits and Student Transfers at (213) 202-7547.

### Intra-District Permits

Parent/legal guardians or educational rights holders of Transitional Kindergarten-12th grade students can request Intra-District Permits (Los Angeles Unified school to Los Angeles Unified school) that may be granted for students to attend a school other than the school of residence. Intra-District Permit paper applications will be processed in the order the completed application was received. Los Angeles Unified must consider available space and staffing prior to granting a permit. Intra-District Permits do not carry transportation privileges. Intra-District permits may be issued at any time during the current school year. Applications for the following school year will be accepted starting on the second Monday of March. Once the initial permit is approved by both schools, permits must be renewed annually by the requested school. Students are to enroll at their school of residence or remain enrolled at the current school of attendance until a final decision is made.

Intra-District Permits may be issued for the following reasons:

1. Parent Employment;
2. Specialized Program;
3. Sibling;
4. Childcare;
5. Safety and Protection;
6. Continuing Enrollment;
7. Exception;
8. Special Circumstances.

If an Intra-District Permit is denied or cancelled, an appeal application should be provided to the parent/legal guardian by the school that denied or cancelled the request. Parents/legal guardians or educational rights holders may submit the completed appeal application to the Region Administrator of Operations.

For further guidance regarding Intra-District Permit procedures visit: <http://studentpermits.lausd.net/> or a Los Angeles Unified school.

## ATTENDANCE

Regular and punctual attendance is imperative for all students. Each day a student is absent from school, whether excused or unexcused, they miss valuable instructional time. Students who maintain good attendance are much more likely to be successful, both academically and socially.

Additional information and resources are available on the Student Support and Attendance Services, Pupil Services website at:

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

Each person between the ages of 6 and 18 years who is not exempted 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 law 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 in which the residency of either the parent/legal guardian is located and each parent/legal 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/legal guardian is located. ([EC § 48200](#)). Students shall attend the public school in the school district of residence of their parent/ legal guardian, educational rights holder, or caregiver.

### **Absence Verification**

It is the parent's/legal guardian's responsibility to provide documentation to verify the reason(s) for absence within 10 school days after the student returns to school in order to prevent absences from being recorded as unexcused/unexcused and counting towards truancy. Absences include partial day absences such as arriving late to school, leaving early, and missing class periods.

The following staff may verify an absence due to illness or quarantine (CA Code of Regulations, Title 5, § 421):

1. A principal;
2. A school or public health nurse;
3. An authorized school personnel designated by the principal;
4. A teacher;
5. Any other qualified employee of a school District assigned to make such verification.

Acceptable methods to communicate absence reasons are as follows:

1. Written note that is signed and dated;
2. Medical Note;
3. Email from parent's/guardian's verified email address and/or phone call from the verified parent/legal guardian;
4. Upload an absence note via Los Angeles Unified Parent Portal.

School site staff authorized to verify absence excuses of any kind may, when presented with 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, § 306).

All absence notes including those uploaded to Parent Portal should include:

1. Student's name;
2. Date(s) of absence(s);
3. Reason for the absence(s);
4. Tardy or left E-early time, if applicable;
5. Student's date of birth (optional).

For any student with a history of excessive parent/legal guardian excused absences, schools may limit the number of parent/legal guardian excused absences.

### **Absences – Excused**

A student shall be excused from school upon receiving appropriate verification that an absence occurred due to one (1) of the reasons listed below [Education Code (EC) Section 48205]:

1. Attending a pupil's naturalization ceremony to become a United States citizen;
2. Active military duty (immediate family member); number of days at administrator discretion;
3. Funeral services or grieving the death of an immediate family or person determined by the pupil's parent/legal guardian to be considered part of the pupil's immediate family due to close association (maximum 5 days per incident regardless of funeral location);
4. Jury duty;
5. Illness or injury of student;
6. Illness or medical appointment of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor;
7. Medical, dental, optometric, or chiropractic services;
8. Mental or behavioral health (absence for the benefit of the pupil's mental or behavioral health);
9. Member of a precinct board for an election;
10. Military entrance processing;
11. Middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence:
  - a. excused for only one (1) school day-long absence per school year;
  - b. may be permitted additional excused absences in the discretion of a school administrator.
12. Participating in a cultural ceremony or event ("cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people);
13. Quarantine;
14. To access victim or grief support services or participate in safety planning as it relates to the death of the student's immediate family member or person determined by the pupil's parent/legal guardian to be considered part of the pupil's immediate family due to close association (maximum 3 days per incident).

### **Justifiable Personal Reasons – Administrator Approval Required**

The administrator approval of the student should be requested by the parent/legal guardian seeking administrator approval for justifiable personal reason absences. Parent/legal guardian should provide verification/documentation to support the absence

request.

The administrator approval absences include, but are not limited to:

1. Court appearance;
2. Educational conference offered by non-profit organization (legislative/judicial);
3. Employment conference;
4. Funeral service (extended days per incident);
5. Observance of a holiday or ceremony of the pupil's religion;
6. Religious retreat (shall not exceed 1 school day per semester);
7. Victim, grief support or safety planning (extended days per incident);
8. Religious instruction (attend minimum school day no more than four (4) days per school month), requires the Request to Release from School for Moral and Religious Instruction form;
9. Take Your Child to Work Day, requires the *School Notification of Participation and Parent/Legal Guardian/Educational Rights Holder Responsibility form*.

#### **Justifiable Personal Reasons – Administrator Approval Not Required**

The following are considered justifiable personal reason absences and do not require an [Administrator Approval of Student Absence Form](#):

1. Entertainment industry - no more than 5 consecutive days or maximum of 5 absences per school year;
2. Medical exclusion or exemption;
3. Participation in not for profit performing arts organization - maximum 5 per school year;
4. Revoked suspension through appeal's procedure.

Students with absences are afforded opportunities to engage in missed learning and to demonstrate proficiency in the Standards through the provision of equivalent learning tasks and assessments that can reasonably be provided by the teacher. The teacher shall determine what tasks or assessments provide appropriate support to the learner, whether they must be made up and in what period of time the student must submit them.

#### **Absences – Unexcused**

Absences for which no explanation is provided or absences for reasons other than those listed as excused absences (above) may be considered unexcused. Students with unexcused absences may be classified as truant [see Truancy and School Attendance Review Board (SARB) sections below].

#### **Truancy**

Any student subject to compulsory full-time education or to compulsory continuation education who misses more than 30 minutes of instruction without a valid excuse three times during the school year is considered to be a truant under the law [EC § 48260 (a)].

Upon a student's initial classification as a truant, the school district will notify the student's parent/legal guardian of the following (EC § 48260.5):

1. The student is truant;
2. That parent/legal guardian is obligated to compel the attendance of the student at school;
3. That parent/legal guardian who fails to meet these obligations may be guilty of an infraction and subject to prosecution;
4. That alternative educational programs are available in Los Angeles Unified;
5. That parent/legal guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
6. That the student may be subject to prosecution;
7. That it is recommended that the parent/legal guardian accompanies the student to school and attend classes with the student for one (1) day.

#### **Notification of Truancy**

A truancy notification letter will be mailed to parents/legal guardians of students between the ages of 6 and 18 years when students accumulate three (3) or more unexcused absences, early leaves and/or tardies of 30 minutes or more in the school year. If a valid excuse has not been provided within 10 instructional days of an absence, it will remain uncleared and will be counted toward truancy classification. Unexcused or uncleared absences accumulated at any Los Angeles Unified school within the same school year count towards the classification of truancy. Parents/legal guardians who receive a truancy notification may contact the school (the school from which the letter was generated) if they believe that they have received a notification of truancy in error. School site personnel must enter all corrections to attendance records no later than June 30th of the respective school year.

#### **Habitual Truancy and School Attendance Review Board (SARB)**

Any student is deemed a habitual truant who has been reported as a truant three (3) or more times in a school year and Los Angeles Unified employee has made a conscientious effort to hold at least one (1) conference with the parent/legal guardian of the student and the student. The intent is to provide solutions for students who failed to respond to the normal avenues of school intervention (EC § 48262).

Any student who is deemed a habitual truant or is irregular in attendance in school may be referred to a SARB. The SARB representative will send a notice to parent/legal guardian, informing them of the date, time, and location of the SARB hearing. The notice shall indicate that the student and parent/legal guardian will be required to meet with the SARB (EC § 48263). The student may also be referred to the district attorney mediation program pursuant to EC Section 48263.5. The intent is to provide intensive guidance to meet the special needs of students with school attendance problems pursuant to EC Section 48320.

#### **FOREIGN STUDENT ADMISSIONS OFFICE (FSAO)**

The Foreign Student Admissions Office (FSAO), a program under Student Support and Attendance Services, Pupil Services is responsible for the processing and placement of foreign students in identified District high schools. Foreign students on either an

F-1 Student Visa or a J-1 Exchange Visa may study at the secondary/high school level only. Elementary or middle school students must attend a private school. The FSAO has the exclusive authority to issue the Form I-20 or sign the high school enrollment form on behalf of the District. For additional information, visit: [www.studyinLA.lausd.net](http://www.studyinLA.lausd.net) or email: [studyinLA@lausd.net](mailto:studyinLA@lausd.net).

The FSAO cannot provide students or families with legal advice or guidance on immigration-related issues. All students are encouraged to comply with the terms of their current visa and to seek legal advice as needed.

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## STUDENT CONDUCT AND SCHOOL SAFETY

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### EVERY SCHOOL SAFE: A BLUEPRINT FOR SAFETY

The Blueprint for Safety provides enhancements to the Integrated Safe School Plan, new systems to promote communication within schools, families, and community, and nationally recognized processes and practices to promote positive behavior in schools. The Blueprint also reflects ongoing development and collaboration with community partners to ensure safe routes to schools, constructive and meaningful relationships amongst students and employees, and addresses the overall wellness of Los Angeles Unified's students and families. Additional information may be found at: [Every School Safe: A Blueprint for Safety](#).

### WE ARE ONE

On November 19, 2024, the Board reaffirmed that Los Angeles Unified will be a sanctuary District and safe zone for families threatened by immigration enforcement as noted in Board Resolution 034-24/25. All people in the United States (U.S.), regardless of immigration status, have certain rights and protections under the U.S. Constitution. Los Angeles Unified is committed to creating environments where the school community feels safe, welcome, and excited to learn. Los Angeles Unified shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA). For more information please visit: <https://www.lausd.org/weareone>.

### INTEGRATED SAFE SCHOOL PLAN

The Integrated Safe School Plan (ISSP), developed in collaboration with stakeholders yearly by each school, addresses violence prevention, emergency preparedness, and protocols for various threats/hazards, among other school safety issues. Parents/legal guardians may learn more about the annually updated ISSP for their child's school from the principal or the School Site Council (SSC) or by accessing a copy of the ISSP which is available for public viewing in the main office of each school [Education Code (EC) Section 32282]. Questions or concerns about the ISSP should be directed to the principal.

### VISITORS TO SCHOOL CAMPUSES

All campus visitors must have the consent and approval of the principal/designee. Permission for a parent/legal guardian to observe a classroom must be given at the time requested if 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.

Parents/legal guardians who request a classroom observation are expected to:

1. Follow the established school policy in requesting a classroom observation;
2. Enter and leave the classroom as quietly as possible;
3. Not converse with the students, teacher, and/or instructional aides during a classroom observation;
4. Keep the length and frequency of classroom observations reasonable;
5. Follow the school's established procedures for meeting with the teacher and/or principal after the classroom observation, if needed;
6. Do not record or videotape on campus or during school activities without written permission.

In addition, visitors are expected to:

1. Complete a visitor's permit upon arrival at the site;
2. Not interfere with any school activity;
3. Learn and follow the schoolwide behavioral expectations;
4. Return the visitor's permit to the point of origin before leaving the campus;
5. Do not record or videotape on campus or during school activities without written permission.

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.

### External Food and Beverage Deliveries to Schools for Students

The delivery of fast food/beverages for students is not allowed as it is not consistent with school food service requirements, and it may cause disruption to the school environment. To be in compliance and ensure safety, the District does not permit food delivery services of external food or beverages on campuses unless District-approved. Deliveries made to the school by delivery persons of any type who are not District-approved are not permitted. This includes but is not limited to:

1. Meeting students at the door, gate, or school parking lots;
2. Leaving food at a designated drop-off location on the school perimeter;
3. Clubs or athletic event parties;
4. Waiting by the gate for the food/beverages.

Exceptions may be granted for class or afterschool club/events with the approval of the principal at least 48 hours in advance and a staff member must meet the delivery person outside of the school. If a student forgets lunch, the student can contact the school office and the school cafeteria will provide the student with a free school lunch.



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

Safe Routes to Schools (SRTS) is a community-based program to improve traffic safety through street enhancements and education. The Los Angeles Department of Transportation (LADOT) partners with Los Angeles Unified to administer safety education campaigns, school zone/neighborhood street projects, and pedestrian and bicyclist safety programs.

The Safety Valet Program is one (1) way to assist schools in improving vehicular traffic during morning drop-off. The Office of Environmental Health and Safety (OEHS) and the Los Angeles School Police Department (LASPD) help schools establish this program. For more information on traffic safety and SRTS, please visit: <https://www.lausd.org/Page/4238> or the LADOT at: <https://ladot.lacity.org/projects/safety-programs#safe-routes-to-school>.

## **CODE OF CONDUCT WITH STUDENTS**

Los Angeles Unified 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. Los Angeles Unified 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/legal 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.

### **Code of Conduct with Students states the following:**

A top priority of the District is the safety of its students. All employees, as well as individuals who work with or have contact with students (e.g., volunteers, mentors, coaches, etc.) must be mindful of the distinction 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 individuals who work with or have contact with students are expected to use good judgment, maintain professional standards and ethical boundaries, and are cautioned to keep these guidelines in mind and avoid the following when possible, including but not limited to:

1. Engaging in behaviors either directly or in the presence of a student(s) that are unprofessional, unethical, illegal, immoral, or exploitative;
2. Meeting individually with a student of any gender behind closed doors or in spaces designated for students only (e.g., restrooms, locker rooms), except for specific school-related purposes (e.g., assessments, counseling, required services, supervision);
3. Remaining on campus with student(s) after the last administrator leaves the site; there are exceptions, such as afterschool programs, teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with administrative approval in advance;
4. Providing preferential treatment and/or 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 gestures, 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, profane, obscene, abusive, intimidating, bullying, harassing, discriminatory, or demeaning;
6. Touching, having physical contact, or requesting the removal of clothing with a student(s) that is not age-appropriate or within the scope of the employee's/individual's professional responsibilities;
7. Engaging in any conduct that endangers students, inclusive of physical violence or threats of violence;
8. Using alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity;
9. Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance for District-approved reasons;
10. Meeting with, taking, or accompanying student(s) off campus for activities other than a District-approved school journey, activity, or field trip;
11. Providing students with, or requesting from students, personal contact information and/or communicating/socializing with student(s), orally, in writing, by phone/email/electronically/webcam, via internet, social media, or in-person for purposes that are not specifically school-related;
12. Taking pictures or videos of or requesting them from students, except for specific school-related purposes with appropriate approvals.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above conduct are potentially subjecting themselves to perceptions of impropriety. Any individuals who witness potential boundary violations are advised to report such conduct. The District takes such matters seriously and may be obligated to investigate the allegations, as warranted and/or when law enforcement clearance has been given and take appropriate administrative corrective/disciplinary action. The District prohibits retaliation against anyone who reports or participates in an investigation of inappropriate conduct.

Individuals who need further information should contact the site administrator or the Office of Student Civil Rights at (213) 241-7682 or [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

### **Positive Behavior Interventions and Supports/Restorative Practices (PBIS/RP)**

Los Angeles Unified's Discipline Foundation Policy is committed to providing every student, pre-school through adult, and all members of the District and school community with a safe, healthy, welcoming, affirming, inclusive, respectful, restorative learning and working environment. This is achieved through the adoption and implementation of a consistent trauma/resilience-informed Multi-Tiered Systems of Support (MTSS) framework which includes: teaching positive behavior expectations and social-emotional skills, reinforcing and correcting student behavior, and engaging in restorative practices including building healthy relationships and the use of restorative questions. Los Angeles Unified's Strategic Plan affirms the District's commitment to Positive Behavior Interventions and Supports/Restorative Practices (PBIS/RP) to build community and authentic relationships, increase attendance,

improve test scores, reduce suspension, and support the overall positive culture and climate of the school.

Parents/legal guardians play an integral part in each school's development and implementation of their PBIS/RP plan. This includes engaging in community building activities, supporting school/classroom expectations, reinforcing appropriate student behavior, and using consequences that are restorative in nature. Visit: [https://www.lausd.org/PBIS\\_RP](https://www.lausd.org/PBIS_RP) for additional information and resources.

## **STUDENT/SCHOOL CODE OF CONDUCT**

A School Code of Conduct must be consistent with District policy including the Discipline Foundation Policy. In general, before consequences are given, students are first supported in learning the skills necessary to practice and meet expectations, and contribute to a positive school culture and climate. For more information, please contact the school administrator.

## **FREE EXPRESSION INCLUDING POLITICAL CONDUCT, RALLIES, ASSEMBLIES, AND DEMONSTRATIONS**

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, opinions, and may participate in peaceful demonstrations on campus during non-instructional periods. Students, including student speakers at graduation and other school gatherings, may exercise –without discipline– these rights if 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 the school.

California law permits school site administrators to establish reasonable parameters for 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 to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of school site administrators or Los Angeles Unified policy concerning expressive speech or activities including but not limited to demonstrations, assemblies, and sit-ins may face consequences.

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. Los Angeles Unified has no control over how local law enforcement will handle the situation.

While Los Angeles Unified recognizes and respects a student's freedom of speech rights, Los Angeles Unified 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 Los Angeles Unified. For further information, please contact the school administrator.

## **DRESS CODES/UNIFORMS**

Los Angeles Unified recognizes that student dress and hair support students' right to free expression within guidelines of appropriateness for learning environments.

### **Los Angeles Unified Guidelines for Student Dress**

1. All students shall show proper attention to personal safety and suitability of clothing for school activities. Specialized school programs and classes, such as science lab, wood shop, or culinary arts may require specialized attire or impose unique restrictions related to safety and industry standards (e.g., hairnets, safety goggles, no flowy sleeves, or open-toed shoes). Regardless, no attire can create a hazard to the health or safety of the student or others and attire must cover private areas. "Private areas" generally refers to areas covered by a swimsuit;
2. Los Angeles Unified and [School Board Policy](#) affirm students' right to gender expression. Students may not be disciplined or restricted from wearing attire that may be traditionally associated with another gender;
3. School may adjust guidelines for dress for school events such as performances, competitions, campaigns, and celebratory events;
4. Clothing, jewelry, and personal items, such as backpacks and bookbags with language or images that are vulgar, sexually explicit, discriminatory, obscene, libelous, contain threats, promote illegal or violent content such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia are prohibited;
5. Hair, sideburns, mustaches, and beards may be worn at any length or style, and clothing may be of any fashion, style, or design;
6. Students are allowed to wear religious jewelry or attire, including but not limited to a crucifix, yarmulke, headscarf, or turban;
7. Students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day;
8. Students who participate in a reputable nationally recognized youth organization, such as Girl/Boy Scouts, 4-H Club, or ROTC, shall be allowed to wear the organization's uniform on days that the organization has a scheduled meeting;
9. School dress codes must align with District guidelines for School Dress Codes and Uniforms.

Schools may adopt local, school-site student dress codes, and/or establish voluntary uniform policies with input from the administration, faculty, staff, parents/legal guardians, and students. This may include short-term or temporary restrictions on student dress. Locally adopted school-site dress codes must be consistent and in compliance with Los Angeles Unified Guidelines for Student Dress and applicable laws and regulations. In general, restrictions may be placed on student attire when there is a specific objective need to maintain health and safety and/or prevent a substantial disruption to the educational program.

Adequate notice of the school uniform policy must be provided to all parents/legal guardians, students, and school staff. At minimum, a copy of the school uniform policy shall be given to each entering student at the time of enrollment and to all students at the beginning of each school year (at least annually), including the option and procedures to opt out without consequence or retaliation.

## **BULLYING AND HAZING POLICY**

Los Angeles Unified is committed to providing a safe, civil learning, and working environment, and takes a strong position against bullying, hazing, and/or any behavior that infringes on the safety and well-being of students and employees or interferes with learning or teaching. This policy encompasses behaviors and actions that involve students. The policy is applicable in schools or at school and Los Angeles Unified-related programs, activities, and events, traveling to and from school, and all other areas of Los Angeles Unified's jurisdiction. Los Angeles Unified prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. This policy applies to all students within Los Angeles Unified's jurisdiction.

All students and staff have the inalienable right to attend campuses that 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.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one (1) or more acts committed by a student or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one (1) or more students that has or can be reasonably predicted to have the effect of one (1) or more of the following:

1. Placing a reasonable student or students in fear of harm to that student's or those students' person or property;
2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
3. Causing a reasonable student to experience substantial interference with his or her academic performance;
4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school;
5. "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

A student who engages in bullying at school or school-related activities and events may be subject to disciplinary action. Cyberbullying is a form of bullying that involves electronic acts, which means the creation or transmission originated on or off the school site, by means of an electronic device, including but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager, including, but not limited to any of the following:

1. A message, text, sound, video, or image;
2. A post on a social network internet website including, but not limited to:
  - Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one (1) or more of the effects listed in paragraph one (1);
  - Creating a credible impersonation of another actual pupil for the purpose of having one (1) or more of the effects listed in paragraph one (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated;
  - Creating a false profile for the purpose of having one (1) or more of the effects listed above in 1 through 4. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Cyberbullying that occurs off campus and substantially disrupts the instructional environment of the school may fall under Los Angeles Unified jurisdiction.

"Cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one (1) or more of the effects described above in 1 through 4. A photograph or other visual recording, as described for this purpose, includes the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. Sexting and cyber sexual bullying are electronic communications of an inappropriate sexual nature. Once posted, the person cannot control the use of the image. The posting and sharing of sexual images of minors could be considered pornography and/or child abuse. Participants could be subject to student discipline and/or referral for possible criminal prosecution. Students should consider the potential consequences of sexting.

Parents/legal guardians and students who suspect that bullying has occurred on campus or online are encouraged to put their concerns in writing and to work with school site administration, who will investigate the allegation and work with the parties involved to reach a resolution. For more information or assistance, contact the respective Region office at: <https://www.lausd.org/regions>.

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, personal degradation, or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

Visit: <https://www.lausd.org/human-relations> for resources and consultation.

For allegations of discrimination or harassment, please visit: <https://www.lausd.org/domain/383> or contact the Office of Student Civil Rights at (213) 241-7682.

## **STUDENTS' PERSONAL PROPERTY**

Personal items of value (cell phones, handheld devices, tablets, cameras, electronic games, radios, 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).

## SMARTPHONES AND OTHER ANCILLARY DEVICES

The use of smartphones, ancillary devices (e.g., smart watches, earbuds, wireless headphones, and smart glasses, etc.) and social media platforms are not allowed during the school day, with limited exceptions. Students are permitted to possess smartphones or electronic signaling devices on campus provided that any such device remains “off” and stored in their backpacks or designated storage product determined by the school. The use of smartphones is permitted before arriving on campus and after school dismissal as well as during extracurricular activities outside regular school hours. Students must follow school personnel instructions when requested to stop using a smartphone or other electronic signaling device. An exception to this policy may be granted by the site administrator for the following purposes: (1) in the case of an emergency, or in response to a perceived threat of danger; (2) when a teacher or administrator of the school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator; (3) when a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil; (4) when the possession or use of a smartphone is required in a pupil’s Individualized Education Program (IEP) or Section 504 Plan; (5) for English Learner students at level 1 or 2 to assist with translation; or (6) students in foster care who utilize HopSkipDrive (HSD) for transportation and may require access to their smartphones during school hours to coordinate transportation; or (7) if a family expresses a safety concern related to a potential or upcoming legal action, the school will work to develop a plan for communication where access to the student’s cellular device may be granted. Schools may also implement a more stringent policy (for example, restricting the use during after-school programs) as long as it is consistent with District and state guidelines and approved by the school.

## RESPONSIBLE USE POLICY

The Responsible Use Policy (RUP) is an agreement between the District, parents/legal guardians, and students that outlines the appropriate use of District technology and the internet. The purpose of the RUP is to prevent unauthorized or unlawful activities on District networks, systems, and sensitive information. The RUP describes the various responsibilities of parents/legal guardians and students such as practicing positive digital citizenship, keeping personal information private, password protection, and care of District equipment.

Each school year, all parents/legal guardians and students that use the District’s network applications, accounts, and/or internet are expected to sign the RUP form and return it to their student(s) school where it will be kept on file. The RUP form is available at: [BUL-999.15 Responsible Use Policy](#).

## ASSET MANAGEMENT

Los Angeles Unified is committed to ensuring all students have a computing device to access instructional materials. Families and students are responsible for the security of computing devices placed in their care. Students without a device at school should contact the site’s Instructional Device Manager (IDM) to have one (1) assigned and checked-out to them.

Other parent resources related to Asset Management are available at: <https://www.lausd.org/itam-parentresources>.

## STUDENT SEARCHES

The 4th Amendment of the U.S. Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

1. If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the search will turn up evidence that the student has committed a crime, is about to commit a crime, or has violated applicable laws, regulations, or school rules, the administrator may conduct a search of that student. The administrator must:
  - Be able to articulate the reason for the suspicion and the facts and/or circumstances surrounding a specific incident;
  - Be able to reasonably connect the student to a specific incident, crime, rule, or statute violation;
  - Have recent, credible information from personal knowledge and/or other witnesses;
  - Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student’s age, 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 circumstances may a body or strip search be conducted;
  - Whenever possible school officials of the same gender as the student being searched may conduct the search;
  - Searches based on reasonable suspicion should 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);
  - A student search should be conducted with more than one staff member present.

Schools can also request short-term metal detector screening for school-sponsored events on and off campus.

## SUSPENSION AND EXPULSION

The Office of Student Discipline and Expulsion Support (SDES) oversees and provides assistance for all matters pertaining to formal student discipline in the District. For additional information, visit: <https://achieve.lausd.net/Page/629> or call (213) 202-7555.

Suspension is the removal of a student from ongoing instruction for adjustment purposes. For all students, a single suspension may not be issued for more than five (5) consecutive school days. [Education Code (EC) 48925 (d)].

Expulsion is the removal of a student from: (1) the immediate supervision and control, or (2) the general supervision of school personnel. [EC 48925 (b).] In Los Angeles Unified, the 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, in which case, the expelled student could be assigned to a Los Angeles Unified alternative educational program for the term of the expulsion (EC Section 48917). 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 (1) calendar year, depending on the violation and/or the student's social adjustment background. 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 can be made to the Los Angeles County Office of Education.

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:

1. While on school grounds;
2. While going to or coming from school;
3. During lunch period, whether on or off the campus;
4. During, or while going to, or coming from a school-sponsored event;
5. While riding on the school bus;
6. Virtual classroom settings.

In general, other means of correction must be used prior to suspension except in specific circumstances (EC 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 (EC Section 49069.7).

A teacher may suspend a student from class for any of the acts enumerated in EC Section 48900, except for misconduct of willful defiance as described in EC Section 48900 (k)(1) as stated in the Board Resolution: School Discipline Policy and School Climate Bill of Rights. More information regarding class suspension by teacher is available at: <https://achieve.lausd.net/Page/629>.

#### **GROUND FORS FOR SUSPENSION/EXPULSION (EC SECTION 48900 ET. SEQ.)**

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
- (2) Willfully used force or violence upon the person of another, except in self-defense;
- (b) Possessed, sold, or otherwise furnished 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 9-12);
- (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, defined as any severe or pervasive physical or verbal act or conduct, including communications in writing or of an electronic act, directed specifically toward a pupil or group of pupils. Bullying includes cybersexual bullying as defined in EC section 48900 (r);
- (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 student where the student will be informed of the reason for disciplinary action, including other means of correction that were attempted before the suspension, and the evidence as well as the opportunity to present their version and evidence (EC Section 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. Refer to [Grounds for Suspension and Expulsion](#).

#### **Expulsion Recommendations (EC 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:

1. Causing serious physical injury to another person, except in self-defense;
2. Possession of any knife or other dangerous object of no reasonable use to the student;
3. Unlawful possession of any controlled substance, except for either of the following:
  - The first offense for the possession of not more than one (1) avoirdupois ounce of marijuana, other than concentrated cannabis;
  - The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
4. Robbery or extortion;
5. Assault or battery upon any school employee.

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

1. Possessing, selling, or furnishing a firearm;
2. Brandishing a knife at another person;
3. Unlawfully selling a controlled substance;
4. Committing or attempting to commit a sexual assault or committing a sexual battery;
5. Possession of an explosive.

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

#### **Student Sexual Misconduct**

Title IX regulations pre-empt state law in the area of sexual misconduct, including but not limited to, sexual assault, sexual battery, and sexual harassment. When sexual misconduct is alleged, the school principal should conduct initial inquiry with involved students to clarify and to determine whether there is sufficient information to refer to the Title IX process. The Office of Student Civil Rights (OSCR) may be contacted for support and assistance.

#### **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 (IEP) meeting is needed to create a Behavior Intervention Plan (BIP) or to review and modify an existing BIP to organize more targeted behavioral instruction and intervention to prevent the recurrence of the misconduct. When a student has been issued a suspension and has reached 10 cumulative suspension days within a school year, a "Suspension IEP" must be held within 10 school days from the first day of suspension. The IEP team should consider whether support(s) and/or service(s) need to be added and/or modified.

**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 IEP team must hold an Expulsion Analysis IEP meeting and conduct a Manifestation Determination Analysis. If a student with disabilities is expelled, they are entitled to receive the services specified in their IEP 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, they will be placed in the most appropriate setting as determined in the student's IEP.

**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 Analysis (MDA) 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. However, if the student's expulsion recommendation involves the use or possession of illegal drugs or alcohol, the student loses the procedural protections provided by Section 504, including the requirement of making a Manifestation Determination analysis prior to a disciplinary change of placement.

#### **Appeal for Suspensions and Opportunity Transfers**

Appeals for suspensions and opportunity transfers may be addressed directly with the corresponding Region.

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

Pursuant to EC Sections 48916 and 48916.1, expelled students are entitled to an educational program and rehabilitative services. Los Angeles Unified established the AB 922 Program in the Student Discipline and Expulsion Support (SDS) to ensure these services are provided for all expelled students. The expulsion becomes effective on the date the Board takes action to expel. After

the Board action, the AB 922 counselors provide rehabilitative services to expelled students until all requirements for reinstatement are met. A rehabilitation plan is developed for every expelled student, which includes, but is not limited to improved behavior, attendance, and academic performance. The goal of the AB 922 Program is to assist students in acquiring academic and social skills that will enhance their ability to have a successful school experience once they transition back to a traditional school program.

## **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 themselves or others. The purpose of an OT 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 [EC Sections 35160, 35160.1].

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

The District uses a variety of measures to address substance abuse and violence, including the use of prevention education, prevention services, intervention strategies, counseling services, and referral systems to community-based health groups. Smoking, vaping, and the use of all tobacco products, marijuana, alcohol, or other drugs, including misuse of prescription drugs are prohibited on all District properties, including District-owned/leased buildings and in District vehicles.

*BUL-3403.1, Meeting Requirements of the No Child Left Behind Act of 2001 and the Title IV, Safe and Drug-Free Schools and Communities Act, Blueprint for Wellness*, and the Integrated Safe School Plan require evidence-based interventions for substance abuse and violence prevention. *BUL-3277.2 Prevention, Early Intervention, Cessation, Intervention, and Resources to Support Students Regarding Drugs, Alcohol, Tobacco, and Other Intoxicants* applies to employees and students. The District adopted interventions are found at: <https://heplausd.net/preventioneducation/>. The school implementation of these interventions is described for different grade spans using *REF-3398.1, REF-3404.1, and REF-3405.1*.

Students enrolled in grades K-12 must receive drug and tobacco-abuse education incorporated into the students' general health course (Health and Safety Code Section 11998; EC Section 51260, 51890). Content on drug education and violence is taught per the California Health Education Content Standards for Public Schools K-12 grade. For effective instruction, the California Department of Education recommends that public schools provide 6-10 hours per year on alcohol, tobacco use, other drugs, and violence prevention education. Due to fentanyl becoming a crisis for youth, Education Code sections 49414.3-49478 require that schools include instruction on the dangers of opioids, strategies to not use opioids, and the medication intervention options during a possible overdose. It also requires that staff training includes opioid prevention and intervention. Education Code 51203 requires drug education to include the risks of excessive alcohol use.

Sales of e-cigarettes to minors is prohibited, which means that students should not be in possession of any such devices [Penal Code Section 308(a)(1) (H)]. Students using, in possession of, or offering, arranging, or negotiating to sell electronic nicotine delivery systems (ENDS) may be subject to disciplinary action. If students are found to be in possession of these devices, products, or any paraphernalia, the items will be taken away and not returned to the students. Parents/legal guardians will be given a reasonable amount of time to retrieve the devices before they are disposed of since they are considered hazardous materials.

Parents/legal guardians 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 Social-emotional Learning Teacher Adviser at the Region Office.

## **DANGERS OF SYNTHETIC DRUGS**

Synthetic drugs that are not prescribed by a physician, such as fentanyl have become a national crisis for youth. Drug dealers make fake pills with the cheaper, stronger, and deadlier synthetic drug fentanyl. Fentanyl can be up to 50 times more potent than heroin and 100 times more potent than morphine. Fentanyl is odorless, tasteless, and colorless. People may accidentally take fake drugs and never know what they are getting. One pill can kill. For more information, please contact the school principal or visit: <https://www.lausd.org/Page/18694> (EC Section 48985.5).

## **EMERGENCY RESPONSE**

Public schools are among the safest buildings in the community during an emergency. 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 designed to protect students and staff.

During emergencies, the school and/or District will provide updates via phone and/or email. It is critical that parents/legal guardians update their contact information in the Parent Portal or directly to the school whenever there are changes.

In general, schools will respond to emergencies by moving students to the safest possible location on site or in some circumstances at an alternate site. 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/legal guardians 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 use to start the process of reunifying students with their parents/legal guardians during emergencies. Please remember that students will only be released to a person whose name is listed on the Student Emergency Information Form. Parents/legal guardians must make sure that the Student Emergency Information Form is current and notify the school any time the emergency contact information changes. Students will be released to authorized and vetted parents/legal guardians at the school's Reunion Gate.

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/legal guardians will not be able to pick up their children until the school campus is declared to be safe by law enforcement. In these circumstances, students are sheltered in a secure location for their safety and will be released only when it is safe.

### **LOS ANGELES SCHOOLS ANONYMOUS REPORTING (LASAR-LAUDS) MOBILE APPLICATION**

Los Angeles Schools Anonymous Reporting (LASAR-LAUDS) mobile application (App) is governed by Los Angeles Unified and operated by the Los Angeles School Police Department. It is an App for students, parents/legal guardians, and the public. LASAR-LAUDS is available to report an incident or crime that impacts school safety and is for non-actively occurring situations. Emergencies or safety concerns that are actively occurring should be reported to 911 or the Los Angeles School Police Communications Center at (213) 625-6631. LASAR-LAUDS is a free downloadable App that can be found in the App Store.

### **SAFE GUN STORAGE**

Los Angeles Unified takes steps to ensure that campuses are safe from the threat of gun violence. To further the efforts to protect students against firearms, Los Angeles Unified would like to bring your attention to the legal obligations to protect minors from negligent gun storage. More information can be found in the gun storage laws at: [Safe Storage of Handguns, Los Angeles Municipal Code section 55.21](#) and [Criminal Storage of a Firearm, California Penal Code section 25100\(A\)](#).

### **GUN-FREE SAFE SCHOOLS**

The possession of firearms on school campuses is prohibited by the federal Gun-Free Safe Schools Act and California law. Students found in possession of a firearm will be subject to arrest, suspension, and recommended for expulsion. Possession includes but is not limited to storage in lockers, purses, backpacks, or automobiles.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

It is the policy of Los Angeles Unified 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. 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. It is the goal of Los Angeles Unified to provide for the safest and lowest risk approach to manage pest problems, while protecting people, the environment, and property. The District policy focuses on long-term prevention and will give non-chemical methods first consideration when selecting appropriate pest management techniques.

Pesticide and herbicide products must be first approved by Los Angeles Unified's Office of Environmental Health and Safety (OEHS) following a careful review of contents, precautions, and low-risk methods of use. Pesticides/herbicides may only be applied by the District's licensed pest management technicians. No pesticide and herbicide use by school-based staff, contractors, students, or parents/legal guardians is permitted.

Los Angeles Unified notifies parents/legal guardians, employees, and students of pesticide applications by providing a summary of the IPM program and goals, the IPM policy, Request for Notification Form, and the current approved list of products included in this handbook.

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

1. The District's Approved Pesticide Products list;
2. A log of IPM activity at the school;
3. Request for Notification Form for parents/legal guardians to sign if they desire a 72-hour notification of pesticide/herbicide use (except for emergencies as determined by the IPM Program Coordinator).

Parents/legal guardians should notify the school principal on the Request for Notification Form if they believe their child's health could be impacted by exposure to pesticide/herbicide products.

Warning 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/herbicides not on the approved list in a non-emergency situation. The amount of time the warning sign is posted after is determined by the 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/legal guardians may contact the Maintenance & Operations Branch Office at (213) 241-0352 or may visit: <https://www.lausd.org/Page/18939>.

### **ASBESTOS AND LEAD MANAGEMENT**

Each school site has an Asbestos Management Plan, in compliance with the Asbestos Hazard Emergency Response Act, which identifies where asbestos-containing building materials are located at the school and the conditions of those materials. Schools are required to notify staff and parents/legal guardians before asbestos removal work will start. The plan is updated every six (6) months and is available for review in the school's main office.

Lead-based paints were commonly used before 1980 throughout the nation. However, some newer paints can also contain lead. Furthermore, the ban of lead-based paint and coating does not pertain to ceramic glazes. This means that ceramic floor tiles could contain trace amounts of lead. For this reason, all painted and coated surfaces (such as walls, window frames, ball boxes) and ceramic tiles within Los Angeles Unified are assumed to contain lead. Los Angeles Unified requires all staff and contractors that disturb ceramic tiles and painted or coated surfaces to be trained about and work safely with this material. When these types of renovations take place in areas with students under the age of six (6), parents/legal guardians and school staff will be notified of the work and provided the Environmental Protection Agency's (EPA) pamphlet, "The Lead-Safe Certified Guide to Renovate Right." This pamphlet provides information about lead hazards, your health, and how this work should take place. The pamphlet is available at: <https://www.epa.gov/lead/renovate-right-important-lead-hazard-information-families-child-care-providers-and-schools>. More



information regarding parent/legal guardian and principal notifications for lead renovation work can be found in the Office of Environmental Health and Safety (OEHS) [Safety Alert No. 19-03](#).

Lead was also commonly used in plumbing and fixtures. Los Angeles Unified actively monitors water quality and conducts testing for lead in drinking water. Every school in Los Angeles Unified has been tested for lead. For information on lead in drinking water, including sampling results, please visit: <https://achieve.lausd.net/Page/3450>, contact the site administrator, or email OEHS at: [OEHSconstruction@lausd.net](mailto:OEHSconstruction@lausd.net).

### **CALIFORNIA MEGAN'S LAW NOTIFICATION**

Parents/legal guardians and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district. (Penal Code Section 290.4). In accordance with District policy, the school principal or designee must annually check all volunteer applicants, including Los Angeles Unified employee volunteers and continuing volunteers at the beginning of the school year, or before volunteer service starts against the California Megan's Law online database for sex offenders at: <http://www.meganslaw.ca.gov/>.

### **SUSPECTED CHILD ABUSE AND NEGLECTED REPORTING**

#### **Reporting Requirements**

In general, child abuse is physical injury or death inflicted by other than accidental means upon a child by another person. For example, child abuse may include, but is 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 person 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 knowledge of or 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, such as the local police department, Los Angeles County Sheriff's Department, or the Department of Children and Family Services, with a report filed within 36 hours. The Los Angeles 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.

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## **STUDENT RECORDS**

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### **STUDENT RECORDS, PARENT RIGHTS TO INSPECT, REVIEW, AND CHALLENGE CONTENT**

Parents/legal guardians/educational rights holders and students who are 18 and not conserved or under guardianship may inspect and review pupil records. The inspection of all student records must be during regular school hours. Upon completion, a mutually convenient time for the parent/legal guardian/educational rights holder (or student, when applicable) and school official will be arranged. A District certificated employee must be present to assist and act as custodian of the file. When a student record of one (1) student includes information concerning other students, the parent/legal guardian/educational rights holder (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/legal guardian/educational rights holder. If the parent/legal guardian/educational rights holder (or student, when applicable) requests a full or partial copy of the pupil record, a copy will be provided. The school or Region may charge a copy fee.

For all student records other than grades, California Education Code (EC) Section 49070 provides that a parent/legal guardian/educational rights holder (or former student) may challenge the content of such records. The first step is meeting with the school principal. If the principal sustains the challenge, the student record will be corrected or removed. If the challenge is not sustained, the parent/legal guardian/educational rights holder may appeal. Appeals begin with the Region Superintendent, who may sustain or deny the challenge. If sustained, the student record will be corrected or removed. If denied, the parent/legal guardian/educational rights holder may appeal to the Board of Education. The Region Superintendent and the Board of Education may choose to convene an impartial panel to assist in making a determination. If the determination on appeal sustains the parent's/legal guardian's/educational rights holder's challenge, the student record will be corrected or removed. If the challenge is ultimately denied, the parent/legal guardian/educational rights holder has a right to provide a written statement of their objection to the student record. This statement becomes a part of the student's school record unless and until such time as the student record is changed or no longer maintained.

1. There is a separate process regarding the challenge of grades. Please see the section regarding Grade Change Request Process;
2. Records or information maintained by any school official, exclusively for personal reference or use and which are not available to any other person, except the employee's substitute, are not student records available for inspection, review, or challenge by the parent/legal guardian/educational rights holder or adult student;
3. Upon the written request by a school in which the student seeks or intends to enroll, student records will be forwarded to that school.

#### **Complaints**

Parents/legal guardians have the right to file complaints regarding District procedures for student records with the California Department of Education and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., Washington, DC 20201.

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

For the protection of each student's health and welfare, and to facilitate immediate communication with the parent/legal guardian

or caregiver, Los Angeles Unified requires the parent/legal guardian/educational rights holder (Parent) to provide current emergency information on an official Student Emergency Information Form to the school site (EC Section 49408). Every parent or caregiver must complete a Student Emergency Information Form for each student at the time of enrollment and must submit an updated form as needed, or at least annually. Parents/legal guardians must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell phone) regarding their child. Emergency information should include, but is not limited to the following:

1. Home address and current phone number, including cell phone and email;
2. Employment/business addresses and phone numbers;
3. Emergency contact name, address, and phone numbers authorized to pick up and care for the student in an emergency if the parent/legal guardian cannot be reached;
4. If the student rides the school bus to and from school, include their routing information, route number, pick up and drop off location. Parents/legal guardians of students with disabilities should also designate another adult who can receive the student in case of an emergency.

Students will only be released to a person listed on the Student Emergency Information Form unless the parents/legal guardians have provided written authorization on a case-by-case basis. Parents/legal guardians are required to update emergency information annually and any time there is a change to any emergency contact information that was initially provided. The emergency phone number for the parents/legal guardians and emergency contact can be changed through the Parent Portal at: <https://parentportalapp.lausd.net/parentaccess/>. All other information, such as name or address, must be changed in person at the school.

Any change of address must be reported by the parent/legal guardian to the appropriate school office, in writing, within 30 days of such a change. A parent's failure to report in writing a change within the timeframe could be a cause for forfeiture of the right to a Continuing Enrollment Permit, Intra-District Permit.

### **NAME/GENDER MARKER CHANGE REQUESTS**

Student records include a student's legally recognized name and gender marker. If a parent/legal guardian/adult student wishes for the student to be known by a name/gender that differs from the legally recognized one, the parent/legal guardian/adult student may complete the name/gender marker change request form, which is available at the school. The preferred name/gender will appear in most but not all District-generated communications and records, although the legal name/gender will continue to be used in records as required by law. If a name/gender change is issued by a court order, please provide a copy to the school so that the student's records can be updated.

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

The Family Educational Rights and Privacy Act (FERPA), and EC Sections 49060 and following, afford parents/legal guardians/educational rights holders 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 five (5) business days after the day the school receives a request for access;
  - To request access, parents/legal guardians/educational rights holders or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the education records they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian/educational rights holder 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/legal guardian/educational rights holder or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights;
  - Parents/legal guardians/educational rights holders or eligible students who wish to ask the school to amend a record should write to 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/legal guardian/educational rights holder or eligible student, the school will notify the parent/legal guardian/educational rights holder or eligible student of the decision and of their right to appeal this decision. Additional information regarding the appeal process will be provided to the parent/legal guardian/educational rights holder or eligible student. Refer to the section in this handbook entitled, "Student Records, Parents Rights to Inspect, Review, and Challenge Content" 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/state law authorizes disclosure without consent;
  - One (1) exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the school official's professional responsibility. School officials fall into two (2) broad categories:
    - a. A school official is most often 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;
    - b. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or 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. Examples include attorneys, auditors, medical consultants, service providers or therapists, or a parent/legal guardian/educational rights holder, student, or other volunteer assisting another school official in performing his or her tasks.

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 personally identifiable information (PII) from students' education records, without consent of the parent/legal guardian/educational rights holder or eligible student, if the disclosure meets certain conditions found in Section 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of authorized directory information, and disclosures to the parent/legal guardian/educational rights holder or eligible student, Section 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/legal guardians/educational rights holder 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/legal guardians/educational rights holders or the eligible student if the requester has a legitimate educational objective and is in one (1) of the following categories:

1. Disclosure 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 Section 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. [Section 99.31(a)(1)];
2. Disclosure 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 Section 99.34. [Section 99.31(a)(2)] and [EC Section 49068];
3. Disclosure 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 California Department of Education in the parent/legal guardian or eligible student's state. Disclosures under this provision may be made, subject to the requirements of Section 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, enforcement, or compliance activity on their behalf. [Section 99.31(a)(3) and 99.35];
4. Disclosure 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. [Section 99.31(a)(4)];
5. Disclosure 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 Section 99.38. [Section 99.31(a)(5)];
6. Disclosure 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. [Section 99.31(a)(6)];
7. Disclosure to accrediting organizations to carry out their accrediting functions. [Section 99.31(a)(7)];
8. Disclosure to parents/legal guardians of an eligible student if the student is a dependent for IRS tax purposes. [Section 99.31(a)(8)];
9. Disclosure to a pupil 16 years of age or older or having completed the 10th grade;
10. Disclosure to an unaccompanied homeless youth age 14 or older;
11. Disclosure 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;
12. Disclosure to 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/legal guardians 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;
13. Disclosure to comply with a judicial order or lawfully issued subpoena. [Section 99.31(a)(9)];
14. Disclosure to a state, local or tribal child welfare agency caseworker who has legal responsibility for the care and protection of the pupil;
15. Disclosure to appropriate officials in connection with a health or safety emergency, subject to Section 99.36. [Section 99.31(a)(10)];
16. Disclosure of information the school has designated as "directory information" under Section 99.37 [Section 99.31(a)(11)] if the parent/legal guardian/educational rights holder/eligible student has not opted out of disclosure (or opted in, for families experiencing homelessness).

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/legal guardian's/educational rights holder's prior written consent. The primary purpose of the directory information is to allow the school or school district to include information from the student's education records in certain school publications. Examples include:

1. A playbill showing the student's name and role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs.

If parents/legal guardians/educational rights holders do not want the school or Los Angeles Unified to disclose directory information in school or District publications, as noted above, please notify the school in writing.

Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, federal law requires school districts receiving assistance under the Elementary and Secondary Education Act (ESEA) of 1965, as amended ESEA to provide military recruiters, upon request, with the names, addresses, and telephone listings of secondary students, unless parents/legal guardians/educational rights holders have advised the school district that they do not want their student's information disclosed without their prior written consent.

All the following items of directory information relating to a student may be released to an authorized recipient unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school each school year:

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

The third-party recipients authorized by the District to receive directory information are listed in the Information Release Form. If parents/guardians/educational rights holders do not want the school or school district to disclose the types of information designated above as directory information from the student's education records without prior parent/legal guardian/educational rights holder written consent, notify the school by using the Information Release Form in this handbook. In addition, parents/legal guardians/educational rights holders or eligible students must provide consent for the release of directory information of students who are eligible for services under the McKinney-Vento Homeless Education Assistance Act (EC Section 49073). Absent such consent the directory information concerning the student will not be released.

All 12 grade students will be deemed Cal Grant applicants, unless the families opt out (EC Section 69432.9). This information may be shared for purposes of financial aid eligibility [EC Section 49076(a)(2)(B)]. For seniors who have not opted out, school districts are required to submit their Grade Point Averages (GPAs), names, graduation date, school code, student ID number, gender, date of birth, and address 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/legal guardians/educational rights holders of seniors under 18 years of age may opt out of being automatically deemed a Cal Grant applicant. To opt out, parents/legal guardians/educational rights holders or adult students must complete the appropriate form and return it to the school by the specified deadline.

### **The Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents/legal guardians/educational rights holders of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to the right to:

1. Consent before students are required to submit a survey that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - Political affiliations or beliefs of the student or student's parent/legal guardian/educational rights holder;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parent/legal guardian/educational rights holder;
  - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam, or screening required as a condition of attendance, administered by the school, or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
  - Activities involving collection, disclosure, or use of personal information collected from students for marketing, or to sell, or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, or educational institutions).
3. Inspect, upon request, and before administration or use:
  - Protected information surveys of students and surveys created by a third party;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  - Instructional material used as part of the educational curriculum.

These rights transfer from the parent(s)/legal guardian/educational rights holder to a student who is at least 18 years old or an emancipated minor under state law.

The District has adopted policies in consultation with parents/legal guardians/educational rights holders regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/legal guardians/educational rights holders of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify such as through U.S. mail or email, parents/legal guardians/educational rights holders of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/legal guardian/educational rights holder to opt student out of participation of the specific activity or survey. The District will make this notification to parents/legal guardians/educational rights holders at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/legal guardians/educational rights holders will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt the student out of such activities and surveys. Parents/legal



guardians/educational rights holders will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

1. Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution;
2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education;
3. Any non-emergency, invasive physical examination, or screening as described above;
4. Parents/legal guardians/school experience survey;
5. educational rights holders who believe their rights have been violated may file a complaint with:  
Student Privacy Policy Office - U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

## **GRADE CHANGE REQUEST PROCESS**

Parents/legal guardians have a right to request a change of a student's grade on the following grounds:

1. Mistake;
2. Fraud;
3. Bad faith; and/or
4. Incompetency in assigning the grade (EC Section 49066).

When grades are earned for any course of instruction taught in the public schools, the grade earned by each student 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 Region Superintendent, and finally, the Chief Academic Officer. At each step, the parent/legal guardian has the right to present information in support of the request. If parents/legal guardians would like additional information, contact the principal or the Region office to obtain a copy of BUL-1926.3 Request to Change a Pupil Grade.

## **SCHOOL EXPERIENCE SURVEY**

The School Experience Survey, administered each Spring, provides valuable information to stakeholders about Los Angeles Unified schools. For the 2025-26 school year, the survey will be administered by schools from February 9 through March 20, 2026. Developed with input from parents/legal guardians/educational rights holders, teachers, unions, and community-based organizations, the School Experience Survey records the perceptions of parents/legal guardians/educational rights holders, staff, and students in grades 4-12 about their experiences at their 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 should complete the School Experience Survey. Students and school staff complete their survey online. Parents/legal guardians/educational rights holders have the option of completing their survey either online or via paper/pencil. Parents/legal guardians/educational rights holders can also review the survey and request in writing that their child(ren) not participate in the survey (EC Section 51513). Please contact the school for more information. School results for the School Experience Survey are reported each summer to allow schools to plan for the following school year. School results are provided via an interactive dashboard available on the School Experience Survey site: <https://www.lausd.org/Page/19462> and results can also be accessed on the District's Open Data site: <https://www.lausd.org/opendata>.

For additional information about the School Experience Survey, including the opportunity to review materials, please visit: <https://www.lausd.org/Page/8397>.

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## **TRANSPORTATION**

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### **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 the 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 student transportation:

1. Parents/legal guardians should review the bus rules with their children;
2. Parents/legal guardians 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;
3. Students should be prepared to board the bus five (5) minutes before their scheduled pick up time and make sure students are standing in the designated area, visible to the driver when the bus arrives;
4. To ensure the safety of the children, parents/legal guardians or an authorized person should be at the bus stop each day when their child is picked up and dropped off;
5. Parents/legal guardians 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 / (800) 522-8737;
6. Pick up and drop off times may change due to route adjustments or changes to school start/end times. Traffic and/or weather conditions may impact the travel time;
7. For student information changes, such as address or phone numbers, parents/legal guardians must immediately notify the school;
8. If parents/legal guardians have questions or concerns regarding School Bus Transportation, please contact (800) LA-BUSES/ (800) 522-8737 or visit: <https://www.lausd.org/transportation>;
9. Children in grades Pre-Kindergarten-2nd grade must be received by a parent/legal guardian, an adult, or authorized receiver at the designated bus stop;

10. Any individuals receiving a student from a bus will need to be able to provide identification in order to verify that they can receive said student.

**Conduct on School Buses**

Students who are provided District transportation are expected to conduct themselves in a respectful manner when engaging with the bus driver, school staff, other students, or any member of the community. Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Ensuring that there is orderly conduct on and around the bus is the responsibility of the school bus driver (Title 5, California Code of Regulations Section 14103). 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 parents/legal guardians have questions regarding student conduct on the school bus, contact the Area Bus Supervisor. Information can be found on the Transportation Mailer and/or Parent Portal, or visit: <https://www.lausd.org/transportation>, or contact (800) LA-BUSES/ [(800) 522-8737].

**METRO GOPASS TAP CARD**

All Los Angeles Unified K-12 students are eligible to receive a free Metro GoPass TAP card from the school site to ride free on Metro Bus and Rail, Antelope Valley Transit Authority (AVTA), Burbank Bus, City of Commerce Transit, Culver City Bus, Foothill Transit, Glendale Beeline, Gardena Trans (GTrans), Los Angeles Department of Transportation (LADOT) Dash, Los Angeles County Shuttles, Lawndale Beat, Long Beach Transit, Lynwood Trolley, Montebello Bus, Norwalk Transit, Pasadena Transit, Santa Monica Big Blue Bus and Torrance Transit. TAP cards need to be activated before their first use. Existing TAP cards will continue to be active. For further information call (866) 827-8646 or visit: <https://www.lausd.org/metro>.