



LOS ANGELES UNIFIED SCHOOL DISTRICT



# PARENT STUDENT HANDBOOK

2022-2023



Dear Families:

On behalf of the Board of Education and the more than 70,000 employees in Los Angeles Unified, I welcome you to the 2022-2023 school year. It is with great honor and enthusiasm that we serve and support your children in reaching their limitless academic potential. Our schools remain the safest environment for teaching and learning, and we want everyone to know that all students are encouraged to physically return to school for in-person instruction.



This robust Parent/Student Handbook outlines the major policies and procedures that guide student life across Los Angeles Unified. It is important that you familiarize yourself with the content because students are expected to conduct themselves in a manner that aligns with the information and guidelines contained herein.

As parents and guardians, *YOU* are our vital partners in the education of your children. We highly encourage you to actively participate in school and District events, as well as avail yourselves of the numerous resources we provide. You can also stay connected by following us on social media on Twitter, Facebook, and Instagram @laschools and by downloading the LAUSD Mobile App onto your mobile device from Google Play (Android devices) or the App Store (Apple devices).

Thank you for your partnership and for entrusting us to educate your children. Let's make it a great year!

Sincerely,

Alberto M. Carvalho  
Superintendent of Schools

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### **Local District Northeast**

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Los Angeles, CA 90064  
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### **Local District South**

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Gardena, CA 90247  
(310) 354-3400

### **Local District Northwest**

6621 Balboa Boulevard  
Lake Balboa, CA 91406  
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### **Local District East**

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Los Angeles, CA 90032  
(323) 224-3100

### **Local District Central**

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Los Angeles, CA 90007  
(213) 766-7300

## **MAIN OFFICES**

Adult and Career Education	(213) 241-3150	Information Technology Division	(213) 241-4906
Beyond the Bell	(213) 241-7900	Interscholastic Athletics Department	(213) 241-5847
Board Secretariat	(213) 241-7002	KLCS Channel 58	(213) 241-4000
Budget Services	(213) 241-2100	Magnet Program	(877) 462-4798
Charter Schools Division	(213) 241-0399	Maintenance and Operations	(213) 241-0352
Data and Accountability	(213) 241-2460	Office of Communications and Media Relations	(213) 241-6766
District Nursing Services	(213) 202-7580	Office of District Operations	(213) 241-5337
District Service Center	(213) 241-1000	Office of Emergency Management	(213) 241-3889
Division of Instruction	(213) 241-5333	Office of Environmental Health and Safety	(213) 241-3199
Division of School Culture, Climate, and Safety	(213) 241-7921	Office of the Inspector General	(213) 241-7700
Division of Special Education	(213) 241-6701	Office of the Chief Financial Officer	(213) 241-7888
Early Childhood Education Division	(213) 241-0415	Office of the General Counsel	(213) 241-6601
Educational Equity Compliance	(213) 241-7682	Parent and Community Services	(213) 481-3350
Equal Opportunity Section	(213) 241-7685	Personnel Commission	(213) 241-7800
Facilities Services Division	(213) 241-4811	School Police Department	(213) 625-6631
Food Services Division	(213) 241-2993	Student Health and Human Services	(213) 241-3840
Human Resources Division	(213) 241-6131	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)

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 of the following instructional programs offered that best suit their child [E.C. section 310 (a)]:

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

\*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 Acquisition programs are designed to support students in developing the following:

- 1) Grade-level language proficiency in English;
- 2) Achievement of the state-adopted academic content standards in English;
- 3) Bilingualism, biliteracy, and sociocultural competence in dual language education programs.

Waivers for Bilingual/Dual Language Education programs are no longer required. For more information on available instructional programs, contact your school or visit the Multilingual and Multicultural Education Department (MMED) at: [MMED website](#) to view the master plan program brochures and videos.

#### **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 program selected. Families can enroll their child in an available program at their local school or in a school that offers the selected program. Schools in which parents/legal guardians of 30 students or more per school, or the parents/legal guardians of 20 students or more in any grade at the school request a language acquisition program designed to provide language instruction that will offer such program to the extent possible. (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 above are aimed to develop Los Angeles Unified students' bilingual, biliterate, and/or English proficiency skills. For more information, contact the school or visit the [MMED website](#).

### **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).

- 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*;
- 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 is met.

To find more information about the computer-based ELPAC, please contact the local school or go to [www.elpac.org](http://www.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:

- Criterion 1: Assessment of English language proficiency (Overall ELPAC Level 4);
- Criterion 2: Teacher evaluation (passing marks/grades in English Language Arts);
- Criterion 3: Parent/legal guardian opinion and consultation;
- Criterion 4: Student performance in basic skills (DIBELS/Reading Inventory assessments).

For more information on the reclassification criteria, view: [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 K-12 Students**

Los Angeles Unified K and 1st grade Promise to Bilingualism, 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) Mail Home 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. The resources are available digitally in English and Spanish at: [Elementary Home Mail Digital Resources.pdf](#) and [Secondary Home Mail Digital Resources](#).

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

To address the unique academic, cultural, and linguistic needs, Los Angeles Unified actively identifies eligible American Indian students and engages families to advise on supplemental Title VI instructional services. These supplemental instructional services ensure that American Indian students:

1. Meet the challenging state academic standards;
2. Gain knowledge and understanding of native communities, languages, tribal histories, traditions, and cultures;
3. Are provided culturally appropriate and effective instruction and support by trained staff.

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](#)) to the school of enrollment.

For more information, visit the MMED [Ethnic Studies](#).

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

The Instructional Technology Initiative (ITI) specializes in providing professional learning opportunities for school leaders to best support instructional technology integration for all students. Key programs supported by ITI include digital citizenship and computer science education.

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. In addition, Computer Science Education Week focuses on promoting practices that teach students about creating technology in ways that impact society.

Parents/legal guardians play a pivotal role in facilitating instructional technology integration. For additional information, please visit the [ITI website](#).

## ANNUAL NOTICE OF PHYSICAL EDUCATION REQUIREMENT

Elementary students in grades 1 through 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 the elementary teacher's classroom. In addition, the physical education schedules shall be posted in the school's main office. Parents/legal guardians who have any questions regarding physical education minutes should first contact the student's teacher or principal. [EC Section 51210(a)(7)].

Secondary students must receive physical education instruction for a total period of no 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://achieve.lausd.net/Page/7726> 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 Local District office.

## PHYSICAL FITNESS TEST

All students in grades 5, 7, and 9 must participate in the Physical Fitness Test. The state-adopted Physical Fitness Test is FITNESSGRAM®, a measure of health-related fitness. To find more information about the FITNESSGRAM®, please contact the student's teacher or visit: <https://achieve.lausd.net/Page/15326>.

## 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 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. (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 (CEC) 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 (CEC 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 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 as described in Subdivision (a) of Section 306;
4. **HIV Prevention Education:** means instruction on the nature of human immunodeficiency virus (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 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 shall include all the following:
  - Must teach on the nature of HIV as well as other sexually transmitted infections and their effect on the human body;
  - Must teach on manner in which HIV and other sexually transmitted infections are not transmitted, including information on the relative risk of infection according to specific behaviors, sexual activities, and injection drug use;
  - Must teach that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and sexually transmitted infections, and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on the other methods of preventing HIV and other sexually transmitted infection and pregnancy;
  - Must teach about the effectiveness and safety of all Federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including the use of antiretroviral medication like PrEP and HIV vaccination consistent with the Federal Centers for Disease Control and Prevention;
  - Must teach about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing;
  - Must teach about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of people living with HIV and reduce the likelihood of transmitting HIV to others;
  - Must discuss about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested;
  - Starting in grade 7, instruction and materials must provide information about local resources, students' rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections, and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence;
  - Must provide information on the effectiveness and safety of all FDA-approved contraceptive methods in preventing

- pregnancy, including but not limited to emergency contraception. Instruction on pregnancy shall include objective discussion of all legally available pregnancy outcomes, including but not limited to parenting, adoption, and abortion;
- Must include information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Section 1255.7 of the Healthy and Safety Code and Section 271.5 of the Penal Code;
- Must teach the importance of prenatal care;
- Must include information about sexual harassment, sexual assault, sexual abuse, human trafficking, techniques to set healthy boundaries, and how to safely seek assistance;
- Must include information about adolescent relationship abuse and intimate partner violence, including early warning signs thereof.

2. School districts that teach comprehensive sexual health education earlier than grade 7 may provide age-appropriate and medically accurate information on any of the general topics contained in bullets 1 through 13 immediately above and if doing so, starting in grade 7 or earlier must comply with the following paragraphs:
  - Instruction and materials must not teach or promote religious doctrine;
  - Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, ancestry, gender, gender identity, 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 (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 guardians' 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 to 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://achieve.lausd.net/Page/8397>.

A student must not attend any class in comprehensive sexual education of HIV prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the school has received a written request from the student's parent/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 Athletic 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. Students must comply with the eligibility standards as determined by the California Interscholastic Federation and Los Angeles Unified Interscholastic Athletic Department:

- Maintain the minimum of a 2.0 Grade Point Average (GPA);
- Pass a comprehensive physical examination each year by a licensed California health care provider that complies with the current Los Angeles Unified policy;
- Submit a Student Emergency Form as well as proof of insurance which meets the standards required by the California Education Code;
- Sign a Steroid Prohibition Use Form, a Code of Conduct Form, a Hazing and Bullying Form, an Out-of-Season Liability Waiver Form, Athletic Insurance Certificate, Concussion Information Sheet, Sudden Cardiac Arrest Information Sheet, and a Media Release Form;
- Parents/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://achieve.lausd.net/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 California Interscholastic Federation competition or cheerleading must undergo an annual Pre-Participation Physical Evaluation (PPE) by a qualified California licensed health care provider prior to participation in any aspect of the competition, including tryouts and practices, accepts PPE's from California-licensed physicians (MD or DO), nurse practitioners (NP), or physician assistants (PA). Select auxiliary units and marching bands must undergo a physical evaluation, at least once prior to tryout, practice, and participation. If a licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete is required to complete a graduated return-to-play protocol of no less than seven (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 his or her practice should evaluate a suspected concussion. The athlete will not be allowed to return to play without written clearance from the treating health care provider and verified by the credentialed school nurse.

No student shall, on the basis of a protected characteristic be denied the benefits of, be denied equivalent opportunity in, or otherwise discriminated against in interscholastic, intramural, or club athletics. For information regarding nondiscrimination, visit: <https://achieve.lausd.net/Page/3586>.

For further information about the Interscholastic Athletic 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 (EC Sections 32220-32224). The health insurance plans referenced under Student Health Insurance are also meant to help parents/legal guardians comply with the state law. Information on public and private insurance coverage for sports, accidents, and illness is available by contacting the Division of Risk Management and Insurance Services at (213) 241-2176. Information on private insurance is also available on the Division of Risk Management website at: [Voluntary Student Accident Program](#).

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

All Los Angeles Unified students must successfully complete the "A-G" course sequence as part of the District's graduation requirements. The "A-G" requirements are a specific group of subjects to meet the minimum requirements to be eligible for admission to the California State University (CSU) system. The chart below outlines the courses that comprise of the "A-G" course sequence along with the additional Los Angeles Unified graduation requirements. The District's graduation requirements are made up of 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 indicating satisfactory completion of all elements and is eligible to participate in the graduation ceremony. Los Angeles Unified will provide rental caps and gowns for eligible students to participate in the graduation ceremony. Parents/legal guardians and educational rights holders have the option of purchasing the cap and gown for a keepsake.



Subject ("A-G", CDE, and Los Angeles Unified Graduation Requirements)	Los Angeles Unified Graduation Requirements for the Classes of 2020-2025
A. History/Social Studies [Three (3) Years]	Students are required to complete a minimum of 15 UC/CSU "A-G" course requirements with at least a grade of D.
B. English [Four (4) Years]	
C. Mathematics [Three (3) Years]	
D. Science [Two (2) Years Lab Science – 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. Academic Elective [One (1) Year]	
Physical Education	Two (2) years for a diploma*, four (4) years of PE required**
Health	One (1) Semester
Service Learning ***	
Career Pathway ***	
Total Number of Credits Needed for Graduation: 210	

\*EC 51225.3(a)(1)(F) A pupil shall complete all of the following while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school; two (2) courses [year-long] in physical education, unless the pupil has been exempted pursuant per the provision of this code.

\*\*Four (4) years of physical education are required since EC section 51222 (a) stipulates that "All pupils, except pupils excused or exempted pursuant to Section 51241, shall be required to attend upon the courses of physical education for a total period of time of not less than 400 minutes each 10 school days".

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

As part of the Individualized Graduation Plan (IGP), it requires a review of the academic and career-related opportunities available to the student and explanation of the coursework and academic progress required for eligibility for admission to a four-year university. Students not on-track to satisfy the "A-G" requirements must be identified and monitored (EC section 52378).

### **Graduation Exemption**

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

### **EDUCATIONAL OPTIONS SCHOOLS**

An alternative school is designed and organized to meet the educational needs of students in a smaller, more personalized learning environment. The goal of Educational Options Schools is to ensure that students complete the requirements for a high school diploma and are college and career ready. The Educational Options Schools in Los Angeles Unified include continuation schools, community day schools, schools for pregnant and parenting minors, independent study, and others. These schools are supported by each Local District. Additional information may be found at: <https://achieve.lausd.net/Page/665> or contact the Local District office.

### **VIRTUAL ACADEMY**

Los Angeles Unified will offer six (6) new Virtual Academy Schools for the 2022-2023 school year. The online academies will explore and expand independent study in a broader way using technology and promoting creativity. Each Virtual Academy includes an elementary, middle, and high school. Parents/legal guardians may rank their school preferences for each student. Placement will be made based on availability and taking preferences into account. Visit: [enroll.lausd.net](https://enroll.lausd.net) to sign up for a Virtual Academy school. More information about the themes and the program can be found at: [LAUSD Virtual Academy](https://lausd.net/virtual-academy).

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

Division of Adult and Career Education (DACE) empowers learners to pursue their academic career and civic goals. DACE has 10

main adult education centers and over 140 satellite locations throughout Los Angeles Unified. Academic programs include English as a Second Language, citizenship, adult basic skills, and high school diploma. DACE also offers over 176 career pathways in 15 different industry sectors, including building and construction trades, information technology, and health sciences. DACE collaborates with regional partners such as the Los Angeles Community College District, the City of Los Angeles Economic and Workforce Development Department, and local employers to ensure that all learners are college and career ready.

DACE offers apprenticeship training programs in 61 trades and 41 individual program sponsors. DACE also offers High School Equivalency (HSE) testing through DACE's 20 HSE testing centers. 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, including new immigrants and refugees, receive English language instruction and career training simultaneously to accelerate progress toward high-wage and high-skill employment.

DACE offers the Family Success Initiative (FSI), serving 21 elementary and middle schools throughout the District. The FSI program supports bilingual families by providing English language instruction designed to assist parents/legal guardians in supporting their children's academic success.

For more information, including how to find an adult program in your area, 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, 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 their high school senior year. In addition, EAP may earn students an exemption from CSU and participating CCC English and/or mathematics placement tests required for entering freshmen. EAP is now embedded in the California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced Grade 11 English Language Arts and Mathematics Assessments. Students taking the grade 11 assessments will automatically be participating in the EAP. To provide information to students on their college readiness, students may voluntarily release their results to the CSU and CCCs. The results are not used for admissions.

To find more information about the CAASPP Program CSU/EAP, please contact the counselor or the school. Additional information is posted at: <https://www.cde.ca.gov/ci/gs/hs/eapindex.asp>.

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

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

#### **CSU Admission Requirements for Freshman**

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:

- California residents and graduates of California high schools will be eligible for admission by earning a 2.50 or greater "A-G" GPA;
- 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;
- 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;
- Any non-California resident of California earning a GPA between 2.47 and 2.99 may be evaluated for admission based upon supplemental factors.

The CSU will consider course grades of "credit" or "pass" as fulfilling "A-G" requirements for those courses completed during winter, spring, summer, or fall 2020 terms and during winter, spring, or summer 2021 terms. All other coursework must be graded and a grade of C or better must be earned for the course to satisfy "A-G" requirements.

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:

- Number of courses exceeding minimum "A-G" requirements;

- GPA in math and/or science courses;
- Household income;
- Extracurricular and leadership involvement;
- Educational programs participation while in high school (college preparation programs such as GEAR UP, Upward Bound, AVID, etc.);
- Other available information that would inform the campus admission decision.

### **UC Requirements for Freshman**

- Complete 15 "A-G" courses (11 of them by end of junior year);
- Complete a minimum of 15 college preparatory courses ("A-G" courses) with a grade of C or better. Pass (P) or Credit (CR) grades earned in spring, summer, and fall 2020 as well as spring and summer 2021, will meet "A-G" requirements for any student who was enrolled in high school during the 2019-2020 and 2020-2021 academic years. For courses completed during the 2020 winter, spring, or summer terms, UC will also accept a grade of pass/credit. Students must complete at least 11 of these courses prior to the beginning of the last year of high school.
- Earn a GPA of 3.0 or better (3.4 if a nonresident) in these courses with no grade lower than a C.

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

Neither the CSU or UC systems will consider SAT or ACT test scores when making admission decisions or awarding 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 more information on college admission requirements, please refer to the following web pages:

- <https://www.cccco.edu/>: This is the official website of the California Community College system. It offers links to all the California Community Colleges;
- <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;
- <https://www2.calstate.edu/apply>: This website provides information to students and their families on the CSU system, an online application, and links to all CSU campuses;
- <https://www.universityofcalifornia.edu/>: This website provides information regarding admissions, an online application, and links to all UC campuses;
- <https://achieve.lausd.net/GPS>: This website provides resources to help students plan, prepare, and persist 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. These are programs and classes that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education at: <https://www.cde.ca.gov/ds/si/rp/>.

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

## **EQUITY AND ACCESS**

### **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, HIV/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.

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 express 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 of 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) related to discrimination, harassment, intimidation, or bullying of students based on the actual or perceived characteristics listed above, contact the school administrator, the school Title IX/Bullying Complainant Manager, or the District's Section 504 and Title IX Coordinator in the Educational Equity Compliance Office at (213) 241-7682, email: [Equitycompliance@lausd.net](mailto:Equitycompliance@lausd.net) or at: <https://achieve.lausd.net/eeco>. For additional assistance with employee-related concerns, contact the Equal Opportunity Section at (213) 241-7685. A copy of the District's nondiscrimination policy is available upon request or online at the above website.

## **INTERNET ACCESS**

Los Angeles Unified provides access to the internet and electronic email through the LA Unified computer network (LAUSDnet). The District's website is located at: <https://www.lausd.net>. All uses of Los Angeles Unified computers and networks are regulated by the Los Angeles Unified Responsible Use Policy (RUP) which can be found at: <https://achieve.lausd.net/rup>. Access to the internet from LAUSDnet 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 LAUSDnet 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 regular instructional activities, business activities, or to compile data necessary for educational research.

Students obtain email accounts on LAUSDnet 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. 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 are requested 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 must be proactive in taking steps to protect themselves. For more information visit: <http://achieve.lausd.net/cybersafety>.

Student downloads of music, photographs, videos, software, and documents must comply with all applicable copyright laws. Additionally, software or application downloads should be monitored closely for appropriateness. Music, photographs, videos, software, or documents should only be downloaded for 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 discipline for unapproved and/or unlawful downloading activities. No user of LAUSDnet should have an expectation of

privacy. Los Angeles Unified retains the right to account auditing and logging practices in order to promote student safety. The internet is a public network, and emails or other communications on it are not private. LAUSDnet system operators have access to all users account directories and data, email, web pages, and any other files stored on system servers. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of Los Angeles Unified and to adhere to any city, state, and federal laws.

Students are expected to conduct themselves online as they would in person. Students are to refrain from engaging in uses that jeopardize access or lead to unauthorized access to another's account. Additionally, deleting, copying, modifying, or forging other user names, emails, disguising one's identity, or impersonating another user or users is prohibited. It is expected that users will not use LAUSDnet access to threaten, demean, defame, or denigrate others on the basis of race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex, sexual orientation, or any other reason. Further, access to the 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 all before and after school programs, expanded learning opportunities, and Student Auxiliary Services. 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.net>.

- Before and After School Programs – BTB, in partnership with community-based organizations throughout Los Angeles provides academic assistance, enrichment activities, and physical fitness/recreational activities under the supervision of trained staff in a safe 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;
- Expanded Learning Opportunities – Each school site provides academic assistance during the day and/or beyond the school day for students at risk of not meeting grade level standards. BTB supports expanded learning opportunities for students through the Migrant Education Program, the High School Credit Recovery Summer School Program, and other special programs as funding is available;
- Student Auxiliary Services – BTB Student Auxiliary Services provide safe and supervised activities that expand the learning experience beyond the classroom and the regular school day. Services include the development and implementation of critical educational support programs as well as auxiliary services for students, schools, staff, and communities. Programs include Youth Services (YS), the safety net, after school enrichment, and sports program offered from dismissal until 6:00 p.m. at elementary and middle schools, the Outdoor and Environmental Education Program which supports California State Science Standards and provide activities at Clear Creek and Point Fermin Outdoor Education Centers and other programs such as Ready-Set-Go!, Youth Development Program, Youth Services Plus, and Civic Center Permit Operations.

## **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 on the basis of actual or perceived nationality, ethnicity, or immigration status. See section regarding Uniform Complaint Procedures for more information. The California Attorney General's website provides "know your rights" resources for immigrant students and family members at: <https://oag.ca.gov/immigrant/rights> and the Los Angeles Unified's "We Are One" website at: <https://achieve.lausd.net/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, even 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, 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, it is necessary to 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 an Los Angeles Unified office or school site, please contact the ADA Compliance Administrator, at least 72 hours 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 also be found at: <https://achieve.lausd.net/ADA>.

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

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 benefit 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.

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. Please visit the Child Find webpage at: <https://achieve.lausd.net/spedChildFind> for additional information.

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 also available on the Child Find webpage at: <https://achieve.lausd.net/spedChildFind>.

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) a booklet that is available at every District school and on the Division of Special Education website at: <https://achieve.lausd.net/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 on the basis of their actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate any complaints of disability-based discrimination, harassment, intimidation, and/or bullying, and take reasonable actions to stop future incidents.

For students who are not eligible for special education services but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids, and/or services that will be provided to assist the student in accessing the general education program. 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 Educational Equity Compliance Office at (213) 241-7682, email: [Equitycompliance@lausd.net](mailto:Equitycompliance@lausd.net) or visit: <https://achieve.lausd.net/eeco>.

## STUDENTS WITH TEMPORARY DISABILITIES

Instruction in the home or hospital is provided pursuant to state law for eligible general education and special education students in grades K-12 whose non-contagious, temporary medical disability prevents attendance in regular day class, or an alternative education program for a limited time period. The intent is to maintain continuity of the student's instructional program during the period of temporary disability. A home/hospital teacher provides instruction either in person or online in subjects/courses correlated with the student's school program to the maximum extent possible. Home/Hospital instruction is designed as a temporary interim service. It shall not replace, over an extended period 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:

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

Students who feel that their rights are being 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 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 the District's Title IX Coordinator in the Educational Equity Compliance Office 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 for 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://achieve.lausd.net/eeco>.

## 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:

- Submission to the conduct is directly or indirectly made as a condition of an individual's employment, academic status, or

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

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:

- An employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- 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;
- 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 the Los Angeles Unified superintendent's jurisdiction.

Any District students or employees 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 parties concerned 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 the District's Title IX Coordinator in the Educational Equity Compliance Office at (213) 241-7682, email: [Equitycompliance@lausd.net](mailto:Equitycompliance@lausd.net) or visit: <https://achieve.lausd.net/eeco>. 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:

- In an emergency or transitional shelter;
- In substandard housing, car, garage, or other places not designed as a regular sleeping accommodation for human beings;
- In another family's house or apartment due to a loss of housing or as a result of economic hardship (doubled-up);
- In a hotel or motel as a result of economic hardship;
- Temporarily in a trailer, RV, motor home, or campsite;
- 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 Student Health and Human Services, Homeless Education Office at (213) 202-7581. Along with other resources, the SHQ is available in eight (8) languages at: <https://homelesseducation.lausd.net>.

Students experiencing homelessness are expected to attend school regularly. Students experiencing homelessness have additional rights and enrollment protections that promote school stability. Students experiencing homelessness and unaccompanied youth experiencing homelessness have 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 origin that includes the school:

- At which the youth was last enrolled;
- Of residence;
- That the student attended in the last 15 months (any school) 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 Plan (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 regarding 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 (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). The 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 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. Beginning January 2022, students who are the subject of a voluntary placement agreement are 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 to 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 further information regarding the Dispute Resolution process, please contact the Student Health and Human Services, Student Support Programs at (213) 241-3840.

Students in foster care may qualify for exemption from local graduation requirements. Students in foster care who meet graduation exemption criteria may be exempt from all coursework and other requirements adopted by the District. The high school graduation exemption eligibility criteria are as follows:

- The student must be in foster care;
- The student transferred schools after their second year of high school;
- The student cannot reasonably complete the additional Los Angeles Unified graduation requirements within four (4) years;
- The educational rights holder (ERH) must determine that the graduation exemption is in the student's best interest;
- 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 must be held with the Educational Rights Holder to determine the school of origin and if transportation is needed.

The governing board of the school district is to notify a student in foster care's attorney and an appropriate representative of the county and child welfare agency of an expulsion hearing and invite them to any IEP meetings where a manifestation determination is to be made (EC Section 48918.1).

For further information, contact the Student Health and Human Services, Student Support Programs at (213) 241-3840 or at: <https://achieve.lausd.net/Page/16356>.

## **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 51225.2 and 48645.5.)

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. (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 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. 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 alleging:**

- Adult education (Section 8500-8538, 52334.7, 52500-52617);
- After school education and safety (Section 8482-8484.65);
- Agricultural career technical education (Section 52460-52462);
- Compensatory education (Section 54400);
- Consolidated categorical aid programs [34 CFR Section 299.10-12, Section 64000(a)];
- Migrant education (Section 54440-54445);
- Career technical and technical education and career technical and technical training programs (Section 52300-52462);
- Childcare and development programs (Section 8200-8498);
- Every Student Succeeds Act (20 United States Code Section 6301 et seq.; EC Section 52059);
- 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);
- Accommodations for pregnant and parenting students, including reasonable accommodations for lactating students (Section 46015, 222);
- Regional occupational centers and programs (Section 52300-52334.7);
- School plans for student achievement (Section 64001);
- School site councils (Section 65000);
- School safety plans (Section 32280-32289);
- State preschools (Section 8235-8239.1);
- Deficiencies related to preschool health and safety issues for a California state preschool program exempt from licensing (5 CCR Section 1596.7925, EC Section 8235.5); per public notices posted for applicable classrooms;



- Any other state or federal educational program, the state superintendent of public instruction, or designee deems appropriate.
  1. 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 or 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.
  2. Failure to comply with legal requirements pertaining to the LCAP: A complaint that a school district has not complied with the requirements of the LCAP may be filed using the UCP complaint procedures (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.
  3. 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.
  4. 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).
  5. 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 Educational Equity Compliance Officer Director has been designated as the District's Compliance Officer responsible to receive and direct the investigation of complaints under the UCP, maintain records of complaints and subsequent related actions, and to ensure District compliance with the law. For additional information regarding the District's UCP process or assistance in filing a complaint, please contact the Educational Equity Compliance Office at (213) 241-7682 or 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.

**Filing of UCP Complaints:** A written complaint of alleged noncompliance with a federal or state law or regulation governing educational programs must be filed with the District's Educational Equity Compliance Office, the designated office for responding to such complaints. 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 Educational Equity Compliance Office.

UCP forms are available upon request from any school or District office by contacting the Educational Equity Compliance Office at (213) 241-7682, email at [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net), or by accessing the website for Uniform Complaint Procedures information at: <http://achieve.lausd.net/eeco>. 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:**

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

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

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

Deficiencies related to California state preschool program health and safety issues may be resolved using the UCP (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):

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

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

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

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

- School site (main office, principal);
- Applicable Local District;
- The Educational Equity Compliance Office by fax at (213) 241-3312
- By email at: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)
- By U.S. Mail at: Los Angeles Unified - Educational Equity Compliance Office  
Williams Complaints  
333 South Beaudry Ave., 18th Floor  
Los Angeles, CA 90017

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

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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 wellness. Additional information and resources are available at: <https://achieve.lausd.net/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), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity. A health care provider is defined as a California-licensed physician [a Medical Doctor (MD), 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 (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 Education Code 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://achieve.lausd.net/nursing>.

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 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 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.

Due to the ongoing COVID-19 pandemic, guidance from public health officials may be added or changed. Los Angeles Unified will continue to abide by all requirements and guidelines set forth by public health officials.

#### **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 is to be given to all current and incoming 7th grade students at the time of enrollment or during a common class time (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, migrant, military family, or who have an Individual Education Plan (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 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 at: [www.shotsforschool.org](http://www.shotsforschool.org).

The immunization status of all students will be reviewed periodically. 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 (2) 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:

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

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 for more information or to schedule an appointment at (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 (EC Section 49423) provided that the school district annually receives:

- A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the name, method, amount, and time schedules by which such medication is to be taken;
- 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.
- 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;
- Whenever possible, it is preferable for licensed healthcare providers to establish a medication schedule that will eliminate or minimize the necessity for a student to take medication during school hours. Parent(s)/legal guardian(s) are urged to ask their licensed health care providers to consider such an arrangement;
- 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;
- 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;
- 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:

- 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-administer the medication;
- A written statement from the parent/legal guardian consenting to the 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;
- Completion of Student Contract for Self-Administration/Self Carry 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-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 Information**

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.

### **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 medication (prescription and over the counter) on the field trip, parents/legal guardians must have submitted a complete "Request For Medication To Be Taken During School Hours" form, which includes the parent/legal guardian signature and the written California licensed health care provider's order with signature and date. 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.

### **Physical Examinations**

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines is required for all 1st grade students within 18 months prior to entry or up to three (3) months after admission to the 1st grade (H&S Code Section 124085). A Child Health and Disability Prevention or equivalent examination may be done by a private health care provider, health department clinic, or the District Student Medical Services staff. All children entering Early Childhood Programs must have a physical examination. Although not required, students enrolling for the first time in 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 CHDP examination at one (1) of Los Angeles Unified's School Based Clinics (SBCs). If help is needed in meeting the requirements for a CHDP 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 as a result 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, CHDP, and/or Sports Physical Exam, please call the Student Medical Services Office at (213) 202-7584, or (213) 202-7590, or visit the website at: <https://achieve.lausd.net/Page/12532#spn-content>.

### **COVID-19 Health and Safety Protocols**

Los Angeles Unified is committed to the health and safety of the school community. For the most updated Los Angeles Unified COVID-19 health and safety protocols, please visit: <https://achieve.lausd.net/covid>.



### **School Mental Health**

Student Health and Human Services, School Mental Health (SMH) offers a range of mental health services and supports to help students, youth, and families become better equipped to thrive and live successfully. School Mental Health services are provided at schools, clinics, and Wellness Centers. Services and supports are free of charge and are provided to all students regardless of immigration status.

### **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 is trained in evidence-based practices to treat depression, anxiety, disruptive behaviors, and trauma. Medication support services is available to qualifying students who are active SMH clients and covered by Medi-Cal health insurance. School staff and parents/legal guardians may call any of the clinics to discuss how to access mental health services.

All services rendered at clinics and Wellness Centers are confidential. For additional information, visit the School Mental Health website at: <https://achieve.lausd.net/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 the Los Angeles County Department of Mental Health 24-hour ACCESS Center at (800) 854-7771 or the National Suicide Prevention Lifeline at (800) 273-8255, available 24 hours every day.

For additional information, support, and referrals contact the Student and Family Wellness Hotline at (213) 241-3840 or visit: <https://achieve.lausd.net/smh>. SMH staff is available for consultation during the school year, Monday through Friday, from 8:00 a.m. – 5:00 p.m.

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

The Wellness Centers provide students and community access to vital 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 Health and Human Services, Children's Health Access and Medi-Cal Program (CHAMP) staff at (866) 742-2273 for assistance.

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

### **NURSE-FAMILY PARTNERSHIP**

Nurse-Family Partnership is a free voluntary program for first-time pregnant/parenting teens. The program provides one-to-one home visits by a qualified school nurse (registered nurse) throughout the pregnancy and continues to assist the young parent until the child is two (2) years old. The nurse helps the pregnant/parenting teen to have a healthy pregnancy and a healthy baby. The program guides the teen in healthy parenting and achieving educational goals. Any teen pregnant with their first child who meets the requirements is encouraged to enroll as early as possible during pregnancy. For more information, call (213) 202-7534.

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

The following information about Medi-Cal is offered to parents/legal guardians of children with disabilities 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) 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, 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 contained 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 (866) 742-2273 for enrollment assistance or visit the website at: <https://achieve.lausd.net/wellnessprograms>. Schools can schedule staff or parents/legal guardians presentations by contacting the CHAMP office. The Helpline is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

## **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, 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 Summer Food School Program (SFSP).

Beginning the 2022–23 school year, the California's Universal Meals Program will provide breakfast and lunch to all students at no charge. Breakfast in the Classroom service will resume when schools open in August 2022. Under the CACFP, supper meals will also be available to students on school campuses. Weekend and holiday meal service will depend upon USDA's mandates for 2022–23.

If parents/legal guardians have questions regarding meal programs at the school, they can contact the food services manager. They are knowledgeable in all areas of meal service, food preparation, sanitation, safety, and the various programs offered and serving times. For additional information about the programs as well as nutritional resources, please visit: <https://achieve.lausd.net/cafela> or call (213) 241-6419 / (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. Menus are available at the school or at: <https://achieve.lausd.net/cafela>.

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

- Offer a variety of menu choices, including a daily vegetarian and vegan option, fresh salad, and sandwich options;
- Provide only whole grain-rich products;

- Offer fresh fruits and vegetables daily;
- Offer only antibiotic free chicken;
- Participate in Meatless Mondays, where the menu consists of only vegetarian items on Monday;
- 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;
- Meals contain no artificial colors, flavors, monosodium glutamate (MSG), nitrates, or sulfites;
- 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 the “Los Angeles Unified Medical Statement to Request Special Meals” form from the Food Services Manager, school nurse, or website at: <https://achieve.lausd.net/cafela>. The following forms and information are available under the [Nutritional Information and Special Needs](#) link near the bottom of the “Menu” page:

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

If parents/legal guardians have any questions regarding special diets or menus, please contact the Nutrition Specialist for the Local District:

Contact Information	Local District	Email	Phone
Homa Hashemi, R.D. Sr. Nutrition Specialist	Central	<a href="mailto:homa.hashemi@lausd.net">homa.hashemi@lausd.net</a>	(213) 241-2969
Ivy Marx, R.D. Sr. Nutrition Specialist	West	<a href="mailto:ivy.marx@lausd.net">ivy.marx@lausd.net</a>	(213) 241-1064
Kayley Drain Nutrition Specialist	East and South	<a href="mailto:kayley.drain@lausd.net">kayley.drain@lausd.net</a>	(213) 241-2994
Kim Nguyen Nutrition Specialist	Northeast and Northwest	<a href="mailto:lduyen.nguyen@lausd.net">lduyen.nguyen@lausd.net</a>	(213) 241-2988

**For all other food and nutrition assistance programs, state or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:**

In accordance with federal civil rights law, U.S. Department of Agriculture (USDA), civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, sex, disability, age, reprisal, or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide all the information requested on the form. To request a copy of the complaint form call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
Fax: (202) 690-7442  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

*This institution is an equal opportunity provider.*

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## PARENT AND FAMILY ENGAGEMENT

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### OFFICE OF PARENT AND COMMUNITY SERVICES – PARENT AND FAMILY 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 all schools and District practices regarding the engagement of families in their children's education. Families may visit: <https://achieve.lausd.net/Page/9651> to view the Los Angeles Unified Parent and Family Engagement Policy for Title 1 schools. More information for staff and families about parent engagement policies is available at: <https://achieve.lausd.net/pcss>.

#### **Family Voice, Leadership and Advocacy**

Los Angeles Unified offers parents/legal guardians various leadership opportunities. Every school receiving federal 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 Learners (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC). The District must also establish a District English Learner Advisory Committee (DELAC), which consists of ELAC Chairpersons from throughout the District.

Every year, all parents/legal guardians, through the School Experience Survey, provide Los Angeles Unified their perceptions on a variety of matters, including how well their schools welcome them as partners. The School Experience Survey is administered in the fall. Additional information is available at: <https://achieve.lausd.net/Page/8397>.

If parents/legal guardians have any questions, concerns, or complaints, they may contact the school, or 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 Educational Equity Compliance Office at (213) 241-7682 or by email at [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

To learn about the school goals, plans, funding, services, and any additional information, please visit: <https://schooldirectory.lausd.net/schooldirectory/>. Search for the school and click on Budget Availability Report.

#### **Training and Support**

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 who are English Learners, migrant families, or with disabilities have access to school-based activities and programs. There are learning opportunities including study groups and conferences at Local Districts as well as at schools. For more information about these opportunities, contact the school or visit: <https://achieve.lausd.net/Page/9651>. To contact the Local District Parent and Community Engagement team visit: <https://achieve.lausd.net/ld>. 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.

#### **Parent Portal - Strengthening Communication**

All parents/legal guardians should be enrolled in the Los Angeles Unified Parent Portal, which provides access to the student's school records. It also may be accessed at: <https://parentportalapp.lausd.net/parentaccess/>. Additional assistance is provided by the Los Angeles Unified Family Hotline at (213) 443-1300.

#### **Parent Volunteers**

Los Angeles Unified values volunteers as important partners in strengthening communication between the 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 [EC Section 51101(a)(3)]. School volunteers assist schools by providing support to teachers and other staff through a variety of activities, both virtually 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 on the volunteer program, contact the school or visit the Office of Parent and Community Services website at: <https://achieve.lausd.net/Page/10443>.

### SCHOOL ACCOUNTABILITY REPORT CARD

The District must annually issue a School Accountability Report Card (SARC) for each school (EC Section 35256). The SARC is published by February 1st each school year. A copy is available upon request at the school and at: <https://achieve.lausd.net/Page/8027>.

## **EVERY STUDENT SUCCEEDS ACT: PARENT'S 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:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status permit (e.g., Provisional Intern Permit);
- 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. For additional information, please visit the website at: <https://achieve.lausd.net/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 the information, assistance, and resources they need to become meaningful participants in the education of their children. SFSS responds to all special education-related inquiries and facilitates collaboration between District staff, students, and parents/legal guardians to support the resolution of special education-related concerns.

Additionally, SFSS responds to parent/legal guardian complaints alleging special education violations to give the District an opportunity to resolve these complaints and alleviate the need for parents/legal guardians to seek external complaint mechanisms. 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 information or assistance, 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 that securely connects parent/legal guardian to tools and data that will assist them in supporting the student's academic success. Additional information is available at: <https://parentportalapp.lausd.net> or at: <http://passport.lausd.net>.

In order to register, parents/legal guardians need the following:

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

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

- Attendance and schedule;
- Grades and assignments;
- Individualized Educational Programs "IEPs" (for Special Education students).

For additional features, go to: [PASSport Module Information Short - English/Spanish](#).

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 now available to parents/legal guardians to securely access in real-time the student's information on grades, assignments, attendance, school events, District calendar, and bus routes and delays. The App can be set to provide information in English, Spanish, and Korean languages. The Los Angeles Unified mobile App can be found in the App Store and is named "LAUSD".



## BLACKBOARD CONNECT NOTIFICATION SYSTEM

Los Angeles Unified uses a Districtwide notification system called Blackboard Connect (BBC) to communicate with parents/legal guardians and employees regarding emergency situations, attendance, school events, and other important issues affecting parents/legal guardians and the student. The BBC service allows Los Angeles Unified to send personalized voice messages to the family's home, work, or cell phones, and contacts through email, text messaging, and social networks. Parents/legal guardians are responsible for the cost of text messages. Parents/legal guardians can specify on which phone they receive general notifications, attendance, and emergency communications by completing the Student Emergency Information Form. Los Angeles Unified is able to reach everyone in the District within minutes based on BBC's capabilities. Keeping parents/legal guardians more informed and involved leads to higher student achievement and student safety. Please help us by ensuring we have current contact information by completing the Student Emergency Information Form. Should the contact information changes or needs to be corrected, please contact the school directly.

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

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

- **General** notification messages are sent throughout the day. These messages are non-emergency in nature and announce upcoming events or reminders;
- **Attendance** notification messages are generally sent in the morning and in the early evening. These messages are sent to inform parents/legal guardians that the child has been reported with an unexcused absence or tardy for one (1) or more periods or an entire day of school. The most appropriate number is a daytime phone number. Working parents/legal guardians are encouraged to provide their work number or cell phone number. It is recommended that the attendance number not be the home number if no one is there during the day;
- **Emergency** notification messages are of an urgent nature and are sent when warranted. The phone number parents/legal guardians should provide is where parents/legal guardians are most likely to be reached during the majority of the waking hours. Blackboard Connect will call every number stored in the notification system including the numbers for general and attendance notifications to ensure that the parents/legal guardians are reached. This number should be for the parent/legal guardian and not the alternate contacts provided on the Student Emergency Information Form. The information on the Student Emergency Information Form will be utilized should the school not be able to reach the parent/legal guardian;
- **Teacher** messages are sent to inform parents/legal guardians of the student's academic standing, general behavior, work habits, classroom reminders, and notifications. These messages are sent via phone, email, or text and use the general phone number provided.

### Important Call Delivery Tips

- 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;
- When listening to a message, background noise may cause the system to stop and start over. Blackboard Connect is carefully tuned to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery of the message. If possible, move to a quiet area, or press the mute button on the phone;
- 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 guardian 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 message:

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

Only general notifications will be impacted. Attendance and emergency calls will continue to be sent.

Please have the student return the completed Student Emergency Information Form to the school as soon as possible. Should the contact information changes or needs to be corrected, please contact the school directly. Only the school has the ability to change the contact information. It is important that the school has current contact information so parents/legal guardians can receive these important messages. All personal information is maintained in the strictest confidentiality and in compliance with Los Angeles Unified's security policies.

## DISTRICT SERVICE CENTER AND PARENT & COMMUNITY RESOURCE CENTER

Los Angeles Unified is committed to providing exceptional customer service to all callers to the District's main phone number (213) 241-1000 and to all visitors to the Los Angeles Unified Headquarters. The District's service center, which operates Monday through Friday, from 7:00 a.m. to 5:00 p.m., is available to direct callers to the appropriate Los Angeles Unified office for assistance.

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 Helpdesk for parents/legal guardians and community members can be reached at (213) 443-1300, Monday through Friday, from 6:00 a.m. to 6:00 p.m.

## **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:

- Model careful handling of instructional materials, library books, devices, and other school property;
- Help students find a safe place to keep books during the borrowing period;
- 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 in order 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 as well as District policy, parents/legal guardians are liable for damage to school property, including textbooks and/or devices. 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. California 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 \$20,900 as of January 1, 2020, 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.

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 of 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. A payment plan may be established, 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 research report to name a few.

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

Parents/legal guardians should be familiar with the school's emergency procedures, request and reunion gate locations, and update contact information whenever it changes. Parents/legal guardians should monitor their cell phone for emergency messages from the school. Parents/legal guardians should remember that schools have emergency procedures in place to protect all students and that schools will follow these procedures during an emergency. Parents/legal guardians should also 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.

Download the free Los Angeles Unified Community Emergency Plan App for parents/legal guardians and students at: <https://achieve.lausd.net/emergencyapps>. Information about how Los Angeles Unified prepares for and responds to emergencies is available at: <https://parentemergencyinformation.lausd.net>.

## **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. The Publicity Authorization and Release Form covers publicizing good news that schools or the District may want to share on lausd.net, Facebook, Twitter, 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 by telling their teacher.

The Publicity Authorization and Release Form only covers a student who is on campus. Once they leave the school grounds and are on public property such as the sidewalk, reporters and photographers need no permission to ask questions, 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. The form is also available at: <https://bit.ly/3sDkUcE>.

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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 (Parent) 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 (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. Dual enrollment 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:

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

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

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

### SCHOOL CALENDAR

The District calendar and pupil-free staff development days are available at: [2022-2023 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

The District shall inform each student's parents/legal guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend, other than the ones assigned by the District [EC Section 48980 (h)].

To search for schools based on geographic location, academic offerings, extracurricular activities, and more, visit: <https://goto.lausd.net/#gsc.tab=0>. The website also enables parents/legal guardians to learn about the District's choice programs, including Magnets, Dual Language, Schools for Advanced Studies, and Permits with Transportation. These choice programs require an application that may be accessed and completed online from the website. Paper applications are available at the local school, library, or Local District office. If parents/legal guardians have questions or need additional information, contact the Parent Support Line at (877) 462-4798.

## PERMITS AND STUDENT TRANSFERS

Los Angeles Unified has established a permit policy to assist students and families in identifying the best school option. Consideration of desegregation goals, available space, and cost factors are necessarily involved in all aspects of the permit policy. Each school principal and the designated administrator in each Local District will provide information concerning permits to students, parents/legal guardians, and the community. Any person requesting a permit will be provided with the opportunity to apply for one.

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

Permit procedures information is available online at: <http://studentpermits.lausd.net> and through Student Health and Human Services, Pupil Services, Office of Permits and Student Transfers at (213) 241-3844.

### **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. An Los Angeles Unified permit application must be completed online at: <http://studentpermits.lausd.net> and an application must be submitted within the designated application period. The OUTGOING inter-district permit application period for the following school year is from February 1st to April 30th each year for all students. Parent/legal guardian employment will be the only outgoing permit applications accepted beyond that date. The INCOMING inter-district permit application period begins on February 1st for the following school year. Each application will be reviewed on its own merit. All outgoing inter-district permit applications must be completed electronically and must be submitted within the designated application period; no paper applications will be accepted.

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

- Parent/legal guardian employment;
- Specialized programs;
- Continuing enrollment;
- Sibling permit;
- Child care;
- Victim of an act of bullying;
- Child of an active-duty military parent/legal guardian;
- Exception requests.

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

- Parent/legal guardian employment;
- Specialized programs;
- Continuing enrollment;
- Sibling permit;
- Child care;
- Victim of an act of bullying;
- Child of an active-duty military parent/legal guardian;
- Exception requests.

### **Intra-District Permits**

Intra-district permits (school to school within Los Angeles Unified) are not available online and are processed in person at the school of residence and requested schools. Intra-district permits are appealed through the Local District Administrator of Operations. Intra-district permits authorize the transfer of students from an Los Angeles Unified school of residence to another Los Angeles Unified school. Paper applications and procedures for intra-district permits may be obtained at any Los Angeles Unified school. These transfers are initiated by parent/legal guardian request. Permits to transfer may be issued based on one (1) or more of the following reasons:

- Parent/legal guardian employment;
- Specialized programs;
- Continuing enrollment;
- Sibling permit;
- Child care;
- Victim of an act of bullying
- Safety and protection;
- Exception.

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

## ATTENDANCE

The student's daily attendance is critical to support academic success. Some absences are unavoidable and may have resulted due to safety procedures put in place by public health. We thank parents/legal guardians for the support as Los Angeles Unified continues to prioritize health and safety. Students who maintain good attendance are much more likely to be successful, both academically and socially. Every student is expected to attend school for the length of the school day on a daily basis unless there is a valid justification for the absence (EC Section 48200). Schools are required to maintain up-to-date attendance records throughout the school year, and corrections and updates to student attendance records are not allowed after the school year has closed.

Additional information and resources are available on the Student Health and Human Services, Pupil Services website at: <https://achieve.lausd.net/pupilservices> or by phone at (213) 241-3844.

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

Each person between the ages of 6 and 18 years not otherwise exempted must attend public school full time (EC 48200). Students shall attend the public school in the school district of residence of their parent/ legal guardian, educational rights holder, or caregiver. In addition, minors under the age of 18 are prohibited from being present in a public place during school hours without a valid excuse (Los Angeles County Code Section 13.57.010). More information is available at: [LACC Section 13.57.010](#).

### **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 and counting towards truancy. Absences include coming to school late, leaving early, and missing class periods. Upon learning from a parent/legal guardian the reason(s) for a student's absence, the following staff may verify the validity of an absence due to illness or quarantine (CA Code of Regulations, Title 5, Section 421):

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

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

### **Absences – Excused**

A student shall be excused from school when the absence is due to:

- Illness or injury of student;
- Quarantine;
- Medical, dental, optometric, or chiropractic services;
- Mental or behavioral health (absence for the benefit of the student's mental health or behavioral health);
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student [one (1) day within the state, three (3) days outside the state];
- Jury duty;
- Illness or medical treatment of a child of whom the student is the custodial parent (no doctor's note required for illness of child). (EC Section 48205.)

Justifiable Personal Reasons refer to situations where the student's absence has been requested in writing by the parent/legal guardian and approved by the principal or designee. Absences that fall into this category include but are not limited to:

- Appearance in court;
- Attendance at a funeral service (extended days);
- Attendance at an educational conference offered by a non-profit organization (legislative/ judicial);
- Attendance at an employment conference;
- Attendance at a religious retreat (shall not exceed four (4) hours per semester);
- Entertainment industry work with valid work permit [no more than five (5) consecutive days or a maximum of five (5) absences per school year];
- Spending time with a family member called to duty for, on leave from, or just returned from active military duty in combat zone (immediate family member; maximum three (3) days);
- Medical exclusion or exemption;
- Serving as a member of a precinct board for an election;
- Observance of religious or cultural holiday, ceremony, or secular historical remembrance;
- Cultural relation to the habits, practices, beliefs, and traditions of a certain group of people;
- Religious instruction (attend a minimum school day; occurs no more than four (4) days per school month);
- Revoked suspension through appeals procedure;
- Participation in not-for-profit performing arts organization [maximum five (5) days per school year];



- Pre-arranged mental health services (Mental Health Day Treatment);
- Take Your Child(ren) to Work Day;
- Attending the student's naturalization ceremony.

Upon receiving appropriate verification that an absence occurred due to one (1) of the reasons listed above, the school will consider the absence to be excused.

A student who is absent from school for an excused reason shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to the tests and assignments that the student missed during the absence.

### **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. Los Angeles Unified is required by law to seek an explanation from the parent/legal guardian (a written note or verbal justification) regarding all absences within 10 days. Students with unexcused absences may be classified as truant (see Truancy and SARB sections below).

Examples of UNEXCUSED absences include:

- Running errands for family;
- Babysitting;
- Vacation or trips;
- Weather conditions;
- Transportation problems.

### **Truancy**

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school and/or tardy or absent more than 30 minutes on three (3) occasions in one (1) school year without valid excuse, or any combination thereof, is considered to be a truant under the law [EC Section 48260 (a)].

Upon a student's initial classification as a truant, the school district shall notify the student's parent/legal guardian of the following:

- The student is truant;
- That parent/legal guardian is obligated to compel the attendance of the student at school;
- That parent/legal guardian who fails to meet these obligations may be guilty of an infraction and subject to prosecution;
- That alternative educational programs are available in Los Angeles Unified;
- That parent/legal guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
- That the student may be subject to prosecution;
- That it is recommended that the parent/legal guardian accompany the student to school and attend classes with the student for one (1) day (EC Section 48260.5).

### **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 per school year and an appropriate Los Angeles Unified officer or employee has made a conscientious effort to hold at least one (1) conference with the parent/legal guardian of the student and the student themselves (EC Section 48262).

Any student who is deemed a habitual truant or is irregular in attendance in school may be referred to a School Attendance Review Board (SARB). The SARB representative will send a notice to parents/legal guardians, informing them of the date, time, and location of the SARB hearing. The notice shall indicate that the student and parents/legal guardians will be required to meet with the SARB (EC Section 48263).

If any parent/legal guardian, student, or other person continually and willfully fails to respond to directives of the SARB or services provided, the SARB may contact the Los Angeles City or District Attorney to notify the parents/legal guardians of each student concerned, that they may be subject to prosecution (EC Section 48263.5).

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

### **Truancy Diversion**

Students who are found outside of school grounds by Los Angeles School Police officers may receive a Truancy Diversion Referral. Identified students and parents/legal guardians then meet with an Los Angeles Unified Pupil Services and Attendance (PSA) Counselor, located at one (1) of several Youth Source Centers throughout the City of Los Angeles. Students receive an educational assessment to identify strengths and areas of need with respect to academics, attendance, and social-emotional needs/behavior. PSA Counselors then provide appropriate referrals to services in the school and community and collaborate with staff from the student's school of attendance to coordinate and ensure ongoing support.

### **FOREIGN STUDENT ADMISSIONS**

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

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## **STUDENT CONDUCT AND SCHOOL SAFETY**

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### **INTEGRATED SAFE SCHOOL PLAN**

The Integrated Safe School Plan (ISSP) for each school addresses school safety, violence prevention, emergency preparedness, traffic safety, crisis intervention, and wellness. Parents/legal guardians may learn more about the ISSP for their child's school from the principal or a member of the School Safety Planning Committee, which is responsible for annually reviewing and updating the plan. A copy of the ISSP is available for public viewing in the main office of each school (EC Sections 32282).

### **VISITORS TO SCHOOL CAMPUSES**

All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if 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. Visitors are expected to:

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

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

### **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 the Safe School Traffic Program section at: <https://achieve.lausd.net/Page/4238> or the LADOT website at: <https://ladotlivablestreets.org/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:**

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

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

1. Meeting individually with a student behind closed doors, regardless of gender;
2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as drama/music rehearsals or coaching academic decathlon students, with advanced approval of the site administrator);
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s) that are unprofessional, unethical, illegal, immoral, or exploitative;
4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return;
5. Making statements or comments, either directly or in the presence of a student(s) which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning;
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties;
7. Transporting student(s) in a personal vehicle without proper written administrator and parent/ legal guardian authorization forms on file in advance;
8. Taking or accompanying student(s) off campus for activities other than an Los Angeles Unified-approved school journey or field trip;
9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities;
10. Communicating with student(s) in writing, by phone/email/electronically, via internet or in person, at any time for purposes that are not specifically school-related;
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations;
12. Providing student(s) with a personal home/cell phone number, personal email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

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

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

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

For further information regarding the Los Angeles Unified's Code of Conduct with Students, talk to the school administrator or visit: <https://achieve.lausd.net/Page/3649>.

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

Los Angeles Unified's Discipline Foundation Policy states that every student, pre-school through adult, has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This is achieved through the adoption and implementation of a consistent schoolwide positive behavior support and discipline plan, which includes: teaching school rules and social-emotional skills, reinforcing appropriate student behavior, using effective classroom management, building healthy relationships, and providing early intervention for misconduct and appropriate use of restorative consequences. Los Angeles Unified's [School Climate Bill of Rights](#), 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 creation 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.

Additional information and resources are also available at: [https://achieve.lausd.net/PBIS\\_RP](https://achieve.lausd.net/PBIS_RP).

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

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

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

Students have a right to freedom of speech and may participate in political or free speech activities while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views, 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 school.

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the time, place, and manner of speech or activities 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 demonstrations, assemblies, sit-ins, etc., may be disciplined.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive will result in the recording of an unexcused absence. Once students are off campus, school site administrators do not have a legal obligation to protect the safety and welfare of the students. If the student demonstration or walk-out causes a disruption to the general public, local law enforcement may respond to the situation. 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 student's 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 sites 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 book bags 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 shall be 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.

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 with and in compliance with Los Angeles Unified Guidelines for Student Dress and applicable laws, regulations, and court decisions.

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 shall encompass 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 is severe or pervasive physical, verbal, social, electronic act(s), or conduct that can be reasonably predicted to have the effect of one (1) or more of the following:

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

A student who engages in bullying at school or school-related activities and events may be subject to disciplinary action. Cyberbullying is an act of bullying that is conducted via internet-enabled information and communication technologies (e.g., texts, emails, blogs, postings, virtual/online spaces) and meets the definition of bullying (outlined above). A student who engages in cyberbullying at school or school-related activities and events may be subject to disciplinary action. Cyberbullying that occurs off campus but substantially disrupts the instructional environment of the school may fall under Los Angeles Unified jurisdiction.

Sexting and cybersexual bullying are electronic communications of an inappropriate sexual nature. Once posted, the person has no control over 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 disciplinary and/or referral for possible criminal prosecution. Students should consider the potential lifelong 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 Local District office at: <https://achieve.lausd.net/ld>.

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.

The Office of Human Relations, Diversity & Equity is also available for resources and consultation at: <https://achieve.lausd.net/human-relations>.

For allegations of discrimination or harassment, contact the Educational Equity Compliance office at: <https://achieve.lausd.net/domain/383> or (213) 241-7682.

## **STUDENTS' PERSONAL PROPERTY**

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

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

The use of cellular phones or any electronic mobile device by students is not allowed on campus during normal school hours. Students are permitted to possess cellular phones or other electronic mobile devices such as cameras, electronic games, computing devices, tablets, etc. on campus, provided that any such device shall remain turned off and stored in a locker, backpack, purse, pocket, or other places where it is not visible during normal school hours. Students are permitted to use cellular phones or other electronic mobile devices on campus, before and after school or during school activities that occur outside of school hours.

During state and national assessments, students cannot use any unauthorized electronic devices at any time during the entire testing session.

While on campus, students must comply any time a request is made by school personnel to cease the use of a cellular phone and/or other electronic mobile device before or after school. Schools may adopt more stringent cellular phone policies through the School



Site Council.

Cellular phone use on the school bus is for emergency purposes only, driver authorization is required. For more information, parents/legal guardians may call Transportation Services at (800) 522-8737. Los Angeles Unified is not responsible for lost or stolen cellular phones or other electronic mobile devices.

### **Responsible Use Policy**

The Responsible Use Policy (RUP) is an agreement between the District and 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, account, 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-999-13 Responsible Use Policy 2019.](#)

### **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. Searches based on reasonable suspicion.
2. If a student has engaged in a 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, 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;
  - Has relied on recent, credible information from personal knowledge, and/or other eyewitnesses;
  - Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student's age, gender, and the nature of the offense.
3. When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:
  - Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct;
  - Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary;
  - Under no conditions may a body or strip search be conducted;
  - 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).

### **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, contact SDES at (213) 202-7555 or visit:

<https://achieve.lausd.net/Page/629>.

Suspension is the removal of a student from ongoing instruction for adjustment purposes. A student may be suspended for no more than five (5) consecutive school days. [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 an 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.

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

- During, or while going to, or coming from a school-sponsored event;
- While riding on the school bus.

**B. Other Means of Correction (Interventions) (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 4-12);
- (l) Knowingly received stolen school property or private property;
- (m) Possessed an imitation firearm;
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery;
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma;
- (q) Engaged in, or attempted to engage in hazing;
- (r) Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act directed specifically toward a pupil or group of pupils;
- (t) 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](#).

**Circumstances for Recommending Expulsion (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:

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

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

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

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

### **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 or to review and modify an existing Behavior Intervention Plan to organize more targeted behavioral instruction and intervention to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension will require an IEP team meeting to determine if additional instructional and/or behavioral supports are needed and examine the appropriateness of current placement and services. The student cannot be suspended for more than 10 days in a school year. If the student has been suspended two (2) times, or the total days of suspension accumulate to five (5), eight (8), or 10 school days, an IEP meeting must be convened to determine appropriate services/placement.

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

#### **Expulsion:**

**Special Education:** Before a student who receives special education services can be recommended for expulsion, an IEP team must hold a pre-expulsion IEP meeting and conduct a manifestation determination. 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 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. For more information, please refer to [A Parent's Guide to Special Education Services \(Including Procedural Rights and Safeguards\)](#).

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

Appeals of suspensions and opportunity transfers may be addressed directly with the Local District.

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

Los Angeles Unified established the Student Discipline and Expulsion Support (SDES) in part to provide mandated services such as counseling and other supports and facilitate rehabilitation and reinstatement to the comprehensive school program for all expelled students (EC Sections 48916 and 48916.1 and Assembly Bill 922). This state-mandated program is designed to facilitate the provision of educational and support services for all expelled students. For more information regarding post-expulsion student service, visit: <https://achieve.lausd.net/Page/629>.

### **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, will be suspended, and recommended for expulsion. Possession includes, but is not limited to storage in lockers, purses, backpacks, or automobiles.

## **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, 48900 (w)].

## **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, Blueprint for Wellness*, and the *Integrated Safe School Plan* requires evidence-based interventions for substance abuse and violence prevention. District policy *BUL-3277.2 Prevention, Early Intervention, Cessation, Intervention, and Resources to Support Students Regarding Drugs, Alcohol, and 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 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.

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 Local District.

## **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 that are designed to protect students and staff.

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

During an emergency, parents/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 release students during emergencies. Please remember that students will only be released to a person whose name is listed on the student's Emergency Information Form. Parents/legal guardians must make sure that the student's Emergency Information Form is current and correct and notify the school any time the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency, when the campus must be protected, parents/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**

The Los Angeles Schools Anonymous Reporting (LASAR-LAUDS) mobile application (App) is governed by Los Angeles Unified and operated by 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 not actively occurring. 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 to your attention 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\(A\)](#).

## **INTEGRATED PEST MANAGEMENT PROGRAM**

It is the policy of Los Angeles Unified to practice the 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.

A 15-member Pest Management Team, which includes a public health official, a medical practitioner, two (2) parents/legal guardians, and other members of the public, as well as Los Angeles Unified staff is charged with implementation of the policy, including the approval of low-risk pesticides and herbicides. Pesticide and herbicide products used must be first approved by the IPM team following a careful review of contents, precautions, and low-risk methods of use. Pesticides/herbicides may only be applied by the Los Angeles Unified'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 IPM Team-approved list of products included in this handbook.

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

- The IPM Team-approved products list;
- A log of IPM activity at the school;
- 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 Coordinator and an independent IPM expert).

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 IPM Team-approved list in a non-emergency situation. The amount of time the warning sign is posted 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. Information is also available at: <https://www.laschools.org>. Any parent/legal guardian interested in serving on the IPM team when a parent/legal guardian representative position is vacated may also call (213) 241-0352 to register their interest.

## **ASBESTOS AND LEAD MANAGEMENT**

Each school site has an Asbestos Management Plan (AHERA report) 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 AHERA report 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. For this reason, all painted surfaces (such as walls, window frames, ball boxes) within Los Angeles Unified are assumed to contain lead. Los Angeles Unified requires all staff and contractors that disturb painted surfaces to be trained 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 on how this work should take place. The pamphlet is available at the following website: [https://www.epa.gov/sites/production/files/2020-09/documents/rr\\_english\\_color\\_book.pdf](https://www.epa.gov/sites/production/files/2020-09/documents/rr_english_color_book.pdf).

Additional 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, available at: <https://tinyurl.com/wu62gqx>. 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>.



## 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 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 local police department, 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

The inspection of all student records must be fulfilled during regular school hours. Upon completion, a mutually convenient time for the parent/legal guardian (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 (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. If the parent/legal guardian (or student, when applicable) requests a full or partial copy of the pupil record, a copy will be provided. The school or Local District may charge a copy fee.

For all student records other than grades, California EC Section 49070 provides that a parent/legal guardian (or former student) may challenge the content of such records by first meeting with the school principal. If the principal sustains the parent's/legal guardian's challenge, the record will be corrected or removed. If the parent/legal guardian's challenge is not sustained, the parent/legal guardian may appeal. Appeals are to, first, be made with the Local District Superintendent and, if necessary, to the Board of Education. The Local District Superintendent and the Board of Education may choose to convene an impartial panel to conduct an inquiry into the subject of the challenge. If the panel sustains the parent/legal guardian's challenge, the correction, removal, or destruction of material challenged will be made. If the parent/legal guardian challenge is ultimately denied, the parent/legal guardian has a right to provide a written statement of their objection to the information. This statement becomes a part of the student's school record unless, and until such time as the information objected to, is changed or removed.

- A. There is a separate process regarding the challenge of grades. Please see the section regarding Grade Change Request Process.
- B. Records or information maintained by any school official, exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not student records available for inspection, review, or challenge by the parent/legal guardian or adult student.
- C. 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

It is the responsibility of parents/legal guardians to inform the school of any change of address, phone number, or emergency information. A family's failure to report a change of address within 30 calendar days may be cause for forfeiture of the right to a continuing enrollment permit. Parents/legal guardians must provide a manner to receive both written (U.S. mail) and oral

communication (phone, cell phone) regarding their child(ren).

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 to provide current emergency information on an official Student Emergency Information Form to the school site (EC Section 49408). Every parent/legal guardian 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. Emergency information should include, but is not limited to the following:

- Home address and current phone, including cell phone and email;
- Employment/business addresses and phone numbers;
- Relative/friend's name, address, and phone numbers for individuals authorized to pick up and care for the student in an emergency situation if the parent/legal guardian cannot be reached;
- If the student rides the school bus to and from school, include 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 contact information that was initially provided. The emergency phone number for the parents/legal guardians, relatives, and friends 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.

### **NAME/GENDER CHANGE REQUEST**

Student records include a student's legally recognized name and gender. If a parent/legal guardian or adult student wishes for the student to be known by a preferred name/gender that differs from the legally recognized one, the parent/legal guardian may complete the Name/Gender 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, families may 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 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.  
here
  - To request access, parents/legal guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the student education records they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - Parents/legal guardians or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/legal guardian or eligible student, the school will notify the parent/legal guardian 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 or eligible student. Refer to the section in this handbook entitled, "Challenges to Content of Pupil Record Information" for further details.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA/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 his or her professional responsibility. School officials fall into two (2) broad categories:
    - 1) 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;
    - 2) 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, or therapists; a parent/legal guardian or student volunteering to serve on an official committee such as a disciplinary or grievance

committee; or a parent/legal guardian, 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 PII from students' education records, without consent of the parent/legal guardian 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 or eligible student, Section 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/legal guardians 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 or the eligible student if the requester has a legitimate educational objective and is in one (1) of the following categories:

- 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)];
- 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];
- 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, or enforcement, or compliance activity on their behalf. [Section 99.31(a)(3) and 99.35];
- 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)];
- 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)];
- 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)];
- Disclosure to accrediting organizations to carry out their accrediting functions. [Section 99.31(a)(7)];
- Disclosure to parents/legal guardians of an eligible student if the student is a dependent for IRS tax purposes. [Section 99.31(a)(8)];
- Disclosure to a pupil 16 years of age or older or having completed the 10th grade;
- Disclosure to an unaccompanied homeless youth age 14 or older;
- 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;
- Disclosure to accrediting associations in order to carry out their accrediting functions;
- 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;
- Disclosure to comply with a judicial order or lawfully issued subpoena. [Section 99.31(a)(9)];
- Disclosure to appropriate officials in connection with a health or safety emergency, subject to Section 99.36. [Section 99.31(a)(10)];
- Disclosure of information the school has designated as "directory information" under Section 99.37 [Section 99.31(a)(11)] if the parent/legal guardian/eligible student has not opted out of disclosure.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/legal guardian'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:

- A playbill showing the student's name and role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs.

If parents/legal guardians 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 have advised the school district that they do not want their student's information disclosed without their prior written consent.

All of 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:

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

The third-party recipients authorized by the District to receive directory information are listed in the Information Release Form. If parents/guardians do not want the school or school district to disclose the types of information designated below as directory information from the student's education records without prior parent/legal guardian written consent, notify the school by using the Information Release Form in this handbook. In addition, parents/legal guardians 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 grade-12 students will be deemed Cal Grant applicants, unless the students 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 of seniors under 18 years of age may opt out of being automatically deemed a Cal Grant applicant. To opt out, parents/legal guardians or adult students must complete the Information Release 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 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:

- 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):
  1. Political affiliations or beliefs of the student or student's parent/legal guardian;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent/legal guardian;
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. 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;
  3. 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.)
- Inspect, upon request, and before administration or use:
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;

### 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/legal guardians to a student who is 18 years old or an emancipated minor under state law.

The District has adopted policies in consultation with parents/legal guardians 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 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 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 to opt student out of participation of the specific activity or survey. The District will make this notification to parents/legal guardians 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 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 will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED;
- Any non-emergency, invasive physical examination, or screening as described above.

Parents/legal guardians 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, D.C. 20202

## GRADE CHANGE REQUEST PROCESS

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

- Mistake;
- Fraud;
- Bad faith; and/or;
- 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 Local District 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 Local District office to obtain a copy of BUL-1926.3 Request to Change a Pupil's Grade.

## SCHOOL EXPERIENCE SURVEY

The School Experience Survey, administered each fall, provides valuable information to stakeholders about Los Angeles Unified schools. The survey is administered by schools from October through December. Developed with input from parents/legal guardians, teachers, unions, and community-based organizations, the School Experience Survey records the perceptions of parents/legal guardians, 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 have the option of completing their survey either online or via paper/pencil. Parents/legal guardians also can 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 spring to allow schools to plan for the following school year. School results are provided via an interactive dashboard available online at: <https://achieve.lausd.net/Page/14935>. For additional information about the School Experience Survey, including the opportunity to review materials, please visit: <https://achieve.lausd.net/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 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's transportation:

- Parents/legal guardians should review the bus rules with their children;
- 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;
- Students should be prepared to board the bus five (5) minutes before their scheduled pick up time and make sure students should be standing in the designated area, visible to the driver when the bus arrives;
- 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;
- 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;
- 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;
- For student information changes, such as address or phone numbers, parents/legal guardians must immediately notify the school;
- If parents/legal guardians have questions or concerns regarding School Bus Transportation, contact (800) LA-BUSES/ (800) 522-8737 or visit <https://achieve.lausd.net/transportation>;
- Students with an Individualized Education Program (IEP) which includes transportation as a related service must be received by a parent/legal guardian, an adult, or authorized receiver;
- Children in grades Pre-K - 2 (Pre-Kindergarten - 2nd grade) must be received by a parent/legal guardian, an adult, or authorized receiver at the designated bus stop;
- 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 (800) 522-8737 or visit <https://achieve.lausd.net/transportation>.

### **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, Culver City, Norwalk, Downtown Area Short Hop (DASH), Montebello, and Santa Monica buses and trains. TAP cards need to be activated before their first use. Existing TAP cards will continue to be active. For further information visit <https://achieve.lausd.net/metro> or call (866) 827-8646.