



Believe ♦ Behave ♦ Become

Calendar Dates

Principals' Meeting	3/21
Safe Passages	3/22
Spring Break	3/26- 3/30
Cesar Chavez Day Observed	4/2

What's Due

February Water	3/1
February On-line Metal	3/1
Budget Development	3/14- 4/18

Friday Operation's Brief

Student Suspensions

When addressing student behavior at our schools, students need to be afforded due process. With the exception in extreme cases involving Category One offenses, schools must establish a system of progressive discipline to support our students in adherence to the School-Wide Positive Behavior Intervention and Support policy. With this in mind, the District has provided policy guidelines, which must be followed prior to:

- Suspending student from school
- Transferring Students as Opportunity Transfers (O.T.'s)
- Revoking permits
- Changing student placements who are in the Special Education program.



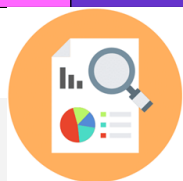
All decisions involving O.T.s, Safety Permits, Suspensions, Expulsions, cancellations of permits, and change of placement for students with IEP's due to safety issues need to be made by the school principals in consultation with Local District Central Operations Unit and the respective District Division, as applies.

CLASS SUSPENSION BY TEACHER (E.C. SECTION 48910)

A teacher may suspend a student from class for any of the acts enumerated in E.C. Section 48900, **except** for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1). The teacher shall immediately report the suspension to the principal and send the student to the administrator for appropriate action. Removal of a student from a particular class shall not occur more than once every five (5) school days. For students who receive special education services, refer to the procedures stipulated in section V of Bulletin 5655.3 (Attachment 1).

The teacher shall confirm by telephone with the parent the date and time of the conference to discuss the reason(s) for the suspension. This information is to be entered in the MiSiS Suspension Screen for it to be populated in the Class Suspension Notice. Prior to the close of the school day, the principal or administrative designee shall enter the Discipline Referral in MiSiS Student Support Module and generate the Class Suspension Notice, which are signed by both the principal and the teacher who issued the suspension. The principal shall give the student being suspended from class a copy of the Class Suspension Notice. In addition, the parent's copy of the Class Suspension Notice shall be mailed immediately to them. Any efforts by school personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section. Students suspended from a class shall not be placed in another regular class during the period of suspension; rather, the student shall attend the supervised suspension classroom as described in the bulletin. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended.

A teacher must provide all assignments and tests that the student will miss while suspended and may require the completion of said tests and assignments from the student upon return. Students with disabilities should be provided with supports and services as outlined in their IEP during the period of class suspension.



Local District Central Attendance Data: February 2018

	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018
Attendance % (96%)	76.9%	78.3%	75.8%	76.5%	71.5%	70.9%	70.1%
Chronic Absences %	8.2%	12.3%	12.2%	13.4%	13.8%	13.7%	15.3%

School	%	School	%	School	%
Lee EL Med Hlth Mag	84.10%	Liechty MS	79.80%	Arroyo Seco Mus/S Mag	77.70%
Kim Academy	82.60%	King MS Mag Flm/Mdia	79.80%	Virgil MS	77.60%
Macarthur Pk EL VAPA	82.50%	Franklin Ave EL	79.30%	Kim EL	77.10%
Cahuenga EL	82.50%	Gratts LA For YS	78.80%	Clinton MS	76.90%
Castelar St EL	81.30%	10th St EL	78.30%	Dahlia Hts EL	76.90%
West Vernon Ave EL	81.30%	Adams MS	78.30%	White EL	76.90%
Jones EL	81.10%	Hoover St EL	78.20%	Nava LA Sch Bus&Tech	76.90%
DBM	81.00%	Hobart Blvd EL	78.10%	Union Ave EL	76.40%
Orthopaedic Hsp SH Mg	80.60%	RFK UCLA Comm Sch	78.10%	Foshay LC	76.00%
Esperanza EL	80.10%	Franklin HS	77.90%	RFK New Open Wld	75.50%
Monte Vista St EL	80.10%	Ivanhoe EL	77.80%	Delevan Drive EL	75.20%

Congratulations to the schools that met the chronic absence target of 9% or less for February!



School	%	School	%	School	%
Lee EL Med Hlth Mag	6.20%	King MS Mag Flm/Mdia	7.60%	Dahlia Hts EL	8.50%
Cahuenga EL	6.20%	Castelar St EL	8.30%	Macarthur Pk EL VAPA	8.60%
DBM	6.50%	Nava LA Sch Bus&Tech	8.30%	Arroyo Seco Mus/S Mag	8.60%
Ivanhoe EL	6.70%	White EL	8.40%	Toland Way EL	8.90%
Franklin Ave EL	7.20%	Orthopaedic Hsp Sh Mg	8.50%	Kim Academy	9.00%
Jones EL	7.20%	West Vernon Ave EL	8.50%	Hobart Blvd EL	9.00%

Attendance Awareness Week



The "I Rise. I Attend. I Matter." Attendance Campaign was launched in September 2017 to increase awareness of school attendance and dropout prevention and recovery to all students, family and staff. As part of the Attendance Awareness Campaign, schools are encouraged to participate in the first Attendance Awareness Week beginning March 19th and culminating on March 23rd, 2018. The goal is to engage school stakeholders, including teachers and out of classroom staff, in personal phone calls and home visits to discuss student attendance and provide resources to address barriers to regular attendance. During this week, schools may access tools to assist them in planning with their staff by visiting the Pupil Services, Attendance

Campaign website: <https://achieve.lausd.net/Page/13776>.

Developing and Sustaining a Comprehensive and Collaborative Approach for all students at Marshall High School

John Marshall High School (JMHS) has one of the most diverse student populations in LA Unified as students come from a myriad of socio-economic backgrounds and cultures. The leadership of Principal Dr. Gary Garcia, whose vision of equity combined with Social Emotional Learning (SEL), has paved the way for collaborative inspirational work to address the unique needs at Marshall.

SEL has been in motion at JMHS for the past three years with the development of the SEL Team that includes Social Emotional Learning/Health Education Facilitator Hiram Dabbah; Health teacher Paul Schroeder; Science teacher Mabel Wong; English teacher Jill Diamond; RSP teacher Mark Roeder; History teacher Cesar Soto; A-G Counselor Vanessa De Leon and Psychiatric Social Worker Karla Alvarado-Goldberg. For the 2017-2018 school year, JMHS also created its first ever Wellness Committee which includes the SEL team, Principal Garcia and students-Elvia Cruz (12th), Andrew Charroux (11th) and Christopher Gonzalez (10th). The student leaders provide a thoughtful and thorough approach to engage and include their perspectives.



On February 8, 2018, seven days following the gun incident at Sal Castro Middle School and again February 16, 2018, two days following the Florida tragedy, the JMHS SEL team and Wellness Committee collaborated in activities reaching over 2000 students to promote an inclusive school environment by grade level.

The Wellness Committee students took a leadership role by facilitating four grade-level assemblies with the theme: *Start With Hello*. Student leaders from various clubs spoke for the first 20 minutes, including the Gay Straight Alliance, Black Student Union, Latino Empowerment Club, Students Deserve, Girl Up La, Feminist Club and the Lunch Bunch which seeks to bring students who may

feel ostracized or left out into the Marshall community. The *Start With Hello* assemblies were coordinated with the non-profit organization Sandy Hook Promise (SHP).

A week following the assemblies, the SEL team and the Wellness Committee gave every first period student a blank name-tag and a SHP wristband. Their task throughout the day was to "Say Hello" to five students they had never spoken to before, and to try and have at least a one-minute conversation with one new student. In addition, PSW Karla Alvarado- Goldberg and A-G Counselor Vanessa De Leon collaborated on a lunch-time activity called "Leave a kind message." Students were given an opportunity to select a message of encouragement and kindness and/or write a message for their fellow Barristers. 11th Grade student David Sandoval shared "It was the best day of my life, thank you for including me. I met new people."

The Marshall SEL Team and Wellness Committee plan to repeat this "Say Hello" day each month through the end of the year to continue to encourage community building and continue reducing social isolation.



Intra District Permits

Intra-district permits allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD. School administrators may not delay or deny authorization of an application that meets the criteria for an intra-district permit, unless that program or opportunity is already offered at the school of residence. Schools will consider permit requests that are related to childcare, parent employment, continuing enrollment, sibling, safety and protection, and specialized programs.



Initial Permit applications and required documentation **must be approved by both schools** involved. Permits must be renewed annually only by the requested school. Release from the school of residence is not required annually. Applications for the upcoming school year will be accepted after February 1.

Procedure for issuing and terminating permits:

- Parents must meet with a school administrator both at the school of residence and at the requested school in order to facilitate the release of the student.
 1. The application must be signed and stamped by the school of residence. Approval from the school of residence does not guarantee that the requested school will enroll the student.
 2. The application must then be taken to the requested school and approved by the administrator. Upon approval, the student may register. The requested school will keep a copy of the student's permit.
- Parent should inform the school of residence of permit approval.

Permits may be cancelled, revoked, or denied renewal by the school site administrator at the end of the school year for the following reasons:

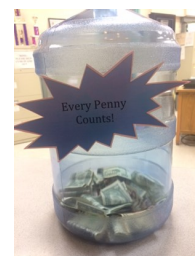
1. Issued in error
2. Falsified information or documentation
3. Any change to the criteria required for the permit issued
4. Truancy
5. Infractions of school rules and regulations
6. Failure to make satisfactory academic progress
7. The student is dropped off or picked up beyond regular school hours, including before and after school programs

If a permit request is cancelled, revoked or denied renewal, parent will be informed of appeal procedures by the school that denied the request. For more information regarding Intra District Permits please refer to BUL 5347.1 (Attachment 2).



Consolidated Charitable Campaign

The 2018 Consolidated Charitable Campaign is in full swing! Local District Central is historically the NUMBER 1 fundraising Local District and we're not going to stop now! Here are a few bright ideas. One easy way to donate is to have a meeting collection basket/bin. During the week of your campaign, take a collection basket to your faculty, parent, or paraprofessional meetings and ask all participants to empty their pockets of small change. You'd be amazed at how much can be collected with this simple and easy strategy. Another idea is to keep a water bottle contribution jar in your main office so that visitors and staff can contribute anytime. As part of our CCC fundraising efforts, we will be selling raffle tickets for themed baskets at our principals' meeting on March 21st. These baskets with themes such as "Date Night" "Cooking" and "Sports" are full of fun-filled items! **Be sure to bring some cash and buy your raffle tickets! You can do it!** Please do not hesitate to contact LD Central CCC Coordinators, Veronica Real, at (213)241-3906 or Ricardo Lopez, (213) 241-0137. **Go Local District Central!**



Bullying Incidents and iSTAR Documentation

The District takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the District's jurisdiction or interferes with learning or the ability to teach. The District policy on Bullying and Hazing (Attachment 3) requires all schools and all personnel to promote mutual respect, tolerance, and acceptance among students and staff. "All students and staff of public primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful".

Safe campuses require a multi-faceted approach with strategies to prevent, respond to and recover from incidents of bullying and hazing. The school principal and site administrators shall create an environment where the school community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful and are unacceptable. Toward this goal, schools shall document compliance with the Bullying and Hazing Policy and the Discipline Foundation Policy and ensure that all reports of bullying or hazing are investigated and documented, and that appropriate interventions are implemented and monitored in a timely manner. Incidents that result in physical injury, or require ongoing monitoring .

Reports of bullying must be documented and investigated in a timely manner and specific actions are required within 30 and 60 calendar days of the incident report date. Incidents that meet the criteria of bullying must include documentation of the outcome of the investigation and interventions. When investigating a bullying allegation, the administrator shall consider the following criteria:

- ▮ Was the behavior severe or pervasive?
- ▮ Was the behavior unwanted?
- ▮ Was the behavior objectionably offensive?
- ▮ Was it an aggressive act with the intention to harm, intimidate or humiliate?
- ▮ What are the ages and relationship of the involved parties?

Within 30 calendar days of the report date, the school must:

- ▮ Document the findings of their investigation.
- ▮ Document interventions to address the bullying.
- ▮ Monitor to ensure that the interventions are effective.

Within 60 calendar days of the report date, the schools must document that the incident has been resolved.

Documentation of resolution can be entered in the action item or update field. And flagged as complete with the entry "Code 5555 Resolved on [date]" This code will flag that the allegation has been resolved because it was deemed unfounded or because the school had concluded its investigation, interventions, monitoring, and determined it was resolved. The process can be entered in the iSTAR action item or update field.

Feel free to contact your operations coordinator at 213-241-0167 should you need assistance or clarification.

Random Metal Detector Searches



This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A Review Process to ensure consistency with the implementation is to occur each semester. All secondary schools must participate in the review process.

Local District Central will collect Attachment A of the Administrative Search Bulletin for the next 4 consecutive Mondays (Attachment 4). Please refer to the table on right for weeks and due dates.



Week of Log	Due
March 19-23	April 3
April 3-6	April 9

Logs should be emailed every Monday by 10:00 am to their respective Local District Operations Coordinator.

The RJ Circle Process For Youth With Disabilities

Using Community Building Circles with Special Needs students has certain benefits beyond academics. Circles give special needs students a voice they might not have during the academic lessons. Here are some benefits for Special Need students:

- * Shift school culture to a culture of caring
- * Identify personal and academic strengths
- * Build on strengths
- * Validation of feelings
- * Sense of belonging
- * Peers develop increased empathy
- * Kids with disabilities become part of the community
- * Increase confidence in social skills and reciprocity
- * Kids with disabilities become agents in the process
- * Kids learn to name and describe emotions



Jarlath O'Brien, in *What Does This Look Like in the Classroom?* (Hendrick and Macpherson, 2017), sets out three key reminders when working with Students with Special Needs:

- * Remember that communication is an unmet need: between 35 per cent and 50 per cent of children with speech, language and communication difficulties also have behavioral difficulties.
- * Behavioral difficulties are skills gaps that need to be filled, much like we do when we teach reading and writing.
- * Punishments and sanctions are ineffective and restorative approaches work best.

Knowing that these young people are at high risk of suspension; shouldn't we be using a restorative approach to support them towards better outcomes?



Chemical Safety Coordinator Training

Administrators at secondary schools, where the school curriculum includes chemistry or science laboratory classes, are required to appoint a Chemical Safety Coordinator (CSC). The CSC must be a certificated employee, preferably a science/chemistry teacher. Chemical Safety Coordinators (CSCs) are required to attend two meetings each fiscal year and complete all required duties outlined in REF-1563.4 in order to qualify for the stipend payment. For the 2017-18 school-year, meetings will be held on the dates listed to the side. Please contact OEHS at (213) 241-3199 for more information.

All Meeting Times: 4:00 pm to 5:15 pm

<u>West</u>	<u>South</u>
Wednesday, March 14 th , 2018	Thursday, March 22, 2018
Wright MS (Library) 6550 W. 80 th Street Los Angeles, CA 90045	Gardena HS (Social Hall) 1301 W. 182 nd Street Gardena, CA 90248
<u>North</u>	<u>Central & East</u>
Wednesday, March 21, 2018	Thursday, March 15 th 2018
Monroe HS (Courtroom) 9229 Haskell Avenue North Hills, CA 91343	Cortines School of Visual & Performing Arts (Student Dining Hall) 450 N. Grand Avenue Los Angeles, CA 90012



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Guidelines for Student Suspensions

NUMBER: BUL- 5655.3

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

DATE: October 10, 2016

ROUTING

Local District Superintendents
Administrators of Operations
Administrators of Instruction
Coordinators
Principals
Assistant Principals
Counselors
Deans

POLICY: There are situations that may require suspension in response to student misconduct; however, suspension, including supervised suspension (such as in-school suspension and class suspension), should be utilized for adjustment purpose only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Prior to issuing a student suspension, school administrators should implement a system of positive behavior support and strategic intervention that are age appropriate and designed to progressively and effectively address and correct the student's specific misconduct. All Local Districts (LDs) and school-site discipline plans, codes, and procedures, including those determined by local school governance councils, shall be consistent with the policies and practices set forth herein.

MAJOR CHANGES: This Bulletin replaces BUL-5655.2 of the same title, dated August 19, 2013. It revises District policy and procedures regarding student suspensions based on updated State and Federal laws and with the District's implementation of the My Integrated Student Information System (MiSiS). It also reflects the District's re-organization and the continuous implementation of Board Resolution: School Discipline Policy and School Climate Bill of Rights.

GUIDELINES: This Bulletin aligns LAUSD suspension policies and procedures with current State and Federal laws, as well as with the District's Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support ([BUL-6231.0](#), February 14, 2014). It requires school administrators, whenever possible, to utilize positive behavior support and interventions for violations, prior to or in lieu of suspension, to resolve disciplinary issues. By law, alternatives to suspension must be used to address problems of truancy, tardiness, and/or other attendance-related issues. All schools are required to utilize the MiSiS to monitor student behavior, search and update discipline records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior; and shall document all information regarding student suspension in the MiSiS as described in BUL-5808.3, issued March 23, 2015.

1. The principal of each school must ensure that expectations of student behavior and discipline policies are communicated to staff, parents, and students at the beginning of each school year and to all newly enrolled students and their parents at the time of enrollment in the school.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

2. It is the responsibility of school principals to develop procedures for implementing alternatives to suspension at their school sites, including any and all interventions. Pursuant to E.C. Section 48911.2 (a), schools with out-of-school suspension numbers that exceed 30% of their enrollment from the previous school year shall consider implementing alternatives to suspension.
3. Before imposing a suspension, including in-school suspension, for student misconduct, the principal or administrative designee should consider on-site remedial measures, resources, and interventions that address the needs of the student. Once the principal issues the suspension, the suspension can only be rescinded by the Local District (LD) Administrator of Operations/Designee through an appeal process and not at the school site level. However, when a principal determines that a student committed a 48915 (c) offense (*See Attachment B Category I*) at school or at a school activity, principals have no discretion in the matter and must immediately suspend and recommend expulsion.

When a student is suspended from class by the teacher, the parent may appeal the class suspension to the school principal following the procedures described in this bulletin and the result should be documented and reflected in the student's records.

4. Prior to issuing a suspension, a discipline referral must be created. All suspension information must be entered into the MiSiS Support module and all remedial measures, including prior interventions, must be documented in the Referral Detail and Action Taken screens. (*See BUL-5808.3, MiSiS Student Support Module Required Usage, March 23, 2015, and access <http://achieve.lausd.net/Page/5831> for job aids.*)

I. DEFINITIONS

- A. Suspension: Removal of a student from ongoing instruction for adjustment purposes. The three types of suspension are school suspension, in-school suspension, and class suspension. A student may be suspended from one class or all classes and still remain in school during the period of suspension if the student is appropriately supervised and instructed.
- B. Alternatives to Suspension: Responses that are age appropriate and designed to address and correct the student's specific misconduct and that provide the student with an opportunity to learn the skills necessary to avoid recurrence of misconduct. (*See BUL-6231.0, February 14, 2014.*)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- C. Principal: Unless otherwise specified, the term “principal” shall refer to the school principal or principal’s administrative designee.
- D. Principal’s Designee: The principal may designate and specify in writing any one or more administrators at the school as the “principal’s designee(s)” to assist in disciplinary procedures. If no such person is available at the school site, the principal may identify the principal of a neighboring school to be his/her designee for student discipline matters. The name(s) of the designee(s) shall be kept on file in the principal’s office and should be entered in the designee tab of Administrator Online Certification System that can be accessed at principalportal.lausd.net.
- E. Parent: The term “parent” shall refer to the student’s parent(s), legal guardian(s), or other adult(s) holding educational rights.

II. LEGAL AUTHORIZATION FOR SUSPENSIONS

- A. The California Education Code permits the superintendent or the principal of the school in which the student is enrolled to suspend a student if it is determined that the student committed any act(s) listed under E.C. Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915. (*See Attachments A and B*) However, the District’s policy prohibits suspension and expulsion to be utilized as corrective measures in response to student misconduct of willful defiance as described in E.C. Section 48900 (k)(1).

Offenses described in E.C. Section 48915 (c)(1) through (c)(5) and under Category I of the Matrix for Student Suspensions and Expulsion Recommendations require immediate notification to law enforcement and immediate suspension from school and recommendation for expulsion if it is determined that the student had committed the act at school or at a school activity off school grounds. (*See Attachment B*)

Students enrolled in kindergarten and grades 1 to 3 shall not be suspended or expelled due to sexual harassment (E.C. Section 48900.2), an act of hate violence (E.C. Section 48900.3), threats and intimidation against district personnel or pupils (E.C. Section 48900.7), or disruption of school-wide activities [E.C. Section 48900 (k)(1)].

- B. Suspension of a student from school shall be employed only if the offense is related to school activity or school attendance. These offenses may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; or during, or while going to or coming from, a school-sponsored activity.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- C. For all students, a single suspension may not be issued for more than five (5) consecutive school days. However, in instances where the student is being recommended for expulsion, E.C. Section 48911 (g) authorizes that school districts may extend student suspensions beyond five consecutive school days, except for students with disabilities. (*See Section II. E.*)

For purposes of this section, the LD Administrator of Operations is the designee of the Superintendent of Schools and may extend the student's suspension pending the results of the expulsion hearing. Such an extension may be imposed only when the following conditions are met:

1. The principal shall submit the recommendation to extend the suspension beyond five days to the LD Administrator of Operations or designee for approval during the five-day suspension period.
2. The LD Administrator of Operations or designee must schedule to meet with the student and the parent within the five (5)-day suspension period.
3. The LD Administrator of Operations or designee must determine, after the meeting, that the presence of the student at any school would cause a danger to persons or property or a threat of disrupting the instructional process.
4. If the action to extend suspension is not completed within the five (5)-day suspension period, the student shall be enrolled in an interim educational program.

If it is determined that the extension of suspension authorized by the LD Administrator of Operations needs to be further extended (until the Board takes final action on the expulsion recommendation), the Superintendent of Schools shall then authorize this extension.

- D. Pursuant to E.C. Section 48903, the number of days for which a student in general education, including any student being served under Section 504 of the Rehabilitation Act of 1973, may be suspended from school shall not exceed 20 days in any school year unless the student is transferred to another school or program for adjustment purposes, in which case, the number of days of suspension may be increased by 10, making the total number of suspension days from school in any school year 30. Every attempt, however, shall be made to address student misconduct by implementing interventions and alternatives to suspension.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- E. The maximum number of days in a school year a student who receives special education services can be suspended shall not exceed 10, unless a court order stipulates otherwise.

Note: "Informal Suspension" (e.g., a parent is told to keep a child at home under the supervision of the parent, or a student is sent home without an official Pupil Suspension Notice) is a violation of California Education Codes, the Individuals with Disabilities Education Improvement Act (IDEIA), and District policy. It is prohibited.

III. NOTIFICATION TO LAW ENFORCEMENT

E.C. Section 48902 authorizes that the school principal, prior to suspending or recommending expulsion of a student, notify the local law enforcement if it is reasonably suspected that the student committed any of the following acts:

- A. Assault with a deadly weapon. [Penal Code (P.C.) Section 245]
- B. Possession or sale of narcotics or a controlled substance or sale or delivery of a substance represented as alcohol, a controlled substance, or any intoxicant. [E.C. Sections 48900 (c) and (d)]
- C. Possession of a firearm(s) at a public school. [P.C. Section 626.9]
- D. Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2½ inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or pellet or other type of air gun, or spot marker upon the grounds of any school within a K-12 school district. [P.C. Section 626.10]

If the student is arrested, or released to a peace officer, the principal shall take immediate steps to notify the parent regarding the place to which the student is reportedly being taken. Prior to the release of the student to law enforcement, the principal should obtain the name, badge number, and contact information of the officer taking custody of the student. This information should be shared with the parent. Efforts to notify the parent should be documented.

Note: The principal shall not suspend a student at the time of arrest before affording the student due process rights to a conference, nor shall the principal suspend in absentia while the student is incarcerated. The principal shall wait until the student is released from custody and returns to the school and then proceed with appropriate disciplinary action. However, the principal shall begin to investigate the misconduct and gather evidence



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

immediately unless otherwise instructed in collaboration with law enforcement.

IV. SCHOOL SUSPENSION BY PRINCIPAL (E.C. SECTION 48911)

A. Informal Conference with the Student

Schools are required to be proactive and to implement interventions at the earliest sign that a student's behavior is impeding his or her learning. When student misconduct requires disciplinary action, the principal shall conduct an informal conference with the student prior to issuing a suspension. At this conference, the student shall be informed of the reason(s) for the disciplinary action and shall be given the opportunity to respond to the charge(s) and to present a defense. In addition, the principal should encourage the student to write a statement concerning the alleged misconduct and to sign and date it. (*See Attachment C*)

B. Suspension Conference with the Parent

If suspension is necessary, the principal shall notify the parent, remind the parent that suspension is a disciplinary action, and schedule a parent conference. The principal shall inform the parent that the parent is expected to respond without delay to any request from school officials to attend a conference regarding his or her child's behavior.

Note: No student shall be penalized for his or her parent's failure to attend a conference with a school official. The return of a suspended student shall not be contingent upon attendance by the student's parent at the school conference.

C. Emergency Situation

A principal may suspend a student without holding an informal conference only if an emergency situation exists. The term "emergency situation" means that the principal has determined that the immediate conditions constitute a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended from school without the conference, the designated administrator shall notify both the parent and the student of their right to a conference and of their right to return to school for that purpose. The conference shall be held at the earliest time possible, but no later than two (2) school days after the incident takes place unless the student waives this right or is physically unable to attend. In the latter instance, the conference shall be held as soon as the student is able to attend.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

D. Issuing a School Suspension

1. The principal shall give the student being suspended from school a copy of the Pupil Suspension Notice, signed by the principal, along with the appeal form and instructions generated from the MiSiS Suspension screen in the student's home language and English to take home to their parent. School personnel shall also mail a signed copy to the parent.
2. A copy of the signed Pupil Suspension Notice shall be kept in the student's discipline file, the "Yellow Folder" as described in [BUL-3927.2](#), Mandated Reporting of Certain Student Behavior, September 13, 2010, and never in the cumulative record folder. Any efforts by school/District personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
3. The principal shall notify appropriate school staff of all student suspensions on a daily basis. Secondary principals need to notify all affected teachers.

E. Releasing the Student from School

When a student is suspended from school, the student shall not be released from school before the end of the student's school day unless the parent picks up the student, or authorizes in writing (e.g., emergency card) another adult to do so. Authorization by phone is no longer permitted.

V. ADDITIONAL RESPONSIBILITIES REGARDING SUSPENSION OF STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

In addition to the procedures described above, when suspension is being considered for a student receiving special education services, the school staff must review the implementation of the current Individualized Education Program (IEP). If the student's current IEP includes a Behavior Support Plan (BSP), school staff must review its implementation and progress monitoring information including services tracked in Welligent. The following procedures apply:

- A. Before any suspension: There will be an informal conference with the student as described in section IV. A. above.
- B. After a suspension: The school's Discipline Review Team (DRT) must hold a meeting after each suspension for students with disabilities to review the following:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

1. Evaluate the severity of the misconduct and determine whether there are interventions that can be used that do not require an IEP meeting.
2. Determine whether the implementation of current Behavior Support Plan (BSP) needs to be modified. If so, an IEP meeting should be held to develop or revise the BSP/BIP to prevent recurrence of the misconduct.

In addition, if the student has been suspended two (2) times, or the total days of suspension accumulate to 5, 8, or 10 school days, an IEP meeting must be convened upon the student's return to school to determine appropriate services/placement. During the meeting, the IEP team should review, develop, or modify the student's entire program including academic and behavioral intervention plans (such as BSP) used with the student in an effort to prevent the recurrence of the misconduct. Additionally, consideration should be given to any assessments that must be done to identify the function of the student's behavior (i.e., Functional Behavior Assessment).

- C. If the number of cumulative days of suspension approaches 10 days, the IEP team shall hold an IEP meeting to conduct a manifestation determination analysis. This analysis is to include discussion and documentation of the misconduct and relationship between the misconduct and the student's disability to determine:
 1. Was the misconduct caused by, or directly and substantially related to, the student's disability?
 2. Was the misconduct a direct result of the District's failure to implement the IEP?

If the answer to either or both questions is "yes," the IEP team shall address the behavior through implementing behavioral interventions, additional assessments, and/or changes in the student's IEP.

If the answer to both questions is "no," the school shall continue to support and guide the student throughout implementation of all the services required in the IEP.

- D. "Informal Suspension" is a violation of the California Education Codes and the Individual with Disabilities Education Improvement Act (IDEIA). It is prohibited (e.g., a parent is told to keep a child at home under the supervision of the parent, or a student is sent home without an official Pupil Suspension Notice and Pupil Accounting Report) to



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

informally suspend a student.

VI. SUSPENSION OF STUDENTS RECEIVING SECTION 504 PLAN SERVICES

A student who has a Section 504 Plan will be afforded the protections described in BUL-4692.5, Section 504 of the Rehabilitation Act of 1973, June 15, 2015, as follows:

- A. A student who has a Section 504 Plan may not be subjected to a disciplinary action which changes the student's placement for more than 10 days unless the Section 504 Team, in a "Section 504 Link Determination Meeting," first determines the following:
 - 1. Was the misconduct caused by, or directly and substantially related to, the student's disability?
 - 2. Was the misconduct a direct result of the District's failure to implement the Section 504 Plan?
- B. If the Section 504 Team determines that there is no direct link between the misconduct and the student's disability and that the misconduct is not a direct result of the District's failure to implement the Section 504 Plan, the school may suspend the student in the same manner as it would a student without a disability.
- C. If the Section 504 Team determines that there is a direct link between the misconduct and the student's disability and/or the misconduct is a direct result of the District's failure to implement the Section 504 Plan, the Section 504 Team should consider revising the student's Section 504 Plan and/or reviewing implementation strategies. This may include updating the accommodations and/or revising or developing a "Section 504 Behavior Support Plan."
- D. Suspensions totaling fewer than 10 days in a school year may be affected without holding a Section 504 Team Meeting. However, a noted pattern of misbehaviors may determine that a Section 504 Team meeting is needed to review and, if appropriate, modify the current Section 504 Plan, including developing behavioral supports.

VII. CLASS SUSPENSION BY TEACHER (E.C. SECTION 48910)

- A. A teacher may suspend a student from class for any of the acts enumerated in E.C. Section 48900, except for the student misconduct of



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

willful defiance as described in E.C. Section 48900 (k)(1), for the remainder of that day (elementary) or period (secondary) and for the following day or period when the class meets. (*See Attachment D*) The teacher shall immediately report the suspension to the principal and send the student to the administrator for appropriate action. Removal of a student from a particular class shall not occur more than once every five (5) school days. For students who receive special education services, refer to the procedures stipulated in section V of this Bulletin. The same protections apply.

- B. The teacher shall confirm by telephone with the parent the date and time of the conference to discuss the reason(s) for the suspension. This information is to be entered in the MiSiS Suspension Screen for it to be populated in the Class Suspension Notice.
- C. Prior to the close of the school day, the principal or administrative designee shall enter the Discipline Referral in MiSiS Student Support Module and generate the Class Suspension Notice in the Suspension Tab, which are signed by both the principal and the teacher who issued the suspension. The principal shall give the student being suspended from class a copy of the Class Suspension Notice. In addition, the parent's copy of the Class Suspension Notice shall be mailed immediately to them. A copy of the signed Class Suspension Notice should be kept in the student's "Yellow Folder" and never in the cumulative record folder. Any efforts by school personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
- D. A student suspended from a class shall not be placed in another regular class during the period of suspension; rather, the student shall attend the supervised suspension classroom as described in section IX. D. of this bulletin. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended.
- E. The student shall not be returned to the class from which he or she was suspended during the period of suspension without the concurrence of the principal and the teacher who imposed the suspension.
- F. A teacher must provide all assignments and tests that the student will miss while suspended and may require the completion of said tests and assignments from the student upon return. Students with disabilities should be provided with supports and services as outlined in their IEP during the period of class suspension.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VIII. TEACHER-REQUIRED CLASS VISIT (E.C. SECTION 48900.1)

A. Per District policy, the teacher may require that the parent of the student attend a portion of the class from which the student was suspended if the suspension was for behavior described in E.C. Section 48900 (i) committed an obscene act or engaged in habitual profanity or vulgarity. The intent of the Legislature is to make class visits a positive experience that may enhance and encourage collaboration between the parent and school personnel. This procedure applies only to the parent who is actually living with the student. The class visit is not meant to replace the teacher-parent conference but, rather, to be a productive adjunct to it. Following a visit to the classroom, the parent is required to meet with the principal before leaving the school site.

B. Required Procedures

1. A teacher who plans to implement this policy shall clearly inform all parents of his/her students, in advance, of the details of the implementation. Furthermore, the teacher shall use his or her authority uniformly among all students.
2. Upon receipt of the necessary information from the teacher, the principal shall prepare a written notice stating that the parent's attendance is required pursuant to E.C. Section 48900.1 and mail the letter, along with the Class Suspension Notice, to the parent. (*See Attachment E*)

Note: At no time may the teacher use the parent's failure to attend a conference or class visit to deny the student's readmission to class after the suspension term is served.

3. To initiate the provision of E.C. Section 48900.1, when suspending a student from class, the teacher shall:
 - a. Indicate one of the two specified reasons (committed an obscene act or engaged in habitual profanity or vulgarity) cited under E.C. 48900 (i).
 - b. In the space provided for comments, indicate "class visit by parent - required by teacher," and state the date, time, and duration of the anticipated visit (30 minutes to one hour in the class is suggested).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

C. Other Considerations

When implementing the procedures described in E.C. Section 48900.1, it is important that the intent of the Legislature be observed:

1. The teacher shall inform the parent of counseling and other available resources within the school and the community that may assist the parent and the student.
2. If possible, the teacher shall schedule the class visit on the same day as the parent conference and hold the conference before the class visit. The conference may then be used, in part, to develop a better understanding between teacher and parent as to the purpose and anticipated benefit of the visit.

IX. IN-SCHOOL SUSPENSION

- A. Pursuant to E.C. Section 48911.2, school districts may establish an in-school suspension program as an alternative to off-campus suspension. The intent is to encourage schools to examine alternatives to off-campus suspension that lead to resolution of student misconduct without sending students off campus. (*See Attachment F*)
- B. In-school suspension allows school districts to:
 1. Remove the disruptive student from general student body.
 2. Consider student as being present for ADA purposes.
 3. Reduce the number of out-of-school suspensions.
- C. Students may be assigned by the principal to a supervised suspension classroom for the entire period of suspension (no more than five (5) consecutive school days) if the student poses no imminent danger or threat to the campus, other students, or staff. Students who violated E.C. Sections 48900.3 (caused, attempted to cause, threatened to cause, or participated in an act of hate violence), 48900.4 (engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel), or 48900.7 (made terrorist threats against school officials or school property, or both) are precluded by law for in-school suspension. In addition, if an action to expel the student will be or has been initiated, an in-school suspension is not permitted in lieu of a suspension from school by principal.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

D. Guidelines for Supervised Suspension Classroom

1. At the time a student is assigned to a supervised suspension classroom, a school employee shall notify, in person or by phone, the student's parent. Whenever a student is assigned to a supervised suspension classroom for longer than one class period, the principal shall give the student a copy of the In-School Suspension Notice, signed by the principal, to take home to their parent. School personnel shall also mail the signed copies of the In-School Suspension Notice to the parent. A copy of the signed In-School Suspension Notice shall be kept in the student's discipline file, the "Yellow Folder," and never in the cumulative record folder. Any efforts by school/District personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
2. Students assigned to a supervised suspension classroom shall be separated from other students at a school site for the period of suspension.
3. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no class work is assigned, the certificated staff supervising the suspension classroom shall assign schoolwork.
4. Students should have access to appropriate counseling services while serving in-school suspension.
5. Students with disabilities shall be provided with supports and services as described in their IEP.

X. APPEAL PROCEDURES

A parent may appeal a suspension if the parent disagrees or feels that the suspension is not justifiable. When issuing a school suspension of any type, the principal shall, along with the Pupil Suspension Notice, provide the "Student Suspension Appeal Form" with instructions to the parent. (*See Attachment G*) The appeal form and instructions are generated along with the suspension letter from the MiSiS Suspension Screen.

A. School Suspension and In-School Suspension

The appeal for school suspension and in-school suspension shall be handled by the LD Administrator of Operations. These suspensions can be rescinded only through an appeal process at the local district level, not at the school site level. If after the suspension conference, the



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

parent still feels that the suspension is not justifiable and wishes to appeal the principal's decision, the parent may request a suspension appeal and submit the paperwork to the LD Administrator of Operations. The appeal may only be submitted from the day of suspension to five (5) school days following the last day of the student's suspension. The principal shall advise the parent of the following appeal process:

1. Within five (5) school days following the last day of the student's suspension, the parent shall submit to the LD Administrator of Operations or designee the suspension appeal packet including:
 - a. The "Student Suspension Appeal Form" with a clear description of the complaint
 - b. The initial suspension documents
 - c. The supporting evidence for the appeal
2. Within five (5) school days of receiving the appeal packet from the parent, the LD Administrator of Operations or designee shall form a Suspension Appeal Committee of certificated member(s) and conduct the suspension appeal review, during which the Committee shall review the documents submitted by the school and the parent. The school principal and/or parent may be present, if they have so requested.
3. Within three (3) school days of the appeal review, the LD Administrator of Operations will notify the parent in writing of the Committee's decision. The results of the appeal may include, but are not limited to:
 - a. Uphold the suspension in all respects.
 - b. Modify the suspension imposed (e.g., reduce suspension duration, if possible).
 - c. Overturn the suspension and expunge the suspension from the student's records.

The decision of the Suspension Appeal Committee is the District's final decision and may not be further appealed. Parents may submit written objections to the appeal decision which shall be included in the student's "Yellow Folder." The LD Administrator of Operations will enter all appeal information in the Appeal section of the Suspension screen Response page of the MiSiS Student Support.

Note: If the parent files appeal for the school suspension while the student is undergoing an expulsion process, the LD Administrator of



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Operations shall process the appeal in concurrence with the expulsion process. The result of the appeal must be submitted to the Student Discipline and Expulsion Support (SDES) Unit.

B. Class Suspension

A parent may appeal the class suspension by teacher to the school principal, using the same Student Suspension Appeal Form by checking the appropriate checkbox. The appeal form must be submitted from the day of suspension to three (3) school days following the last day of the suspension. The principal shall hold an appeal conference with the parent within three (3) school days of the submission of appeal to discuss the matter. The final decision shall be made and provided to the parent in writing also within three (3) school days after the appeal conference. The parent may be present, if it is so requested.

If the appeal is upheld, the principal shall document the appeal and make change of student records in the Appeal section of the Suspension screen Response page of the MiSiS Student Support. Parents may not further appeal; however, they may submit written objections to the appeal decision which shall be included in the student's "Yellow Folder" if the parent so requests.

XI. SUSPENSION RECORDS

- A. The school principal shall issue and sign all Notices of Suspension and the teacher shall also sign the Class Suspension Notice. Appropriate personnel shall provide the signed Pupil Suspension Notice, Student Suspension Appeal Form, along with the requested conference appointment, to the parent.
- B. If a student has committed multiple offenses, the school official shall enter all discipline referral reasons in MiSiS Student Support.
- C. All suspensions (including school suspension, class suspension, and in-school suspension) must be entered into the MiSiS Student Support, Referrals. Parent contacts, conferences, interventions, and remedial measures in response to student misconduct must also be entered in the subsequent tabs: Referral Details, Participants, Actions Taken, Suspension. as additional responses in the Discipline module.
- D. All discipline records, including, but not limited to, individual copies of the Pupil Suspension Notice, juvenile court notice, parent response, and student statement, are to be kept in the student's discipline file, the "Yellow Folder" as described in BUL-3927.2, September 13, 2010.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

These records must be kept for a minimum of three (3) years from the date the student committed the act or was reasonably suspected to have committed the act. (See [BUL-2469.0](#), April 24, 2006)

Note: For compliance with E.C. Section 49079 and W.I.C. Section 827, refer to [BUL-3927.2](#), Mandated Reporting of Certain Student Behavior, September 13, 2010.

E. Recording suspension and attendance

1. Partial-Day School Suspension

If a student is suspended in the middle of a school day and leaves school before the end of the school day, that day is the effective date of the suspension and counted as day one. The suspension should be recorded as follows:

Elementary Schools: Assuming the student was present when the teacher submitted attendance, the office staff is to change the attendance status to Leave early (LE), enter the Time Out, and enter the corresponding suspension reason code (4 – Suspension School, 4I – Suspension In-School, SC – Suspension Class).

Secondary Schools: Teachers are to submit attendance as usual. For the periods/classes missed, the applicable suspension reason codes are automatically updated for past or current day suspensions. If the suspension is for a future date, the suspension reason code will only update if a school suspension is issued.

The suspension reason codes are automatically updated on the attendance screens for past or current day suspensions. If the suspension is for a future date, the suspension reason code will only update if a School suspension is issued. For Class and School suspensions, the user must add the corresponding suspension reason code on the day the student serves the suspension. If the student is absent, the corresponding absence code shall be entered.

If a suspension is appealed, and the decision is to revoke or modify the suspension, the suspension absence reason code for the applicable days must be changed to reason code 5 Administrator Approval Justifiable Personal Reasons.

2. If the student is suspended from class or serving in-school suspension:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- a. The teacher(s) marks the attendance status as “absent.”
- b. Once the student arrives at the assigned suspension location, the designated staff member enters the corresponding absence reason code for the portion of the day the student missed due to suspension, using the following codes:

SC - Suspended Class

4I - In-School Suspension

Both reason codes count as “present” for ADA purposes and will not be counted in the absence totals of the student’s report card. For a step-by-step guide, refer to Job Aid “Adding a Suspension to a Referral” located on the [MiSiS website](#) > Job Aids > Student Support.

- ATTACHMENTS:**
- A. Grounds for Suspension and Expulsion (English and Spanish)
 - B. Matrix for Student Expulsion Recommendation (English and Spanish)
 - C. Lawful and Unlawful Suspensions
 - D. Class Suspension by Teacher
 - E. Principal’s Letter for Teacher-Required Class Visit (English and Spanish)
 - F. In-School Suspension
 - G. Suspension Appeal Form (English and Spanish)

- REFERENCES:**
- BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014
- BUL-6050.2, Expulsion of Students – Policy and Procedures, issued October 10, 2016
- BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010
- BUL-5269.2, Incident System Tracking Accountability Report (ISTAR), issued July 10, 2013
- BUL-847.0, Referral to Community Day Schools, issued March 22, 2004



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

BUL-6362.0, Opportunity Transfer (O.T.) - Policy and Procedures, issued August, 14, 2014

BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Education Rights, issued April 24, 2006

BUL-4692.5, Section 504 of the Rehabilitation Act of 1973, issued June 15, 2015

BUL-3349.1, Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult, issued August 6, 2014

REF-1410.8 Special Education Dispute Resolution – The Three Options For Parents Wishing to Initiate a Form of Dispute Resolution Regarding the Proposed Components of an IEP: (1) Informal Dispute Resolution, (2) State Mediation Only, and (3) Formal Due Process Hearing, issued March 14, 2016

BUL-5808.3, My Integrated Student Information System (MiSiS) Student Support Module Required Usage, issued March 23, 2015

BUL-6385.0 Guidelines and Procedures Relating to Student Behavior on School Bus, issued September 29, 2014.

Special Education Policy and Procedures Manual - *Disciplinary Procedures for Students with Disabilities*, issued July 2, 2007

RELATED RESOURCES:

Board of Education Resolution: School Discipline Policy and School Climate Bill of Rights, enacted May 14, 2013

California Education Code Sections 48900 – 48914

ASSISTANCE:

For assistance or further information please contact:

Student Discipline and Expulsion Support Unit at (213) 202-7555

Division of District Operations at (213) 241-5337

Office of General Counsel at (213) 241-7600

Local District Administrators of Operations

Special Education Service Center - Operations (213) 241-6701

Educational Equity Compliance Office at (213) 241-7682

Pupil Services and Attendance at (213) 241-3844

MiSiS Help desk at (213) 241-5200.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Discipline and Expulsion Support Unit

ATTACHMENT A

GROUND FORS SUSPENSION AND EXPULSION
California Education Code Section 48900 et seq.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (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) Stole 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 activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (grades 4-12). (suspension only).
- (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 as defined in Section 32050.
- (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 school personnel.
- (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.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [48900 (w)]

Note: District's policy prohibits suspension and expulsion be utilized as corrective measures in response to student misconduct of willful defiance as described in E.C. 48900 (k)(1).

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Unidad de Disciplina Estudiantil y Apoyo de Expulsión

ANEXO A-1

MOTIVOS PARA LA SUSPENSIÓN Y EXPULSIÓN
Artículos 48900 et seq. del Código de Educación de California

Un alumno no será suspendido de la escuela ni se recomendará su expulsión a menos que el superintendente o el director de la escuela a la que está inscrito el alumno determine que el alumno:

- (a) (1) Causó, intentó causar o amenazó causar una herida física a otra persona.
(2) Intencionalmente usó fuerza o violencia sobre la persona de otro, excepto en los casos de defensa propia.
- (b) Tenía en su posesión, vendió o proporcionó cualquier arma de fuego, navaja/cuchillo, explosivo u otros objetos peligrosos a menos que, en caso de posesión de cualquiera de dichos objetos, el alumno haya obtenido un permiso escrito de un empleado certificado de la escuela para poseer dicho objeto y que dicho permiso haya sido aprobado por el director o la persona designada por el director.
- (c) Tenía en su poder, usó, vendió, o proporcionó ilegalmente, o estaba bajo la influencia de cualquier sustancia controlada, descrita en el Capítulo 2 (empezando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, bebidas alcohólicas o cualquier tipo de intoxicante.
- (d) Ofreció, dispuso, o negoció ilegalmente la venta de cualquier sustancia controlada, descrita en el Capítulo 2 (empezando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, bebidas alcohólicas o cualquier tipo de intoxicante y después vendió, entregó, o proporcionó a cualquier persona otro líquido, sustancia o material y presentó el líquido, sustancia o material como una sustancia controlada, bebidas alcohólicas o intoxicantes.
- (e) Cometió o intentó cometer robo o extorsión.
- (f) Causó o intentó causar daño a la propiedad escolar o propiedad privada.
- (g) Robó o intentó robar propiedad escolar o propiedad privada.
- (h) Poseyó o usó tabaco o cualquier producto que contiene tabaco o productos de nicotina, incluyendo, pero no limitado a, cigarros, puros, cigarros en miniatura, cigarros de clavo, tabaco que no hace humo, rapé, tabaco de mascar, y betel. Sin embargo, esta sección no prohíbe que el estudiante use o tenga sus propios productos con receta médica.
- (i) Cometió actos obscenos o continuó participando en actos profanos o vulgaridades.
- (j) Estaba ilegalmente en posesión de o ilegalmente ofreció, dispuso, o negoció la venta de accesorias para el uso de drogas (parafernalia) descritas en la Sección 11014.5 del Código de Salud y Seguridad.
- (k) (1) Perturbó actividades escolares o de otra manera desafió por voluntad propia a la autoridad válida de supervisores, maestros, administradores, oficiales de la escuela u otro personal escolar dedicado al desempeño o de sus labores. (del 4 al 12 grado) (suspensión solamente).
- (l) Recibió a sabiendas propiedad escolar o propiedad privada robadas.
- (m) Poseyó una arma de fuego de imitación.
- (n) Perpetró o intentó perpetrar un ataque sexual o perpetró una agresión sexual.
- (o) Acosó, amenazó o intimidó a un alumno que es un testigo acusador u otro testigo en un procedimiento disciplinario escolar con el propósito de impedir que ese alumno sea testigo o el de tomar venganza contra el alumno por ser testigo o ambos.
- (p) Ofreció, dispuso la venta, negoció la venta o vendió ilegalmente el medicamento recetado llamado Soma.
- (q) Tomó parte en novatadas, o intentó tomar parte en las mismas, según se definen en el Artículo 32050.
- (r) Participando en un acto de intimidación, incluyendo entre otros, intimidación cometida por medios electrónicos dirigida específicamente hacia un alumno o personal escolar.
- (t) Ayudó o instigó para infligir o intentar infligir una herida física en contra de otra persona (suspensión solamente).

48900.2 Cometió acoso sexual (del 4 al 12 grado).

48900.3 Causó, intentó causar, amenazó causar o participó en un acto de violencia por el odio. (del 4 al 12 grado).

48900.4 Tomó parte en acoso, amenazas o intimidación intencionalmente contra personal del distrito escolar o estudiantes (del 4 al 12 grado).

48900.7 Hizo amenazas terroristas contra funcionarios escolares, propiedad escolar o ambos.

Es el intento de la Legislatura que alternativas a la suspensión o expulsión son impuestos contra cualquier alumno por faltar injustificadamente, llegar tarde u otro modo ausente de actividades escolares. [48900 (w)]

Nota: la póliza del Distrito prohíbe que la suspensión y la expulsión sean utilizados como medidas correctivas en respuesta a la mala conducta del estudiante de desafiar por voluntad propia como lo describe el Código de Educación 48900 (k)(1).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Discipline & Expulsion Support Unit

ATTACHMENT B

MATRIX FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATION

(State Law: Applicable to School Principals)

Category I Student Offenses with No Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with Limited Principal Discretion	Category III* Student Offenses with Broad Principal Discretion
Principal <u>shall immediately</u> suspend and recommend expulsion when the following occur <u>at school or at a school activity off campus</u> . (E.C. 48915[c])	Principal <u>must</u> recommend expulsion when the following occur <u>at school or at a school activity off campus</u> <u>unless</u> the principal determines that the expulsion is inappropriate. (E.C. 48915[a])	Principal <u>may</u> recommend expulsion when the following occur at any time, including, but not limited to, <u>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity</u> . (E.C. 48915[b] and [e])
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of “caused,” the injury is serious. [See II.1]) E.C. 48900(a)(1); 48915(b) 2. Possession/Under influence of marijuana (1 st offense < 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(3); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school (-wide) activities. (suspension only by administrator, no expulsion). E.C. 48900(k)(1)**; 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900[n]). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(4); 48900(e)	13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)	17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. Any behavior listed in Category I or II that is related to school activity or school attendance but that did <u>not</u> occur <u>on campus</u> or at a <u>school activity off campus</u>. E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)

* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.

** Grades 4 through 12 inclusive.

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Unidad de Disciplina Estudiantil y Apoyo de Expulsión

ANEXO B-1

MATRIX PARA LAS RECOMENDACIONES DE SUSPENSIÓN Y EXPULSIÓN DE ESTUDIANTES

(La ley del estado: se aplica a los directores de escuela)

Categoría I Ofensas del estudiante a las cuales el director tiene no <u>discreción</u>	Categoría II* Ofensas del estudiante a las cuales el director tiene discreción <u>limitada</u>	Categoría III* Ofensas del estudiante a las cuales el director tiene la más discreción
El director <u>debe</u> suspender <u>inmediatamente</u> y recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes <u>en la escuela o en una actividad escolar</u> fuera del plantel. (C.E. 48915[c])	El director <u>debe</u> recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes <u>en la escuela o en una actividad escolar</u> fuera del plantel A MENOS DE QUE determine que la expulsión es inapropiada. (C.E. 48915[a])	El director puede recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes en cualquier momento, incluyendo, pero sin limitarse a, cuando se encuentre dentro del plantel escolar; mientras vaya a o venga de la escuela; durante el período del almuerzo, sea dentro o fuera del plantel; o durante, o cuando vaya a o venga de, alguna actividad patrocinada por la escuela. (C.E. 48915[b] and [e])
1. Teniendo en posesión, vendiendo, o proporcionando un arma de fuego. C.E. 48915(c)(1); 48900(b)	1. Causando una herida física grave a otra persona, excepto en caso de defensa propia. C.E. 48915(a)(1); 48900(a)(1), y tal vez también 48900(a)(2)	1. Causó o intentó causar, o amenazó causar, una lesión corporal a otra persona. (A menos de que, efectivamente, causó una lesión grave) C.E. 48900(a)(1); 48915(b) 2. Posesión/bajo la influencia de marihuana (1 ^g < 1 oz.) o alcohol o sustancia controlada o embriagante. C.E. 48900(c); 48915(b) 3. Vendió, proporcionó u ofreció una sustancia sustituta, haciéndola pasar por una sustancia controlada. C.E. 48900(d); 48915(b)
2. Blandiendo una navaja a otra persona. C.E.48915(c)(2); 48900(a)(1) y 48900(b)	2. Teniendo en posesión cualquier tipo de cuchillo, explosivo o cualquier objeto peligroso que no sea para el uso razonable del alumno. C.E. 48915(a)(2); 48900(b)	4. Causó o intentó causar daño a propiedad escolar o privada. C.E. 48900(f); 48915(e) 5. Robó o intentó robar propiedad privada o de la escuela. C.E. 48900(g); 48915(e) 6. Poseyó o usó tabaco. C.E. 48900(h); 48915(e) 7. Cometió un acto obsceno o se comportó habitualmente de manera profana o vulgar. C.E. 48900(i); 48915(e)
3. Vendiendo ilegalmente una sustancia controlada. C.E. 48915(c)(3); 48900(c)	4. Teniendo en posesión ilegalmente cualquier sustancia controlada (excepto en el caso de que sea la primera ofensa por posesión de menos de una onza de marihuana, y medicamento con o sin receta) C.E. 48915(a)(3); 48900(c)	8. Poseyó, ofreció o negocio para vender artículos relacionados con las drogas. C.E. 48900(j); 48915(e) 9. Interrumpió actividades escolares. (actividades a nivel escolar; emitida sólo por un administrador) C.E. 48900(k)(1)**; 48915(e) 10. Recibió a sabiendas propiedad escolar o propiedad privadas robadas. C.E. 48900(l); 48915(e) 11. Poseyó una arma de fuego de imitación. C.E. 48900(m); 48915(e) 12. Acosó, amenazó o intimidó a algún alumno o grupo de alumnos o personal escolar del distrito. C.E. 48900.4**; 48915(e)
4. Cometiendo o intentando a cometer un ataque sexual o cometiendo una agresión sexual (según lo definido en 48900[n]). C.E. 48915(c)(4); 48900(n)	4. Robo o extorsión. C.E. 48915(a)(4); 48900(e)	13. Cometió acoso sexual. C.E. 48900.2**; 48915(e) 14. Causó, intentó causar, amenazó causar o participó en algún acto de violencia generado por el odio. C.E. 48900.3**; 48915(e) 15. Hizo amenazas terroristas contra funcionarios escolares o propiedad escolar o ambos. C.E. 48900.7; 48915(e) 16. Intencionalmente uso fuerza o violencia sobre la persona de otro, excepto en los casos de defensa propia. C.E. 48900(a)(2); 48915(b)
5. Que posea un explosivo C.E. 48915(c)(5); 48900(b)	5. Ataque o agresión física sobre cualquier empleado de la escuela. C.E. 48915(a)(5); 48900(a)(1) y (a)(2)	17. Acosó, amenazó o intimidó a un alumno que es un testigo acusador u otro testigo en un procedimiento disciplinario. C.E. 48900(o); 48915(e) 18. Cualquier tipo de conducta citada en la Categoría I o II que <u>no</u> ocurrió ni dentro del plantel escolar ni en una actividad escolar fuera del plantel. C.E. 48915(b) 19. Ofreció, dispuso la venta, negoció la venta o vendió ilegalmente el medicamento recetado Soma. C.E.. 48900(p); 48915(e) 20. Tomó parte en novatadas, o intentó tomar parte en las mismas, según se definen en el Artículo 32050. C.E. 48900(q); 48915(e) 21. Participando en un acto de intimidación, incluyendo entre otros, intimidación cometida por medios electrónicos dirigida específicamente hacia un alumno o personal escolar. C.E. 48900(r); 48915(e) 22. Ayudó o instigó para infligir o intentar infligir una herida física en contra de otra person (suspensión solamente). E.C. 48900(t); 48915(e)

* Para las categorías II y III la escuela debe presentar evidencia de uno o dos de **las pruebas adicionales**: (1) Otras medidas correctivas no son factibles, o repetidamente no se ha logrado obtener la conducta adecuada.

(2) Debido a la naturaleza del acto, la presencia del estudiante presenta un peligro continuo a la seguridad física del mismo o de los demás.

** Válido sólo para alumnos del 4 al 12 grado.

Student Discipline & Expulsion Support Unit

ATTACHMENT C

Lawful Suspension	Unlawful Suspension
<p>E.C. 48900 <i>et seq.</i> Grounds for Suspension and Expulsion, except for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1)</p> <p>E.C. 48911.1 Suspension, Supervised Classroom</p> <p>E.C. 48910 Suspension by Teacher</p> <p>E.C. 48912.5 Suspension, Continuation School</p> <p>E.C. 48900 (s) Jurisdiction</p> <p>A student may be suspended or expelled for any of the acts enumerated in E.C. Section 48900 <i>et seq.</i> if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances:</p> <ol style="list-style-type: none"> 1. While on school grounds. 2. While going to or coming from school. 3. During the lunch period, whether on or off the school campus. 4. During, going to, or coming from a school-sponsored activity. 	<ul style="list-style-type: none"> ▪ A student may not be suspended from school, <u>unless</u> the principal of the school in which the pupil is enrolled determines that the student has committed an act listed under E.C. Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915. ▪ Students enrolled in kindergarten and grades 1 to 3 <u>shall not</u> be suspended or expelled due to sexual harassment (E.C. 48900.2), act of hate violence (E.C. 48900.3), or threats and intimidation against district personnel or pupils (E.C. 48900.4). ▪ Students <u>may not</u> be suspended from school for any reasons, for more than <u>five (5)</u> consecutive school days. ▪ “Informal suspension” is prohibited. (e.g., parent told to keep child at home without an official suspension notice). ▪ Extended suspension due to the parent’s failure to attend a conference with school officials. ▪ Suspend in absentia (when a student is suspended in the student’s absence) is a violation of the student’s due process rights. ▪ Students of general education (including students served under a 504 plan) <u>shall not</u> be suspended for more than <u>20</u> school days in any school year (<u>30</u> days if student transfers to another school). ▪ Students with disabilities <u>shall not</u> be suspended for more than <u>10</u> school days in any school year. ▪ Problems with truancy, tardiness, and/or other attendance-related issues.

*The principal may designate and specify in writing any one or more administrators at the school as the “principal’s designee(s)” to assist in disciplinary procedures. If no such person is available, the principal may identify the principal of a neighboring school to be his/her designee for student discipline matters. The name(s) of the designee(s) shall be kept on file in the principal’s office.

Student Discipline & Expulsion Support Unit

ATTACHMENT D

Suspension from Class by Teacher

E.C. 48910

- A teacher may suspend a student from class for any of the acts enumerated in E.C. 48900, except for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1), per District policy.
- The teacher should report the suspension to the principal and send the student to the principal or designee for appropriate action, which includes appropriate supervision.
- The student shall not be placed in another regular class during the period of suspension. The student shall not return to the class during the period of suspension without the concurrence of the principal and the teacher. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended (secondary).
- The teacher may require from the student the completion of tests and assignments missed during the period of suspension.
- For a student receiving special education services, the school shall adhere to all requirements specified in his or her IEP. (Refer to the Special Education Policies and Procedures Manual, July 2007).

Duration and Limitation

- For the remainder of that day (elementary) or period (secondary) and for the following day or period when the class meets.
- Removal from a particular class shall not occur more than once every five (5) school days.

Parent Conference and Class Visit

- The teacher shall request the parent/guardian to attend a parent-teacher conference regarding the suspension as soon as possible. A school administrator shall attend the conference if the teacher or the parent/guardian so request. If possible, a counselor or psychologist shall attend the conference. The main purpose of this conference is to work towards a partnership among the teacher, parent, and student.
- Per District policy, the teacher may require the parent of the student to attend a portion of the class from which the student was suspended if the suspension was for behavior described in E.C. Section 48900 (i) **committed an obscene act or engaged in habitual profanity or vulgarity.**
 - 1) This is not meant to replace the teacher-parent conference.
 - 2) A teacher who plans to implement this policy shall clearly inform all parents/guardians in advance.
 - 3) If possible, schedule the class visit on the same day as the parent conference.
 - 4) This procedure applies only to the parent/guardian who is actually living with the student.
- A parent's failure to attend the conference or class visit should **at no time** deny the student's readmission to class after the suspension term is served.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

ATTACHMENT E

SCHOOL LETTERHEAD

(SAMPLE LETTER TO BE ATTACHED TO NOTIFICATION OF SUSPENSION FROM CLASS)

(Parent/Guardian Name)

(Address)

(City, State)

(Date)

RE: REQUIRED CLASSROOM VISITATION

Dear (Parent/Guardian Name):

Attached is a notification that your child, _____ was suspended from class today by the teacher. You will note that the teacher has scheduled an appointment, as required by law, to confer with you about this matter. In addition, pursuant to Education Code (E.C.) 48900.1, you are required to attend your child's classroom for a portion of a school day. The details of this visit are stated at the conclusion of this letter. In order that you better understand this requirement and the legal basis for it, the intent and provisions of E.C. 48900.1 are summarized below:

1. The Legislature declares that parents and guardians can and must play an active role in the behavior of their children while in school.
2. Classroom discipline presents a significant problem in many schools today and detracts from the amount of time for actual teaching.
3. Teachers are authorized to require that the parent or guardian of a student who has been suspended (from class) for committing an obscene act, engaging in habitual profanity or vulgarity, attend a portion of a school day in the child's classroom.
4. Employers are prohibited from taking action against parents who are absent from work to attend class pursuant to this law.
5. Parents or guardians who attend school pursuant to this law must meet with the school administrator or designee after completing the classroom visit and before leaving the school site.

In accordance with the above provisions of E.C. 48900.1, you are requested to attend _____'s classroom as follows:

Date:

Time:

Place:

Please bring this letter with you to my office after completing your visitation.

I look forward to meeting with you and trust our collective efforts will result in greater success for your child in school. If you have questions regarding this matter, or would like more information, please contact me at (School Phone Number).

Sincerely,

Principal

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

ANEXO E-1

SCHOOL LETTERHEAD

(SAMPLE LETTER TO BE ATTACHED TO NOTIFICATION OF SUSPENSION FROM CLASS)

(Nombre y apellido del padre, la madre, el tutor o la tutora)

(Domicilio)

(Ciudad, Estado)

(Fecha)

ASUNTO: VISITA REQUERIDA AL SALÓN DE CLASES

Estimado(a) (Parent/Guardian Name):

Se adjunta una notificación de que su hijo(a), _____, fue suspendido(a) de la clase el día de hoy por su maestro(a). El maestro (la maestra) ha programado una cita, según lo requiere la ley, para reunirse con usted en relación a este asunto. Además, conforme con el artículo 48900.1 del Código de Educación (*Education Code 48900.1*), a usted se le requiere que asista parte de la jornada escolar, al salón de clases de su hijo(a). Los detalles de esta visita quedan declarados al concluir esta carta. Con el fin de que usted entienda mejor este requisito y la base legal del mismo, la intención y las disposiciones del artículo 48900.1 del Código de Educación (*E.C. 48900.1*) se resumen a continuación:

- 1) La Asamblea Legislativa declara que los padres de familia y los tutores pueden y deben desempeñar activamente un papel en el comportamiento de los hijos mientras están en la escuela;
- 2) La disciplina dentro del salón de clases actualmente presenta un problema considerable en muchas escuelas y merma el tiempo del que se dispone para realmente impartir la enseñanza;
- 3) Los maestros están autorizados para que requieran que los padres o tutores de los alumnos que hayan sido suspendidos (de clases) por haber cometido un acto obsceno, por usar habitualmente blasfemias e irreverencias, asistan a una porción de la jornada escolar en el salón de clases de sus hijos;
- 4) Los empleadores tienen prohibido tomar medidas en contra de los padres de familia, cuando éstos se ausentan de sus trabajos para asistir a las clases, conforme a esta ley;
- 5) Según la ley, los padres o los tutores que asisten a la escuela, una vez que hayan completado la visita al salón de clases y antes de retirarse del plantel escolar, deben reunirse con el/la administrador(a) de la escuela, o con la persona que se haya asignado.

De acuerdo con lo dispuesto anteriormente del artículo 48900.1 del Código de Educación (*E.C. 48900.1*), a usted se le requiere que asista al salón de clases de _____ según se indica:

Fecha:

Hora:

Lugar:

Después de completar su visita, por favor traiga(n) con usted(es) esta carta a mi oficina.

Espero poder reunirme con usted(es) y confío en que nuestros esfuerzos mutuos den como resultado y mayor éxito para su hijo(a) en la escuela. Si tiene(n) alguna pregunta al respecto, o si quisiera(n) más información, por favor comuníquese conmigo al (School Phone Number).

Atentamente,

Director/a

Student Discipline & Expulsion Support Unit

ATTACHMENT F

In-School Suspension E.C. 48911.1

Alternative to Suspension

- State law authorized school districts to establish an in-school suspension program as an alternative to off-campus suspension. The intent is to encourage schools to examine alternatives of off-campus suspension that lead to resolution of student misconduct without sending students off campus.
- In-school suspension allows school districts to:
 - 1) Remove the disruptive student from general student body.
 - 2) Consider him or her as being present at school for ADA purposes.
 - 3) Reduce the number of out-of-school suspensions.

Supervised Suspension Classroom

- Student suspended from a school for any reason enumerated in E.C. sections 48900 and 48900.2 may be assigned by the principal or designee to a **supervised suspension classroom** for the entire period of suspension (no more than five (5) consecutive school days) if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.
- **Students who caused, attempted to cause, threatened to cause, or participated in an act of hate violence (E.C. 48900.3); engaged in harassment, threats, or intimidation against a pupil or group of pupils, or school district personnel (E.C. 48900.4); or made terrorist threats against school officials or school property, or both (E.C. 48900.7), are precluded by law for in-school suspension.**
- If an action to expel the student will be or has been initiated, an in-school suspension is not permitted in lieu of a suspension from school by principal.
- At the time a student is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the parent/guardian. A parent should be notified in writing if the student is assigned to the supervised suspension classroom for longer than one class period.
- Students assigned to a supervised classroom shall be separated from other students at the school site for the period of suspension.
- Upon the request of the suspended student, the teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.
- For the duration of the class suspension, each student has access to appropriate counseling services.
- Students with disabilities shall be provided supports and services as written in their IEP.

☐ School Suspension ☐ Class Suspension ☐ In-School Suspension

INSTRUCTIONS

Student Suspension Appeal Form:

- Fill out the *Student Suspension Appeal Form* appropriately.
- Describe the reason of appeal clearly and attach additional sheet(s) if necessary.
- Attach the *Pupil Suspension Notice*.
- Attach any supporting evidence or additional documents.

Timelines

- To appeal a school suspension or in-school suspension, the parent shall submit the completed *Student Suspension Appeal Form* and attachments to the area ESC Administrator of Operations no later than five (5) school days after the last day of suspension.
- For school suspension and in-school suspension appeals, the Administrator of Operations shall form a Suspension Appeal Committee and conduct a suspension appeal review within five (5) school days of the submission of appeal.
- To appeal a class suspension, the parent shall submit the completed *Student Suspension Appeal Form* and attachments to the school Principal within three (3) school days of the issuance of the class suspension.
- For class suspension appeal, the principal shall hold an appeal review conference within three (3) school days of the submission of appeal.
- The Administrator of Operations or the principal shall notify the parent in writing of the decision of the appeal within three (3) school days of the appeal conference.

Outcomes

- **School and In-School Suspension:** The appeal decision made by the Administrator of Operations is final and may not be further appealed. The results shall be documented in the District's My Integrated Student Information System (MiSiS) and kept as student records.
- **Class Suspension:** The appeal decision made by the Principal is final and may not be further appealed. The results shall be documented in the District's My Integrated Student Information System (MiSiS) and kept as student records.
- Parents may submit a written objection to the final decision; however, no further appeal action will be taken. The written objection will be kept in the student's discipline file if the parent so requests.

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

FORMULARIO DE APELACIÓN DE SUSPENSIÓN DEL ESTUDIANTE

☐ Suspensión de la escuela ☐ Suspensión de la clase ☐ Suspensión dentro de la escuela

Fecha: ____/____/____

Nombre del alumno: _____ Fecha de nacimiento: ____/____/____

Dirección: _____

Nombre del padre o tutor: _____

Teléfono # _____ Celular/Trabajo # _____

Escuela a la que asiste: _____ Fecha de la suspensión: _____

Motivo de la suspensión: _____

☐ Solicito estar presente en la audiencia de revisión de la apelación.

☐ Solicito no estar presente en la audiencia de revisión de la apelación.

MOTIVO DE LA APELACIÓN

* Favor de adjuntar hoja(s) adicional(es) si es necesario.

Firma del padre o tutor _____

-----**Sólo para uso oficial**-----

Recibido por: _____ Fecha: _____
Nombre Título

INSTRUCCIONES

Formulario de Apelación de Suspensión del Estudiante:

- Llene correctamente el *Formulario de Apelación de Suspensión del Estudiante*.
- Describa claramente el motivo de la apelación y anexe hoja(s) adicional(es), si es necesario.
- Anexe la *Notificación de Suspensión del Alumno*.
- Anexe cualquier prueba fehaciente o documentos adicionales que corroboren su posición.

Plazos

- Para apelar una suspensión de la escuela o una suspensión dentro de la escuela, los padres deberán llenar y presentar el *Formulario de Apelación de Suspensión del Estudiante* y los anexos al(la) Administrador(a) de Operaciones de área de ESC a más tardar cinco (5) días escolares después del último día de la suspensión.
- Para las apelaciones de la suspensión de la escuela y la suspensión dentro de la escuela, el(la) Administrador(a) de Operaciones formará un Comité de Apelaciones de Suspensión y deberá llevar a cabo una revisión de la apelación de la suspensión dentro de cinco (5) días escolares a partir de que se presente la apelación.
- Para apelar una suspensión de la clase, los padres deberán llenar y presentar el *Formulario de Apelación de Suspensión del Estudiante* y los anexos al(a la) Director(a) de la escuela dentro de tres (3) días escolares a partir del momento en el que se le suspenda al alumno de la clase.
- Para una apelación de la suspensión de la clase, el(la) Director(a) deberá llevar a cabo una audiencia de revisión de apelación dentro de tres (3) días escolares a partir del momento en el que se haya presentado la apelación.
- El(La) Administrador(a) de Operaciones o el(la) Director(a) notificarán por escrito a los padres sobre la decisión de la apelación dentro de un período de tres (3) días escolares a partir de la audiencia de apelación.

Resultados

- **Suspensión dentro de la Escuela y Suspensión de la Escuela:** La decisión de la apelación hecha por el(la) Administrador(a) de Operaciones es definitiva y no se puede apelar más. Los resultados deben ser documentados en el Mi Sistema de Información Integrada del Estudiante (MiSiS) y se deberá guardar con los registros del estudiante.
- **Suspensión de la Clase:** La decisión de la apelación hecha por el(la) director(a) es definitiva y no se puede apelar más. Los resultados deben ser documentados en el Mi Sistema de Información Integrada del Estudiante (MiSiS) y se deberá guardar con los registros del estudiante.
- Los padres pueden presentar una objeción por escrito a la decisión final; sin embargo no se tomará ninguna acción adicional de apelación. La objeción por escrito se guardará en el expediente de disciplina del estudiante si el padre o la madre lo solicitan.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools

NUMBER: BUL-5347.1

ISSUER: Michelle King, Senior Deputy Superintendent,
School Operations, Office of the Superintendent

Debra Duardo, Executive Director
Student Health and Human Services

DATE: June 10, 2013

POLICY: Intra-district permit applications are requests to allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD. School administrators may not delay or deny authorization of an application that meets the criteria for an intra-district permit, unless that program or opportunity is already offered at the school of residence.

MAJOR CHANGES This Bulletin replaces BUL-5347.0 of the same title, dated December 21, 2010. The District will consider permit requests that are related to childcare, parent employment, continuing enrollment, sibling, safety and protection, specialized programs and exception. The appeal section and corresponding attachments were modified for clarity.

GUIDELINES: The following guidelines apply:

I. GENERAL INFORMATION FOR ALL INTRA-DISTRICT PERMITS

Intra-district Permits may be granted for students to attend a school in the LAUSD other than the LAUSD school of residence. These permits are not processed through the Office of Permits and Student Transfers (OPST). The paper application process is handled by the two schools involved. These permits may be issued only to students who reside in the LAUSD. School officials may grant, deny or revoke intra-district permits only. All parents requesting an intra-district permit will be provided the opportunity to apply for one. Each permit application will be reviewed on its own individual merit.

The application information and documents are available at school sites upon request.

For more information on other transfer options refer to LAUSD Student Integration Services at <http://studentintegrationlausd.net/> or <https://pupilservices.lausd.net/permits-and-student-transfers>.

II. GUIDELINES FOR ALL INTRA-DISTRICT PERMITS

ROUTING

ESCs:

Superintendents
Instructional Directors
Operations Coordinators
Principals
School Administrative Assistants
Staff Working with Students with Disabilities



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

A. Permit Issuance and Termination

1. Initial Permit applications and required documentation must be **approved by both schools involved**.
2. Permits must be renewed annually only by the requested school (Attachment H). Release from the school of residence is not required annually.
3. Permits may be issued at any time for the current school year.
4. Applications for the upcoming school year will be accepted after February 1.
5. Incomplete application packets or those without required supplemental documentation will not be processed.
6. A separate permit application packet must be submitted and approved individually for each student.
7. Parents must meet with a school administrator both at the school of residence and at the requested school in order to facilitate the release of the student.
 - a. The application must be signed and stamped by the school of residence. Approval from the school of residence does not guarantee that the requested school will enroll the student.
 - b. The application must then be taken to the requested school and approved by the administrator. Upon approval, the student may register.
 - c. The requested school will keep a copy of the student's permit. Parent should inform the school of residence of permit approval.
8. Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student(s) to and from school and for attending school conferences and meetings as requested.
9. Students are expected to be on time and in school for the full school day.
10. The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.

B. Special Circumstances

Zone of Choice Schools

1. When a student is requesting an intra-district permit in or out of the zone of choice, the assigned school or the zone office is authorized to sign the permit application as the resident or requested school, as applicable. For further information, contact the Zone of Choice office at (213) 241-5104 or visit <http://zoc.lausd.net>

Special Education

Students receiving Special Education services may only be transferred as determined by the Individualized Education Program (IEP). Please refer to *Special Education Policies and Procedures Manual*, July 2007.

1. Individuals with Disabilities

Students with an active Section 504 plan may be required to be re-evaluated prior to any change in placement. Please refer to BUL-4692.1, *Section 504*



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- and Students/Other Individuals with Disabilities*, dated September 1, 2012.
2. Homeless Students
Students designated as homeless do not require a permit to remain at their school of origin. Please refer to BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process.
 3. Foster Youth
Students designated as foster youth do not require a permit to remain at their school of origin. Please refer to BUL-787 *Guidelines for School Enrollment of Students In And Out Of Home Care*, dated July 1, 2004 for further information.
 4. Divorced or Separated Parents
In a case involving divorced or separated parents, the student may attend the school in the residence area of either parent. No permit is necessary for the student to remain at one school or to transfer to the other.
 5. Charter/Private Schools
If the student's school of residence is a charter school conversion, and parents opt out of enrolling in the charter school, the student may utilize the same enrollment options as other resident students including but not limited to: intra-district transfers, magnet, and open enrollment.
 6. Athletic Eligibility
 - a. All permits carry interscholastic athletic privileges, subject to limitations in rules and regulations governing interscholastic athletics.
 - b. All questions regarding student interscholastic athletic eligibility should be referred to the Director of the Interscholastic Athletics Section.
- C. Cancellation, Revocation, or Denial of Permits
1. Permits may be cancelled, revoked, or denied renewal (Attachment F) by the school site administrator at the end of the school year for the following reasons:
 - a. Issued in error
 - b. Falsified information or documentation
 - c. Any change to the criteria required for the permit issued
 - d. Truancy
 - e. Infractions of school rules and regulations
 - f. Failure to make satisfactory academic progress
 - g. The student is dropped off or picked up beyond regular school hours, including before and after school programs
 2. In extreme circumstances permits can be cancelled at the semester break. The case must be documented revealing that all forms of remediation have been utilized. Documentation must consist of at least one of each of the following interventions; letter to parent/guardian, parent conference, student conference and school documentation of intervention(s).
 3. Permits should not be revoked based on one incident. LAUSD discipline policies must be followed before returning student to their school of residence. For school responsibilities regarding discipline issues, refer to



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

section III.

4. If a permit request is cancelled, revoked or denied renewal, parent will be informed of appeal procedures by the school that denied the request. Please refer to Section VI.

III. RESPONSIBILITY

A. School Responsibilities

1. The school administrator shall be responsible for verification of a student's address for the purposes of enrollment.
2. The administrator of the school of residence must review all required documentation relevant to the type of permit requested prior to releasing the student to the school requested.
3. A permit request may not be denied based solely on reduction of student population at the school of residence.
4. The school administrator is responsible for all cancellations and revocations of permits.
5. When permits are granted, the school is agreeing to keep the student for the entire school year and students are to be treated in every respect as though they were resident students in the resolution or mediation of any problems.
6. Schools must follow LAUSD discipline policy and students are to remain at the school of attendance during the resolution of disciplinary issues unless an alternative placement has been made by local ESC administrators or the Student Discipline Support Unit. Please refer to BUL-3638.0 Discipline Foundation Policy: School-wide Positive Support dated March 27, 2007, BUL-5655.0, Guidelines for Student Suspension dated December 6, 2011 and BUL-4655.1 Expulsion of Students-Policy and Procedures dated August 22, 2011.
7. Once a semester, each school shall notify parents, in writing, of the parents' responsibility to inform the school of any change of address or contact information.
8. Each school shall retain documentation of compliance with the notification requirements.
9. The school shall notify the parents in writing in regard to any change in residence, contact information or criteria related to the type of permit issued that has been discovered.
10. Students discovered to be living outside the LAUSD, in the absence of an inter-district permit, must be referred immediately to the Office of Permits and Student Transfers (OPST).
11. The permit application and supporting documents must be retained in the student's cumulative record.
12. The school administrator shall be responsible for entering the correct codes for intra-district permit students. School personnel shall indicate the appropriate code in the permit reason field and enter the date the permit was granted. For more information, refer to the ISIS website.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

B. Parent Responsibility

1. Parent shall supply all documentation relevant to the type of permit to the school of residence and the requested school.
2. The parent shall notify the school of attendance immediately of any change of residence, contact information or criteria related to the type of permit issued.
3. Parents shall ensure students attend school on time and for the full school day.
4. Permit applications and required documentation must be submitted and approved by administrators at both schools involved. For permit renewal, documentation must be submitted and approved annually by administrator at the requested school.

IV. INTRA-DISTRICT PERMITS AND CRITERIA

Intra-district permit applications are requests to allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD.

A. Parent Employment

1. When at least one parent physically works within another LAUSD school's attendance area, a permit to attend that LAUSD school may be issued.
2. The following proof is required:
 - a. A copy of a recent pay stub and a letter on employer's letterhead verifying schedule (hours and days) and physical address of employment
 - or**
 - b. If self-employed, attach a copy of a current business license and a letter on business letterhead verifying schedule (hours and days) and physical address of employment.

B. Specialized Program

1. These permits may be issued to allow students access to a special program or opportunity that is not available at their school of residence. This does not include special education programs.
2. The following proof is required:
 - a. Program information (brochure, factsheet, etc.)
 - b. Written proof of acceptance into the requested program

C. Continuing Enrollment

1. Continuing Enrollment permits may be issued to allow a student to continue at his/her school of attendance.
2. The following proof is required:
 - a. A copy of a recent report card or progress report as proof of enrollment.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- D. Sibling Permits
 - 1. Only issued for a sibling of a student utilizing a valid permit at the requested school.
 - 2. The following proof is required:
 - a. Recent report card of sibling
 - b. District may require proof of previous permit for sibling
- E. Child Care
 - 1. Child Care permits can be issued when the student is cared for within the attendance area of another LAUSD school.
 - 2. The following proof is required:
 - a. Childcare provider must complete the Child Care Affidavit and the parent must sign the form (Attachment D).
 - 3. The student must be picked up at dismissal if the student is not utilizing an after school program on the school grounds. The Youth Services Program is not an authorized childcare provider.
- F. Safety and Protection
 - 1. Safety and Protection permits are issued for the purpose of protection or personal welfare of a student. These are parent-initiated permits and should not be confused with Opportunity Transfers. Please see BUL-4478.0 *Opportunity Transfers (OTs) Policy*, dated December 15, 2008. These permits are not granted based solely on parent or student preference.
 - 2. These permits may be issued:
 - a. If the student's school of residence is classified as "Persistently Dangerous" by the LAUSD Office of School Operations, **or**
 - b. If the student is the victim of a violent criminal offense that occurred in or on the grounds of the school of attendance, **or**
 - c. For the protection or personal welfare of the student.
 - 3. The following proof is required:
 - a. Parents shall provide specific details regarding the circumstances, which make the student's current school assignment unsafe, e.g., discipline records, police reports, known gang affiliations, or any other information, which provide a basis for this transfer request.
- G. Exception
 - 1. Exception permits can be granted at the discretion of both schools for extenuating circumstances.
 - a. Parents should provide any relevant supporting documentation with the permit application. Examples of extenuating circumstances are medical issues, transportation related hardship, parent post secondary enrollment, non-school based extra curricular activities near the requested school.

V. APPLICATION PROCESS

- A. All Intra-district applications must be approved by the administrators from



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

both the school of residence and the requested school.

1. Parent must first obtain a release from school of residence to apply to another LAUSD school.
2. The paper permit application and information will be provided to parents by the school upon request.
3. Parent must fill out the application and obtain the required signatures. Parent must provide all documentation relevant to the type of permit requested to both the school of residence and the requested school. (Attachment C)
 - a. If approved by the school of residence, the parent submits the application and the required documents relevant to the type of permit to the requested school.
 - b. The requested school administrator approves the application by signing, stamping and dating the application form.
 - c. If there is no room for the student at the requested school at the time of the request, the application will not be approved by the requested school administrator.
 - d. If the permit is granted, the requested school will enroll the student. The permit application and supporting documents must be kept in the student cumulative record, and the permit type must be documented in LAUSDMAX.
4. If a permit request is cancelled, revoked or denied renewal, the parent will be informed of appeal procedures by the school that denied the request. Please refer to Section VI.

VI. APPEAL PROCEDURES FOR ALL INTRA-DISTRICT PERMITS

- A. If an Intra-district permit application has been denied, cancelled or revoked, the parents have the right to appeal if they believe that an exception to district policy is warranted or that their circumstances fall within district guidelines.
 1. The denying administrator must provide:
 - a. The reason for the denial on the intra-district application in the administrative signature area.
 - b. The Intra-district Permit Appeals Process Information (Attachment E)
 - c. The Application to Appeal an intra-district Permit Request or Cancellation (Attachment G)
 2. During the appeals process, the student may remain at his/her current school placement pending the final decision.
- B. The LAUSD Appeal Process
 1. All appeals must be submitted in writing. The school administrator will provide the parent with appeal procedures and forms.
 2. The school site administrator will complete the Administrator Recommendation portion in Section B of the Appeal Form.
 3. The Application to Appeal an intra-district Permit Request or Cancellation form must be completed and any supplemental documentation must be



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

received by the local ESC from the parent within
5 school days from the date of the initial denial letter.

4. If the appeal is received within the timeline, it will be reviewed by the local ESC Operations administrator. Additional information may be requested from the parent at that time.
5. If parents do not submit the appeal within the required time frame, the student will be expected to attend the school of residence.
6. The ESC Operations Administrator will issue a response to the appeal request within **5 school days**. This response will be sent to the school administrator and the parent in writing.
7. If the appeal is granted, an Intra-district Permit will be issued by the school.
8. The decision of the ESC Operations Administrator is the final action on the request. Intra-district permits decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.

VII. RESPONSIBILITY FOR COMMUNICATION

The district shall provide information regarding enrollment options. The school or the ESC office shall address any questions regarding attendance alternatives.

AUTHORITY: This is the policy of the Los Angeles Unified School District.

RELATED SOURCES

BUL-4296.2, [*Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*](#), dated March 1, 2013

BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process

BUL-787, [*Guidelines for School Enrollment of Students In And Out Of Home Care*](#), dated July 1, 2004

BUL-4478.0, [*Opportunity Transfers \(OTs\) Policy*](#), dated December 15, 2008

BUL-2508.1, [*Transfer of Elementary and Secondary Students to Schools for Advance Studies*](#), dated August 11, 2006

REF-5501.0, [*Procedures for Capping School Enrollment*](#), dated June 20, 2011

BUL-5606.1, [*Open Enrollment Transfers for Elementary and Secondary Students*](#), dated September 11, 2012

BUL-M-128.0, [*Guidelines for Independent Study Programs*](#), dated May 31, 2001.

BUL-3638.0, [*Discipline Foundation Policy: School-wide Positive Support*](#), dated March 27, 2007



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

BUL-5655.0, [*Guidelines for Student Suspension*](#), dated December 6, 2011

BUL-4655.1, [*Expulsion of Students-Policy and Procedures*](#), dated August 22, 2011

BUL-5341.2, [*Inter-district Permits \(District to District\) and Student Transfers in Elementary and Secondary Schools*](#), dated January 22, 2013

BUL-5255.1, [*Implementation of the Romero Open Enrollment Act*](#), dated November 5, 2012

Special Education Policies and Procedures Manual, dated July 2007

Rules and Regulations Governing Interscholastic Athletics, contact Inter-scholastic Athletics Section.

ASSISTANCE: For assistance or further information, please contact your local ESC operations administrator, Pupil Services or the Office of Permits and Student Transfers at (213) 241-5255.



INTRA-DISTRICT PERMIT GUIDELINES

The Los Angeles Unified School District (LAUSD) offers a wide range of options to meet the educational needs of students and families. The school of residence can meet most students' needs. Intra-district Permits may be granted for students to attend a school in the LAUSD other than the LAUSD School of Residence. These permits are not processed through the Office of Permits and Student Transfers (OPST), but are handled by the two schools involved.

APPLICATION INSTRUCTIONS

- Permit Application Information is available at any LAUSD school.
- Permits may be issued at any time for the current school year; however, applications for the upcoming school year will only be accepted after February 1.
- Parents must meet with a school administrator at the School of Residence to approve the release of the student.
- Permit applications and required documentation must be submitted and approved by both schools involved.
- Permits must be renewed annually only by the requested school. Release from the school of residence is not required annually.
- Required supplemental documentation must be submitted with the application packet to the LAUSD school of residence as well as the requested LAUSD school for each student.
- If the permit request is approved, the parent then takes the signed and stamped application form to the school requested. Approval is needed by the administrator of the school requested prior to registration.
- Approval from the school of residence does **not** guarantee that the request will be approved.

ADDITIONAL INFORMATION

- A separate permit application packet must be submitted and approved individually for each student.
- Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student to and from school, attending school conferences and meetings as requested.
- The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.
- In a case involving divorced or separated parents, the student may attend the school in the residence area of either parent. No permit is necessary for the student to remain at one school or to transfer to the other.

INCOMPLETE APPLICATION

- Incomplete application packets or those without required supplemental documentation will not be processed.

APPEALS INFORMATION

- If a permit request is denied, the parent will be informed of appeal procedures by the school that denied the request



STUDENTS WITH SPECIAL NEEDS

- Processing time for students with special education or medical needs will require additional processing time and will be referred to appropriate offices for further review and approval.

PERMIT CANCELLATION

Permits may be cancelled, revoked, or denied renewal for the following reasons:

- Issues in error
- Falsified information or documentation
- Any change to the criteria required for the permit issued
- Truancy
- Infractions of school rules and regulations
- Failure to make satisfactory academic progress
- The student is dropped off or picked up beyond regular school hours including before and after school programs.



GUIAS PARA PERMISOS INTRADISTRITALES

El Distrito Escolar Unificado de Los Ángeles (LAUSD) ofrece una amplia gama de opciones para satisfacer las necesidades educativas de los estudiantes y sus familias. La mayoría de las necesidades de los estudiantes pueden ser atendidas en la escuela que le corresponda por la zona donde reside. Se pueden conceder permisos intradistritales a los estudiantes para que asistan a una escuela del LAUSD que no sea la escuela del LAUSD que le corresponde por su zona de residencia. Estos permisos no son tramitados a través de la Oficina de Permisos y Traslados de Estudiantes, sino que se tramitarán entre las dos escuelas involucradas.

INSTRUCCIONES SOBRE LA SOLICITUD DE PERMISOS

- Información sobre la solicitud de permisos está disponible en cualquier escuela del LAUSD.
- Se pueden conceder permisos en cualquier momento para el año escolar en curso. Las aplicaciones para el próximo año escolar sólo se aceptarán después del 1 de febrero.
- Los padres deberán reunirse con uno de los administradores de la escuela de la zona de residencia para aprobar que se dé de baja al estudiante.
- Las solicitudes de permiso y la documentación requerida debe ser presentada y aprobada por las dos escuelas involucradas.
- Los permisos deben ser renovados anualmente sólo por la escuela solicitada, esto no es requerido de la escuela de residencia.
- La documentación suplementaria requerida debe ser sometida con la solicitud a la escuela de residencia del LAUSD y a la escuela del LAUSD solicitada.
- Si la solicitud del permiso es aprobada, el padre entonces deberá llevar el formulario de solicitud firmado y sellado a la escuela solicitada. Es necesaria la aprobación del administrador de la escuela solicitada antes de la inscripción.
- La aprobación de la escuela de residencia no garantiza que la solicitud se aprobará.

INFORMACIÓN ADICIONAL

- Una solicitud y documentación de permiso debe ser presentada y aprobada individualmente por cada estudiante.
- Los permisos intradistritales no cuentan con privilegios de transporte. Los padres/guardianes son responsables de transportar al estudiante a la escuela y de regreso a casa, y son responsables de asistir a conferencias y reuniones a la escuela solicitada.
- El Distrito Escolar Unificado de los Angeles debe considerar normas de integración, espacio disponible y los factores de costo antes de conceder el permiso.
- En los casos de padres divorciados o separados, el estudiante podrá asistir a la escuela en el área de residencia de cualquiera de los padres. No es necesario emitir permisos para que el estudiante permanezca en una escuela o se transfiera a la otra.



SOLICITUDES INCOMPLETAS

- No serán procesadas las solicitudes de permiso que estén incompletas o que no incluyan la documentación suplementaria requerida.

INFORMACION SOBRE LA APELACIÓN

- Si una solicitud de permiso es negada, el padre será informado de los procedimientos de apelación por la escuela que negó la solicitud.

ESTUDIANTES CON NECESIDADES ESPECIALES

- Solicitudes para estudiantes de educación especial o con necesidades médicas requerirán tiempo de procesamiento adicional y se referirán a las oficinas correspondientes para su revisión y aprobación.

CANCELACION DE PERMISOS

Se puede cancelar, revocar o negar la renovación de permisos por las siguientes razones:

- Emitido por error
- Información o documentación falsificadas
- Cualquier cambio a los criterios requeridos para el permiso emitido
- Ausentismo injustificado
- Infracciones de las normas y reglamentos escolares
- Falta de progreso académico satisfactorio
- El estudiante se deja o se recoge fuera del horario regular de clases, incluyendo de los programas ofrecidos antes y después de la escuela



INTRA-DISTRICT PERMITS AND CRITERIA

PARENT EMPLOYMENT

Parent Employment Permits may be issued if at least one parent or guardian is physically employed fulltime (40 hours per week) within the attendance boundaries of the requested LAUSD school.

The following proof is required:

1. A copy of a recent pay stub and a letter on the employer's stationery verifying schedule (hours and days) and location of employment; **OR**
2. If self-employed, attach a copy of a valid current business license and a letter on the parent's business stationery verifying schedule (hours and days) and location of employment

SPECIALIZED PROGRAM

Specialized Program Permits may be issued to allow students access to a special program or opportunity within the LAUSD. This does not include Special Education Programs.

The following proof is required:

1. Program information (brochure, factsheet, etc.)
2. Written proof of acceptance into the requested program

CONTINUING ENROLLMENT

Continuing Enrollment Permits may be issued to allow a student to continue at his/her school of attendance.

The following proof is required:

1. A copy of a recent report card or progress report to verify enrollment

SIBLING

Sibling Permits may be issued for siblings of a student who is attending the requested school on a valid permit.

The following proof is required:

1. A copy of a recent report card or progress report of a sibling

CHILDCARE

Child Care permits can be issued when a student is cared for within the attendance area of another LAUSD school.

The following proof is required:

1. Child care provider must complete the Child Care Affidavit and the parent must sign the form.

SAFETY AND PROTECTION

Safety and Protection permits are issued for the purpose of protection or personal welfare of a student.

The following proof is required:

1. Parents/guardians shall provide a written statement with the application describing the circumstances, which make the student's assignment at the school of residence unsafe. Additional documents may be required by school officials to support request.

EXCEPTION

Exception permits can be granted at the discretion of both schools for extenuating circumstances.

The following proof is required:

1. Parents should provide any relevant supporting documentation.

ADDITIONAL INFORMATION

All parents requesting an intra-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit. Each permit application will be reviewed on its own individual merit. If you believe your particular case warrants an exception to district policy, you may file an appeal.

**** Parent must include student's name, date of birth and contact information on all supporting documents ****



CRITERIOS DE PERMISOS INTRADISTRITALES

EMPLEO DE PADRE

Permisos de Empleo de Padre pueden ser concedidos si por lo menos uno de los padres o tutores es empleado físicamente por tiempo completo (40 horas a la semana) dentro del área de asistencia de la escuela del LAUSD solicitada.

La siguiente documentación es requerida:

1. Una copia de un talón de pago reciente y una carta con membrete de la empresa de su empleador verificando sus horas de trabajo y la ubicación de empleo.
2. Si trabaja por su cuenta propia, adjunte una copia de su licencia comercial válida y una carta con el membrete de la empresa verificando sus horas de trabajo y la ubicación de empleo.

PROGRAMA ESPECIALIZADO

Permisos para Programas Especializados pueden ser emitidos para permitir a los estudiantes acceso a un programa especial o una oportunidad que es disponible dentro del LAUSD. Esto no incluye Programas de Educación Especial.

La siguiente documentación es requerida:

1. Información del Programa (folleto, la hoja informativa, etc.)
2. Carta de aceptación por escrito del programa solicitado

INSCRIPCION CONTINUA

Permisos de Inscripción Continua podrán ser concedidos para permitir a los estudiantes a continuar asistiendo a la escuela actual.

La siguiente documentación es requerida:

1. Una copia de la boleta de calificaciones o informe de progreso verificando inscripción

HERMANOS

Permisos de Hermanos pueden ser concedidos para hermanos de un estudiante que asiste la escuela solicitada con un permiso válido.

La siguiente documentación es requerida:

1. Una copia de la boleta de calificaciones o informe de progreso verificando inscripción del hermano en la escuela solicitada.

CUIDADO DE NIÑOS

Permisos de Cuidado de Niños pueden ser concedidos cuando un estudiante es cuidado dentro del área de asistencia de otra escuela del LAUSD.

La siguiente documentación es requerida:

1. El proveedor de cuidado infantil deberá completar la Declaración Jurada de Cuidado Infantil y los padres deberán firmarla.

SEGURIDAD Y PROTECCIÓN

Permisos de Seguridad y Protección son concedidos para la protección o el bienestar personal de un estudiante.

La siguiente documentación es requerida:

1. Los padres/tutores deben presentar una declaración escrita junto con la solicitud que describe las circunstancias que hacen la situación del estudiante en la escuela de residencia peligrosa. Documentación adicional puede ser requerida por funcionarios de la escuela para apoyar la petición.

EXCEPCIÓN

Permisos de Excepción pueden ser concedidos a la discreción de las dos escuelas por circunstancias atenuantes.

La siguiente documentación es requerida:

1. Los padres deberán proveer documentos relevantes a la solicitud de permiso.

INFORMACIÓN ADICIONAL

Todos los padres que pidan un permiso intradistrital tendrán la oportunidad de solicitar uno, independiente de la razón por que se solicite el mismo. Cada solicitud de permiso será revisada por su propios méritos. Si usted cree que su caso particular merece una excepción a las pólizas del distrito, puede presentar una apelación.

**** Los padres deben incluir el nombre del estudiante, la fecha de nacimiento y la información de contacto en todos los documentos ****



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C

INTRA-DISTRICT PERMIT APPLICATION

Submit completed application packet for signatures to both the LAUSD School of residence and requested LAUSD School

School Year Requested _____ to _____ This is: ☐ Initial permit application ☐ A renewal of an existing permit

STUDENT INFORMATION

Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Home Address		Apt.	City	Zip Code
Date Moved to This Address _____/_____ Month Year	Name of Most Recent School Attended	Is student currently designated as Special Education or have an Individual Education Program (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this student currently under expulsion from the Los Angeles Unified School District? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other _____				Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/ Guardian		Name of Parent/Guardian		
Home Address		Apt.		Home Address
City, Zip		City, Zip		
Home Phone () () ()	Work/Cell Phone () () ()	Home Phone () () ()	Work/Cell Phone () () ()	
E-mail Address (optional)		E-mail Address (optional)		

PERMIT REQUESTED ***Check For Additional Required Documents***

- ☐ Child Care ☐ Parent/Guardian Employment ☐ Safety and Protection
☐ Continuing Enrollment ☐ Sibling ☐ Exception ☐ Specialized Program

Reason for Request: _____

From: (School of Residence)

To: (School Requested)

Note: All Intra-District Applications Require Recommendations From Both Schools

Recommended by School of Residence ☐ YES ☐ NO
 If no, reason: _____

Recommended by Requested School ☐ YES ☐ NO
 If no, reason: _____

Signature of Administrator, School of Residence Date

Signature of Administrator, Requested School Date

Print Name of Administrator, School of Residence

Print Name of Administrator, Requested School

School Stamp Here

School Stamp Here

PARENT/GUARDIAN ACCEPTANCE OF TERMS

I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of permit. LAUSD personnel may verify any or all information provided.

Signature of Parent/Guardian

Date



SOLICITUD DE PERMISO INTRADISTRITAL

Presente la solicitud completa para recibir firmas de la escuela de residencia del LAUSD y la escuela solicitada del LAUSD

Año Escolar Solicitado _____ a _____ Esto es: ☐ Aplicación Inicial ☐ Aplicación para renovación de Permiso

INFORMACIÓN DEL ESTUDIANTE

Apellido del Estudiante	Nombre del Estudiante	Segundo Nombre	Fecha de Nacimiento	Grado Solicitado
Dirección de Domicilio		Apartamento	Ciudad	Código Postal
Fecha que se movió a esta dirección _____/_____/_____ Mes Año	Nombre de la Escuela más reciente asistida	¿Esta el estudiante actualmente designado como alumno de Educación Especial o tiene un Plan de Educación Individualizado (IEP)? <input type="checkbox"/> SI <input type="checkbox"/> NO		
¿Esta este estudiante expulsado del Distrito Escolar Unificado de Los Ángeles? <input type="checkbox"/> SI <input type="checkbox"/> NO				
Etnicidad: <input type="checkbox"/> Afro Americano <input type="checkbox"/> Indio Nativo Americano/Nativo de Alaska <input type="checkbox"/> Asiático <input type="checkbox"/> Caucásico/Blanco <input type="checkbox"/> Hispano/Latino <input type="checkbox"/> Hawaiano/Isleños del Pacífico <input type="checkbox"/> Otro _____			Género: <input type="checkbox"/> Femenino <input type="checkbox"/> Masculino	
Nombre de padre/tutor		Nombre de padre/tutor		
Dirección de Domicilio		Apartamento		Dirección de Domicilio
Ciudad		Código Postal		Ciudad
Teléfono de Domicilio		Teléfono de Trabajo/Celular		Teléfono de Domicilio
() ()		() ()		() ()
Correo Electrónico (opcional)		Correo Electrónico (opcional)		

PERMISO SOLICITADO *Revise si hay documentos adicionales requeridos*****

- ☐ Cuidado de niños ☐ Empleo de Padre/Guardián ☐ Seguridad y Protección
☐ Inscripción Continua ☐ Hermanos ☐ Programa Especializado ☐ Excepción

Razón para la solicitud: _____

DE: (Escuela de Residencia)

A: (Escuela Solicitada)

NOTA: Todas las solicitudes intradistritales requieren recomendaciones de las ambas escuelas

Recomendado por la Escuela de Residencia ☐ SI ☐ NO
 Sí no, cuál es la razón : _____

Firma del Administrador de la Escuela de Residencia Fecha

Nombre del Administrador de la Escuela de Residencia

Sello de la escuela aquí

Recomendado por la Escuela Solicitada ☐ SI ☐ NO
 Sí no, cuál es la razón : _____

Firma del Administrador de la Escuela Solicitada Fecha

Nombre del Administrador de la Escuela Solicitada

Sello de la escuela aquí

PADRE/GUARDIAN ACEPTACIÓN DE TERMINOS

Yo he leído y he entiendo los términos y condiciones que rigen los permisos intradistritales. Comprendo que el solo hecho de completar esta solicitud y proporcionar toda la documentación necesaria no garantiza que la solicitud será aprobada. Certifico bajo pena de falso testimonio que la información proporcionada es verdadera y correcta y que la falsificación de información es motivo para la denegación o la revocación inmediata del permiso. El personal del LAUSD puede verificar la información proporcionada.

Firma de Padre/Guardián

Fecha



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

ATTACHMENT D

CHILD CARE AFFIDAVIT
Intra-District

Child Care permits may be issued when a student lives in one school's attendance area, but is cared for by an adult within the boundaries of another LAUSD school. Childcare may be provided before and/or after school.

Required Documentation:

1. Child Care provider must complete the top portion of the Child Care Affidavit.
2. The parent or legal guardian must agree to the terms and conditions by signing the form.
3. Completed form must be submitted with Intra-district permit application.

CHILD CARE AFFIDAVIT

Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Name of Child Care Provider			Telephone Number	
Address of Child Care Apt.			City	Zip Code
I agree to provide all necessary care for this student before and/or after school. I understand that falsification of information will result in the immediate denial or revocation of permit; I declare under penalty of perjury that the information above is correct and that LAUSD may verify any or all information provided.				
Signature of Child Care Provider			Date	
PARENT/GUARDIAN ACCEPTANCE OF TERMS				
I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all required documentation DOES NOT guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of a permit. I understand that personnel of the Los Angeles Unified School District may verify any or all information provided. I will notify the school immediately of any change of residence, contact information or the criteria related to this permit.				
Signature of Parent/Guardian			Date	

****Parent must include student's name, date of birth and contact information on all supporting documents.***



DECLARACION JURADA DE CUIDADO DE NIÑOS
Intradistrital

Los permisos de cuidado de niños pueden ser concedidos cuando un estudiante vive en el área de la asistencia de una escuela pero es cuidado por un adulto dentro de la zona de asistencia de otra escuela del LAUSD. El cuidado de niños puede ser proporcionado antes y/o después de la escuela.

Documentación Requerida:

1. El proveedor de cuidado de niños debe completar la parte superior de la Declaración Jurada de Cuidado de Niños.
2. El padre o guardián acepta los términos y condiciones firmando la forma.
3. La forma completa debe ser sometida con la solicitud de permiso intradistrital.

DECLARACIÓN JURADA DE CUIDADO DE NIÑOS				
Apellido del Estudiante	Nombre del Estudiante	Segundo Nombre	Fecha de Nacimiento	Grado Solicitado
Nombre del Proveedor de Cuidado de Niños			Número de Teléfono	
Dirección de Guardería			Ciudad	Código Postal
<p>Estoy de acuerdo en proporcionar todo el cuidado necesario para este estudiante antes de y/o después de la escuela. Entiendo que la falsificación de la información resultará en la inmediata negación o la revocación del permiso. Declaro bajo pena de falso testimonio que la información anterior es correcta y que el LAUSD puede verificar la información proporcionada.</p>				
Firma del proveedor de Cuidado de Niños			Fecha	
PADRE/GUARDIAN ACEPTACIÓN DE TERMINOS				
<p>Yo he leído y he comprendido los términos y condiciones que gobiernan los permisos intradistritales. Comprendo que el simple acto de completar esta solicitud y proporcionar toda la documentación necesaria no garantiza que la petición será aprobada. Certifico bajo pena de falso testimonio que la información proporcionada es verdadera y correcta y que la falsificación de información es motivo para la inmediata negación o la revocación del permiso. Comprendo que el personal del LAUSD puede verificar la información proporcionada. Notificaré a la escuela inmediatamente de cualquier cambio de residencia, información de contacto o los criterios relacionados a este permiso.</p>				
Firma de Padre/Guardián			Fecha	

****Los padres deben incluir el nombre y apellido del estudiante, la fecha de nacimiento y la información de contacto en todos los documentos****



INTRA-DISTRICT PERMIT APPEALS PROCESS

General Information

If an Intra-district permit application has been denied, cancelled or revoked, the parent/legal guardian has the right to appeal if he/she believes that an exception to district policy is warranted or that circumstances fall within district guidelines.

The appeal must be submitted to the local ESC for the school that denied, cancelled or revoked the permit request. During the appeals process, the student has the right to remain at the current school placement pending the final decision.

LAUSD Appeal Process

1. If the Intra-district permit application is denied, the administrator will return the application with the reason for the denial noted in the signature area.
2. All appeals must be submitted in writing. The school administrator will provide the parent/legal guardian with the Intra-district Permit Appeals Process and the required Intra-district Application to Appeal form.
3. The parent/legal guardian may appeal the school's decision to the appropriate Educational Service Center (ESC) Operations Administrator.
4. The school site administrator will complete the Administrator Recommendation section on the Application to Appeal an Intra-District Permit Request or Cancellation form.
5. The parent/legal guardian must submit the Application to Appeal form along with the initial application and any supporting documents to the ESC Operations Administrator within **5 school days of the date of the denial of the appeal**.
6. If the appeal is received within the time frame, the ESC Operations Administrator will review the appeal and issue a response to the request **within 5 school days**. Additional information may be requested at that time.
7. If the appeal is not submitted within the required time frame, the student will be expected to enroll/attend the school of residence immediately. The staff at the school of residence will assist with registration and enrollment.
8. If the appeal is granted, an intra-district permit will be issued by the school.
9. If the appeal is denied, the parent/legal guardian will be notified in writing by the school site administrator of the reason for the appeal denial within **5 school days**.

Educational Service Center (ESC) Contact Information

ESC East- Operations	ESC North- Operations	ESC West- Operations	ESC South- Operations	ESC ISIC-Operations
2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100

10. The decision of the ESC Operations Administrator is the final action of the appeal request. Intra-district permit decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.



**PERMISO INTRADISTRITAL
PROCESO DE APELACION**

Información General

Si una solicitud de permiso Intradistrital es negada, cancelada o revocada, el padre/guardián tiene el derecho de apelar si él/ella cree que una excepción a la política del distrito es justificada o que sus circunstancias están dentro de las normas del distrito.

La petición se debe presentar al Centro de Servicio Educativo (ESC) local de la escuela que negó, anuló o revocó la solicitud del permiso. Durante el proceso de apelación, el estudiante tiene el derecho de permanecer en la escuela actual hasta la decisión final.

PROCESO DE APELACIÓN DEL LAUSD

1. Si la solicitud de permiso intradistrital es negada, el administrador anotará el motivo de su negación en el área para su firma, y devolverá la solicitud a el padre/guardián.
2. Todas las apelaciones deberán ser presentadas por escrito. El administrador de la escuela le proporcionará la información sobre el proceso de apelación y el formulario de apelación requerido.
3. El padre/guardián puede apelar la decisión de la escuela con el Administrador de Operaciones del Centro de Servicios Educativos (ESC) correspondiente a su área.
4. El administrador de la escuela completará la sección de *Recomendación del Administrador* en la Aplicación para Apelar una Solicitud de Permiso Intradistrital.
5. El padre/guardián debe presentar el formulario de apelación, la solicitud inicial y cualquier otro documento relevante, al Administrador de Operaciones del ESC correspondiente dentro de 5 días escolares a partir de la fecha de negación de la apelación.
6. Si la apelación es recibida dentro del plazo, el Administrador de Operaciones del ESC revisará la apelación y emitirá una respuesta a la solicitud dentro de 5 escolares. Información adicional puede ser solicitada en ese momento.
7. Si la apelación no es presentada dentro del plazo requerido, el estudiante deberá inscribirse/asistir a la escuela de residencia inmediatamente. El personal en la escuela de residencia le ayudará a matricular al estudiante.
8. Si la apelación es concedida, la escuela expedirá un permiso intradistrital.
9. Si la apelación es negada, el administrador de la escuela notificará por escrito a el padre/guardián la razón de la negación dentro de 5 días escolares.

Información de Contacto para los Centros de Servicio Educativos (ESC)

ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100
---	--	--	--	--

10. La decisión del Administrador de Operaciones del ESC es la acción final a la petición de apelación. Las decisiones sobre permisos intradistritales no pueden ser apeladas al OPST ni a la Oficina de Educación del Condado de Los Ángeles.



Use School Letterhead

Notification of Permit Denial

Date
Parent Name
Address
City, State Zip

Re: *Student Name* Request for an Intra-District Permit based on *Permit Type*
From *School of Residence* to *Requested School*

Dear Parents/Guardians,

The permit application for your child has been received and has been given careful consideration. Unfortunately, we are not able to accommodate your request due to **Enter Reason Permit was Denied**. Consequently, your application must be denied.

You have the right to appeal this denial if you believe that an exception to District policy is warranted or that your circumstances fall within District guidelines. The appeal must be in writing and received in this office within 5 school days from the date of the initial denial.

The appeal procedures and required forms are available in our school office, or on-line at <http://studentpermits.lausd.net>

If you do not appeal within the required time, **Student Name** will be expected to attend **School of Residence** immediately. Staff will assist you with registration and enrollment. If you have any questions, please call me at **School Phone**.

Sincerely,

Signature
Name, Principal
Name of School



Use School Letterhead
Notificación de la negación del permiso

Date

Parent Name

Address

City, State Zip

Acerca de: **Student Name** Solicitud para un Permiso Intradistrital basado en **Permit Type**
De **School of Residence** a **Requested School**

Estimados Padres/Guardianes,

La solicitud de permiso para su hijo/a ha sido recibida y se ha dado consideración cuidadosa. Desafortunadamente, nosotros no podemos atender su solicitud debido a **Enter Reason Permit was Denied**. Por lo tanto su aplicación debe ser negada.

Tiene el derecho de apelar esta negación si cree que una excepción a las normas del distrito es justificada o que sus circunstancias están dentro de la normas del distrito. La apelación debe ser presentada por escrito y recibida en esta oficina dentro de 5 días escolares a partir de la fecha inicial de la negación.

Los procedimientos de la apelación y formas necesarias están disponibles en la oficina de la escuela, o por el internet en <http://studentpermits.lausd.net>.

Si la apelación no es presentada dentro del plazo requerido, **Student Name** deberá ser matriculado y asistir a **School of Residence** inmediatamente. El personal de la escuela le ayudará con la inscripción.

Si tiene alguna pregunta, llame por favor al **School Phone**.

Sinceramente,

Signature

Name, Principal

Name of School



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT G (1 of 2)

APPLICATION TO APPEAL AN INTRA-DISTRICT PERMIT REQUEST OR CANCELLATION

Type of Intra-District Permit Requested:			
Student Last Name	First Name	Date of Birth	Grade
Home Address	City	State	Zip Code
Name of Home School		Name of School Currently Attending	
Name of School Requested			
Name of Parent/Guardian		Name of Parent/Guardian	
Home Phone	Cell Phone	Home Phone	Cell Phone
Parent/Guardian Employment Information		Parent/Guardian Employment Information	
Name of Employer		Name of Employer	
Title:		Title:	
Physical Work Address:		Physical Work Address:	
Work Telephone:		Work Telephone:	
Work Days and Hours:		Work Days and Hours:	
Is childcare a factor in this appeal? Yes or No		If yes, please attach childcare affidavit.	
What other LAUSD school would you consider?			
If this appeal is not granted, what is the educational plan for this student?			
Have you been accepted into the school/program you are requesting?			

I have been provided with the following documents:

- ☐ A written explanation of the permit application denial by the school
- ☐ A copy of the LAUSD permit appeal process (continue on next page)



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

ATTACHMENT G (2 of 2)

In the space below, please explain why your child should be granted permission to leave his/her school of residence to attend the requested school. Attach additional documentation or supporting documents as necessary.

<hr/> <hr/> <hr/> <hr/> <hr/>

In the space below, please state your understanding of why this permit was denied.

<hr/> <hr/> <hr/>

Signature of Parent or Guardian	Date
---------------------------------	------

Completed appeals form and supplemental documents must be received by the school from the parent within **5 school days** of the initial denial letter.

Administrative Recommendation	Reason for denial:
<hr/> <hr/> <hr/>	
Signature of Administrator, School Name	Date
Print Name of Administrator	School Stamp Required Here

Submit Appeal to:

Educational Service Center (ESC) Contact Information				
ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100

Intra-district appeals must be received by the corresponding ESC within 5 school days of the denial.

ESC Appeal	Date Received:	<input type="checkbox"/> CC <input type="checkbox"/> PEP <input type="checkbox"/> CE <input type="checkbox"/> SS <input type="checkbox"/> SP <input type="checkbox"/> SAP <input type="checkbox"/> SIB
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	Reviewed by:



**APPLICACION PARA APELAR UNA SOLICITUD DE PERMISO INTRADISTRITAL O
CANCELACION DE PERMISO**

Tipo de Permiso Intradistrital Solicitado:			
Apellido del Estudiante	Nombre del Estudiante	Fecha De Nacimiento	Grado Solicitado
Domicilio	Ciudad	Estado	Código Postal
Nombre de la Escuela de Residencia		Nombre de la Escuela que Asiste	
Nombre de Escuela Solicitada			
Nombre de Padre/Guardián		Nombre de Padre/Guardián	
Teléfono de Casa	Teléfono Celular	Teléfono de Casa	Teléfono Celular
Información de Trabajo - Padre/Guardián		Información de Trabajo - Padre/Guardián	
Nombre del Empleador:		Nombre del Empleador	
Título:		Título:	
Dirección:		Dirección:	
Teléfono de Trabajo:		Teléfono de Trabajo:	
Horas y días de Trabajo:		Horas y días de Trabajo:	
¿Es el cuidado de niños un factor en esta apelación? <input type="checkbox"/> Si <input type="checkbox"/> No Si es un factor, por favor llene la Declaración de Cuidado de Niños.			
¿Cuales otras escuelas consideraría en LAUSD? 1. _____ 2. _____ 3. _____			
Si esta apelación es negada, cuál es el plan educativo para este estudiante?			
¿Ha sido aceptado/a en la escuela o el programa que está solicitando?			

He sido proporcionado con los documentos siguientes:

- ☐ Una explicación por escrito de la negación de apelación de permiso por la escuela.
☐ Una copia del proceso de apelación de permiso de LAUSD

(Continúe en siguiente página)



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

ANEXO G-1 (2 of 2)

En el espacio abajo, por favor explique por qué su hijo/a debe ser concedido un permiso para dejar la escuela de residencia y asistir la escuela solicitada. Adjunte documentos adicionales que considere necesarios.

En el espacio abajo, por favor explique su entendimiento de la razón por la cuál el permiso fue negado.

Firma de Padre o Guardián	Fecha
---------------------------	-------

La forma completa de apelación y documentos relevantes deben ser recibidos dentro de 5 días escolares a partir de la fecha inicial de negación.

Administrative Recommendation	Reason for denial:
Signature of Administrator, School Name	Date
Print Name of Administrator	School Stamp Required Here

La apelación debe ser enviada a:

Información de Contacto para los Centros de Servicios Educativos (ESC)				
ESC Este - Operaciones 2151 North Soto Street Los Ángeles, CA 90032 (323) 224-3100	ESC Norte - Operaciones 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC Oeste - Operaciones 11380 W. Graham Place Los Ángeles, CA 90064 (310) 914-2100	ESC Sur - Operaciones 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operaciones 333 South Beaudry Avenue Los Ángeles, CA 90017 (213) 241-0100

Las apelaciones de permisos intradistritales deben ser recibidas en el Centro de Servicios Educativos (ESC) correspondiente dentro de 5 escolares a partir de la fecha de la negación.

ESC Appeal	Date Received:	<input type="checkbox"/> CC <input type="checkbox"/> PEP <input type="checkbox"/> CE <input type="checkbox"/> SS <input type="checkbox"/> SP <input type="checkbox"/> SAP <input type="checkbox"/> SIB
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date :	Reviewed by:



PERMIT RENEWAL LETTER
(SAMPLE LETTER)
Use School Letterhead

Mr. and Mrs.

Dear Mr. and Mrs. _____:

Re: Name of Student _____ Grade _____

Home Address: _____

Type of Permit: _____

According to our records, your child is attending this school on a permit. District policy requires that Intra-district Permits be renewed each year.

The following are needed to renew the permit for the coming school year:

- ☐ Completed Student Permit Application form (attached). Signature from the principal of the school of residence is not required.
- ☐ Completed Child Care Affidavit for Child Care Permits.
- ☐ Letter verifying employment of custodial parent(s) on employer's letterhead, for Parent Employment Permits.
- ☐ Copy of the latest pay stub of parent(s) for Parent Employment Permits.
- ☐ _____

In order to plan for the new school year, we need to know if your child will be returning. Should you wish your child to continue at this school, I am requesting that the above information be provided before _____. Current, accurate information must be on file for your child to be enrolled in our school.

If we do not hear from you by the above date, we will assume that you will no longer require a permit for your child to attend this school.

Thank you for your cooperation.

Sincerely,

Principal



CARTA DE RENOVACION PARA PERMISOS
Use School Letterhead

Sr. y Sra.

Estimado Sr. y Sra.:

Acerca de: El nombre de Estudiante: _____ Grado: _____

Domicilio: _____

Tipo de Permiso: _____

Según nuestros registros, su hijo/hija asiste a esta escuela por medio de un permiso. La norma del distrito requiere que los Permisos sean renovados cada año.

Lo siguiente es necesario para renovar el permiso para el siguiente año escolar:

- ☐ Solicitud del Permiso del Estudiante completada (adjunta). La firma del director de la escuela de residencia no es requerida.
- ☐ Declaración Jurada de Cuidado de Niños completado para Permisos de Cuidado de Niños.
- ☐ Una carta con el membrete de la empresa verificando el empleo del padre/guardián para Permisos de Empleo del Padre/Guardian.
- ☐ Una copia de un talón de pago reciente para Permisos de Empleo del Padre/Guardian.

Para planear para el nuevo año escolar, nosotros debemos saber si su hijo/a regresará. Si desea que su hijo/a continúe en esta escuela, estamos solicitando que la información anterior sea proporcionada antes de _____. Información actual y precisa debe ser archivada para que su hijo/a sea inscrito en nuestra escuela.

Si no tenemos noticias de usted antes de la fecha indicada, vamos a suponer que ya no requiere un permiso para que su hijo/a asista a nuestra escuela.

Gracias por su cooperación.

Sinceramente,

Director



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)

NUMBER: BUL-5212.2

ISSUER: Michelle King
Chief Deputy Superintendent

Earl R. Perkins
Assistant Superintendent
School Operations

DATE: November 26, 2014

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

District policy requires all schools and all personnel to promote mutual respect, tolerance and acceptance among students and staff. "All students and staff of public primary, elementary, middle and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful" [Article 1, Section 28 (c) of the California State Constitution]. Schools' compliance with the Bullying and Hazing Policy and the Discipline Foundation Policy is to be referenced in their Safe School Plan, Volume 1.

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

MAJOR CHANGES: This bulletin replaces Bulletin No. 5212.1, Bullying and Hazing Policy (Student-to-Student, Adult-to-Student and Student-to-Adult) dated September 17, 2012, issued by the Senior Deputy Superintendent School Operations. It reaffirms District policy against bullying in all areas of the District's jurisdiction, updates the definition and types of bullying and provides recommendations on the investigations, monitoring, documentations and communications regarding incidents of bullying and hazing.

Bullying, harassment and hazing between employees, elected parent officials, contracted service providers and associated individuals are governed by BUL-5798.0, Workplace Violence, Bullying and Threats (Adult to Adult) and in BUL-1325.1, Visitors to School Campuses and Locked Campuses During Class Hours at All Schools.

ROUTING

Instructional Superintendents
Administrators of Operations
Instructional Directors
Operations Coordinators
Principals
Assistant Principals
PreK-12 Counseling
Coordinators, Counselors,
Teachers, Department
Chairs
Title IX Complaint Managers



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

GUIDELINES: Bullying and hazing are part of a continuum of aggressive or violent behaviors. Some acts of bullying or hazing may constitute other categories of misconduct, such as assault, battery, child abuse, hate-motivated incident, criminal activity, or sexual harassment and, as such, violate other District policies. In such cases, District personnel are obligated to follow appropriate District reporting guidelines as detailed in the Related Resources section of this policy bulletin.

I. DEFINITIONS

A. Bullying is any deliberate and unwanted severe or pervasive physical, verbal, or electronic act* that has the intention of, or can be reasonably predicted to have the effect of, one or more of the following:

1. Reasonable fear of harm to person or property.
2. Substantially detrimental effect on physical or mental health.
3. Substantial interference with academic performance.
4. Substantial interference with the ability to participate in or benefit from school services, activities, or privilege.

* "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication [CA Ed. Code § 48900 (2)(A)]. Impersonating a person through electronic means for purposes of harming, intimidating, threatening or defrauding a person is a violation of California Penal Code §§ 528.5 – 529.

B. Hazing is a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. Hazing does not include athletic events or school-sanctioned events [(CA Ed. Code § 48900(q, r), CA Penal Code § 245.6)].

C. Students are any person enrolled in a Los Angeles Unified School District school, including adult students. Adult students are also held to the guidelines associated with their enrollment in an adult education program.

D. Associated individuals are non-students who are affiliated with the District, including but not limited to parents/guardians, volunteers, vendors, contracted service providers, former students, former employees, spouses, domestic partners, and relatives or friends of employees or students.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. TYPES OF BULLYING

All incidents must meet the impact criteria of bullying to be considered as such:

- A. Cyberbullying is committed by means of an electronic communication device, such as a cellular phone, computer, or tablet. Cyberbullying may include messages, texts, sounds, images, posts on social network, Internet websites, and the creation of false profiles or credible impersonations of another actual person without their consent (CA Ed. Code § 32261 (a-g), CA Penal Code §§ 528.5 – 529).
- B. Physical bullying includes intentional, unwelcome acts of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting and tripping.
- C. Social or relational bullying includes spreading rumors, manipulating relationships, exclusion, blackmailing, isolating, rejecting, using peer pressure and ranking personal characteristics.
- D. Verbal and non-verbal bullying include gossiping, making rude noises, name-calling, spreading rumors, hurtful teasing and threatening gestures.
- E. Playful teasing is good-natured joking and name-calling among friends with the intention of *building closeness*. By contrast, bullying is malicious teasing among individuals who are *not* friends with the intention of invoking harm, fear or humiliation. Teasing may have the unintended outcome of invoking embarrassment, whereas in bullying, invoking embarrassment is the intended goal. Teasing and bullying may appear similar, but the differentiating variables are the relationship between the parties and the intention of the perpetrators.

III. DISCRIMINATION AND HARASSMENT

All pupils have the right to participate in the educational process free from discrimination and harassment. Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity, without a legitimate nondiscriminatory reason, that interferes with or limits the ability of the student to participate in or benefit from the services, activities or privileges provided by the District. Protected categories include an individual's actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, or age, as well as a person's association with a person or group of these protected categories, or any other basis protected by federal, state, local law, ordinance, or regulation.

- A. Sexual Harassment is unwelcome conduct of a sexual nature directed at or about an individual on the basis of actual or perceived sex, sexual orientation, gender identity or gender expression. Anti-gay and sexist epithets are forms of sexual



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

harassment. Schools should investigate and respond to such incidents under the guidelines of the relevant policy (see BUL-3349.1, Sexual Harassment Policy; BUL-2047.0, Responding to and Reporting Hate-Motivated Incidents and Crimes and BUL-6224.1, Transgender Students – Ensuring Equity and Nondiscrimination).

- B. Hostile Environment Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be objectively offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit the target's ability to participate in or benefit from an educational program or activity.

IV. SCHOOL PRINCIPAL OR SITE ADMINISTRATOR(S) RESPONSIBILITIES

Safe campuses require a multi-faceted approach with strategies to prevent, respond to, and recover from incidents of bullying and hazing. The school principal and site administrators shall create an environment where the school community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful and unacceptable. Toward this goal, schools shall:

- A. Communicate with and ensure that all certificated and classified staff, activity directors, and volunteers on campus:
 - 1. Understand school and District policies regarding bullying and hazing.
 - 2. Recognize the indicators of bullying and hazing.
 - 3. Understand their individual responsibilities to respond to, intervene, and report any act or incident of bullying or hazing.
 - 4. Promote mutual respect and acceptance.
- B. Provide instruction to ensure that students and staff are educated about appropriate online behavior and cyberbullying awareness (see BUL-999.9, Responsible & Acceptable Use Policy (RAUP) for District Computer and Network Systems; BUL-5688.0, Social Media Policy for Employees and Associated Persons, and BUL-6399.0, Social Media Policy for Students.)
- C. Certify compliance with the Bullying and Hazing Policy and the Discipline Foundation Policy in their Safe School Plan and Administrator Certification Form. The District takes reported cases of bullying and hazing seriously and utilizes positive behavior support strategies, progressive discipline, interventions, and corrective measures to address inappropriate behaviors.
- D. Identify the Title IX/Bullying Complaint Managers responsible for documenting and managing complaints of bullying or hazing. The Complaint Manager must maintain records of complaints of bullying or hazing (see Attachment M, sample



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Bullying Complaint Log).

- E. Ensure that all reports of bullying or hazing are investigated and documented and that appropriate interventions are implemented and monitored. There must be at least one documentation of monitoring within 30 days and resolution within 60 days. For incidents of student misconduct related to bullying or hazing, document the investigation, interventions, and resolution in the MiSiS Student Support Module. Incidents that substantially disrupt school operations, require additional resources or sustained monitoring, should also be documented in iSTAR (see BUL-5269.2, Incident System Tracking Accountability Report).
- F. Ensure that disciplinary actions are in compliance with District guidelines. Bullying or hazing that warrants suspension or expulsion must be reviewed by the standards set forth in BUL-5655.2, Guidelines for Student Suspension and BUL-6050.1, Expulsion of Students - Policy and Procedures.
- G. Peer-to-peer bullying typically does not rise to the level of suspected child abuse. However, if child abuse is reasonably suspected, it must be reported to the appropriate child protective agency (see BUL-1347.2, Child Abuse and Neglect Reporting Requirements).
- H. Display the English and Spanish Title IX/Bullying Complaint Manager posters (Attachments E-H) in prominent locations such as in offices and classroom where notices regarding rules, regulations, procedures, or standards of conduct are regularly posted.
- I. Post expectations of positive behavior throughout the school to communicate norms of socially appropriate behavior for classrooms, restrooms, yard, eating areas, and other school activities.

V. STAFF RESPONSIBILITIES

- A. Model and enforce appropriate behavior by creating an environment where mutual respect, tolerance, civility, and acceptance among students and staff are promoted, and students understand that bullying and hazing are inappropriate, harmful, and taken seriously.
- B. Be familiar with the indicators of and appropriate responses to bullying and hazing.
- C. Communicate and reinforce positive behavior expectations and norms for classrooms, restrooms, yards, eating areas, and other school activities.
- D. Discuss all aspects of the Bullying and Hazing Policy with students including strategies to prevent, respond to, and report bullying and hazing (see Attachment G-L, Title IX/Bullying Complaint Manager posters and BUL-999.9, Responsible



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

& Acceptable Use Policy (RAUP) for District Computer and Network Systems).

- E. Intervene immediately and safely with any act of discrimination, harassment, intimidation, hazing or bullying.
- F. Document incidents of bullying and hazing in MiSiS and/or iSTAR. Incidents that exceed classroom management protocols should be referred to the Title IX/Bullying Complaint Manager for follow up.
- G. Report any complaints or incidents of bullying or hazing involving a District employee to the site administrator immediately.

VI. TITLE IX/BULLYING COMPLAINT MANAGER RESPONSIBILITIES

- A. The Title IX/Bullying Complaint Manager must ensure that the school employs a comprehensive system through which allegations of bullying and hazing can be safely and easily reported, and that the ensuing investigations, interventions, monitoring, and resolution are documented (Attachment M, sample Bullying Complaint Log). The principal or designee has the authority to delegate the tasks of investigating, responding, documenting, and monitoring alleged bullying and hazing. For incidents of student misconduct related to bullying or hazing, document the investigation, interventions, and actions taken in the MiSiS Student Support Module. Incidents that substantially disrupt school operations or require additional resources or sustained monitoring should also be documented in iSTAR (see BUL-5269.2, Incident System Tracking Accountability Report).
- B. Ensure that the English and Spanish Title IX/Bullying Complaint Manager posters (Attachments E-H) are displayed in prominent locations such as in offices and classroom where notices regarding rules, regulations, procedures, or standards of conduct are regularly posted.

VII. STUDENT RESPONSIBILITIES

Students are significant contributors toward creating a safe school environment. Students should:

- A. Be safe, respectful, and responsible for their actions at all times, during, before, and after school, and during school-related events and activities.
- B. Treat everyone with respect. Participate in school-wide efforts to celebrate diversity. Be sensitive as to how others might perceive actions or words.
- C. Practice safe and respectful behavior while on-line and while using electronic devices. Electronic behavior that causes a substantial disruption to school, even if it occurred during non-school hours, may be subject to disciplinary action, including



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

suspension and expulsion as described in CA Ed. Code § 48900 (r).

- D. Report bullying or hazing to the Title IX/Bullying Complaint Manager or a District staff person.
- E. Never engage in retaliatory behavior or ask, encourage, or consent to anyone to retaliate on their behalf.

VIII. RESPONDING TO BULLYING AND HAZING

It is imperative that schools investigate to determine if the behavior meets the criteria of bullying and hazing, make efforts to prevent its recurrence, and provide appropriate responsive actions. The following procedures should be followed in addressing incidents:

- A. Secure student safety.
- B. Assure involved parties that allegations are taken seriously.
- C. Obtain factual written statements from the involved parties and if appropriate, witnesses (see Attachments A and B, Bullying and Hazing Complaint Form).
- D. Provide the Title IX/Bullying Complaint Manager with copies of the complaint and supportive documentation.
- E. Investigate promptly and thoroughly.
- F. Develop an action plan to respond to and monitor the behavior. An Individual Student Safety Plan (Attachment D) and the No Bullying and Hazing Contract (Attachments G and H) are resources to assist in documenting agreements and interventions for the parties involved but are not required for all situations.
- G. California Education Code Section 48900 stipulates that schools may respond to bullying that is created by electronic means (i.e., cyberbullying) that originated on or off of the school site *if* the incident meets the impact criteria of bullying *and* can be reasonably predicted to have the effect of one or more of the following:
 - 1. Reasonable fear of harm to person or property.
 - 2. Substantially detrimental effect on physical or mental health.
 - 3. Substantial interference with academic performance.
 - 4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.
- H. For student misconduct related to bullying or hazing, document the



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

investigation, interventions, and actions taken in the MiSiS Student Support Module. Incidents that substantially disrupt school operations, or require additional resources or sustained monitoring, should also be documented in iSTAR (see BUL-5269.2, Incident System Tracking Accountability Report).

- I. Consult with Administrator of Operations or Operations Coordinator in the Educational Service Center (ESC) or Intensive Support and Innovation Center (ISIC); Human Relations, Diversity and Equity; Educational Equity Compliance Office; Student Discipline and Expulsion Support Unit; and other offices as appropriate.
- J. Confidentiality laws prohibit the sharing of information about a child to persons other than the custodial parents/guardians and authorized staff. The determination of findings and resolution must be documented and communicated to the complainant (see Attachments E and F, sample Letter of Findings). Upload any supportive documentation (e.g., Letter of Findings, minutes from a meeting, or an Individual Student Safety Plan) to iSTAR or MiSiS and give a copy to the Title IX/Bullying Complaint Manager.
- K. Monitor to ensure that the misconduct has ceased. If there is a possibility that the incident has not been resolved, document at least one follow-up within 30 days of the initial filing to indicate the status of the investigation and actions taken. Within 60 days, document how the incident has been resolved.
- L. Targets and perpetrators of bullying and hazing may benefit from support to re-engage with the school community (see BUL-6231.0, Discipline Foundation Policy: School Wide Positive Behavior Intervention and Support). Interventions should be reasonable, fair, age-appropriate, match the severity and nature of the misbehavior, and be paired with meaningful instruction and guidance.
- M. Bullying, hazing or harassment that is based on the person's actual or perceived characteristics or association with any protected classes, may also constitute discrimination or a hate-motivated incident and must be investigated (see BUL-2047.0, Responding to and Reporting Hate-Motivated Incidents and Crimes). The school will follow its standard procedures of documenting its investigation, intervention, and monitoring. The Educational Equity Compliance Office can provide technical assistance as needed.
- N. Peer-to-peer bullying typically does not rise to the level of suspected child abuse. However, if child abuse is reasonably suspected, it must be reported to the appropriate child protective agency (see BUL-1347.2, Child Abuse and Neglect Reporting Requirements).
- O. The determination of findings and resolution must be documented and communicated to the complainant (see Attachments E and F).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

P. Complainants who disagree with the outcome of a bullying or hazing complaint may appeal the decision with the ESC or ISIC Administrator of Operations. Complainants who are still dissatisfied with the response may appeal at the central office level through Human Relations, Diversity and Equity. Hate-motivated incidents and bullying or harassment on the basis of a protected class can be appealed to Educational Equity Compliance through the Uniform Complaint Procedure.

IX. MONITORING AND EVALUATION

Data collection and analysis are critical tools that can inform efforts to create and refine school wide, classroom and individual student interventions to promote a positive school culture.

Every school has a School Safety Committee that is “accountable for writing, implementing, monitoring, and evaluating a comprehensive, integrated plan unique to its health and safety needs” (Safe School Plan, Volume 1). Schools also have a discipline review team “to support and monitor the implementation of the school-wide positive behavior intervention and support policy; to evaluate the outcomes; and to modify strategies as needed” (see BUL-6231.0, Discipline Foundation Policy: School Wide Positive Behavior Intervention and Support).

The Safe School Committee and the Discipline Review Team examine bullying and hazing from the lenses of prevention and intervention/response. They recognize that bullying and hazing are important indicators of school safety evaluate the efficacy of the school’s bullying and hazing prevention and response efforts.

Numerous metrics can be considered in an evaluation of positive school engagement. The Safe School Committee and the Discipline Review Team must maintain minutes of their meetings with an agenda, sign-in sheet, a log of the data they reviewed and next steps. External variables can inflate or suppress the number of bullying reports. Improved *accuracy* in reporting is a more reliable measure than a change in the number of reports. The following indicators may be considered in evaluating school climate:

1. Reporting patterns of allegations of bullying and hazing
2. Decrease of chronic bullying and/or hazing
3. Disciplinary office referrals, interventions and disciplinary action generated from the MiSiS Student Support Module
4. Incident reports generated from iSTAR
5. Title IX/Bullying Complaint Manager complaint logs
6. School Experience Survey
7. Overall climate for traditionally stigmatized or vulnerable populations, such as lesbian, gay, bisexual, transgender students, and students with disabilities, as evidenced through bias-related incidents on campus.
8. School-wide efforts to increase student engagement, such as Gay Straight



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Alliances, restorative justice practice, and student-led social justice campaigns

X. RESOLUTION OF INCIDENTS OF BULLYING

Reported allegations of bullying must be investigated, monitored, and documented within 30 calendar days and resolved within 60 calendar days. “Resolution” means that an incident has been investigated and appropriate interventions have been taken to reasonably ensure that the specific behavior has ceased. A new incident should be regarded as a new report and investigated accordingly, unless it is determined to be a continuation of the initial complaint, in which case, the initial complaint could be reopened.

The determination of findings and resolution must be documented and communicated to the complainant (see Attachments E and F).

XI. CONFIDENTIALITY AND NON-RETALIATION

The reports and investigations of bullying or hazing shall respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those personnel who need to know within the confines of the District’s reporting procedures and investigation process.

The District will not tolerate retaliation against anyone who reports suspected bullying or hazing or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy:

California Constitution, Article I § 28(c)
California Education Code §§ 200, 220, 233, 234.1
California Education Code §§ 32228 *et seq.*
California Education Code §§ 32260 *et seq.*
California Education Code §§ 35160 *et seq.*
California Education Code §§ 35294.1 *et seq.*
California Education Code §§ 48900 (q - r)
California Penal Code § 245.6
California Penal Code §§ 422.55-422.57
California Penal Code §§ 528.5 – 529
http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB256

RELATED RESOURCES: Board Resolution, Development of Bullying Policy, passed November 27, 2001
Board Resolution, To Enforce the Respectful Treatment of All Persons, passed October



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

10, 1988

Administrator Certification, Memorandum issued annually by the Office of the Superintendent

[Child Abuse and Neglect Reporting Requirements](#), BUL-1347.2, dated July 1, 2011

[Code of Conduct with Students- Distribution and Dissemination Requirement](#), BUL-5167.0, dated July 1, 2010

[Discipline Foundation Policy: School-Wide Positive Behavior Support](#), BUL-6231.0 dated February 14, 2014

[Employee Inappropriate Conduct Allegation Policy and Procedures](#), BUL-6211.0, dated December 20, 2013

[Expulsion of Students - Policy and Procedures](#), BUL-6050.1, dated August 19, 2013

[Guidelines and Procedures Relating To Student Behavior On School Bus](#), BUL-6385.0, dated September 29, 2014

[Guidelines for Student Suspension](#), BUL-5655.2, dated August 19, 2013

[Incident System Tracking Accountability Report](#), BUL-5269.2, July 10, 2013

[LAUSD MAX Discipline Module Required Usage](#), BUL-5808.2, dated September 27, 2013

[Name and/or Gender of Pupils for Purposes of School Records](#), BUL-5703.2, dated July 17, 2014

[Nondiscrimination Required Notices and Ordering of Student Brochures](#), issued annually

[Opportunity Transfer \(OTs\) - Policy and Procedures](#), BUL-6362.0, dated August 14, 2014

[Policy Regarding Internet Safety for Students](#), BUL-5181.2, dated June 1, 2013

[Responding to and Reporting Hate-Motivated Incidents and Crimes](#), BUL-2047.0, dated October 10, 2005

[Responsible & Acceptable Use Policy \(RAUP\) for District Computer and Network Systems](#), BUL-999.9, dated November 3, 2014

Safe School Plan - Volume 1 (CSHS Plan, Prevention Programs), issued annually

[Sexual Harassment Policy \(Student-to-Student, Adult-to-Student and Student-to-Adult\)](#), BUL-3349.1, dated August 6, 2014

[Social Media Policy for Employees and Associated Persons](#), BUL-5688.0, dated February 1, 2012

[Social Media Policy for Students](#), BUL-6399.0, dated October 9, 2014

[Suicide Prevention, Intervention and Postvention \(Students\)](#), BUL-2637.1, dated July



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

16, 2012

[Threat Assessment and Management, \(Student-to-Student, Student-to-Adult\)](#), BUL-5799.0, dated July 16, 2012

[Title IX Policy/Complaint Procedures](#), BUL-2521.1, dated June 7, 2006

[Transgender Students-Ensuring Equity and Nondiscrimination](#), BUL-6224.1, dated August 15, 2014

[Uniform Complaint Procedures \(UCP\)](#), BUL-5159.3, dated May 15, 2014

[Use of Cellular Telephones and Other Electronic Devices by Students](#), BUL-5468.0, dated May 4, 2011

[Visitors To School Campuses and Locked Campuses During Class Hours at All Schools](#), BUL-1325.1, dated December 7, 2009

[Workplace Violence, Bullying and Threats \(Adult to Adult\)](#), BUL-5798.0, dated July 16, 2012

ASSISTANCE:

For further information, to ask questions, to seek assistance, or for related resources, contact any of the following District offices:

Crisis Counseling and Intervention Services - (213) 241-8264

Division of Special Education, Behavior Support Office - (213) 241-8051

Educational Equity Compliance Office - (213) 241-7682, <http://achieve.lausd.net/eeco>

Educational Service Center Operations Coordinators

Health Education Programs Office - (213) 241-3508

Human Relations, Diversity and Equity - (213) 241-5337

<http://achieve.lausd.net/human-relations>

Interscholastic Athletics Office - (213) 241-5847

Los Angeles School Police Department - (213) 625-6631

Office of General Counsel - (213) 241-7600

Office of School Operations - (213) 241-5337

School Mental Health - (213) 241-3841

Student Discipline and Expulsion Support Unit - (213) 202-7555

ATTACHMENTS:

Attachment A: Bullying and Hazing Complaint Form, English

Attachment B: Bullying and Hazing Complaint Form, Spanish

Attachment C: Bullying and Hazing Complaint Response Worksheet

Attachment D: Sample Individualized Student Safety Plan

Attachment E: Sample Response Letter to Complainant, English



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment F: Sample Response Letter to Complainant, Spanish
Attachment G: No Bullying or Hazing Contract, English
Attachment H: No Bullying or Hazing Contract, Spanish
Attachment I: Title IX/Bullying Complaint Manager Poster, Secondary, English
Attachment J: Title IX/Bullying Complaint Manager Poster, Secondary, Spanish
Attachment K: Title IX/Bullying Complaint Manager Poster, Elementary,
English
Attachment L: Title IX/Bullying Complaint Manager Poster, Elementary,
Spanish
Attachment M: Sample Bullying Complaint Log
Attachment N: Together We Stand Against Bullying Brochure, English
Attachment O: Together We Stand Against Bullying Brochure, Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services

Random Metal Detection Search Log for: _____ School _____ Month: _____

Search Team Members:

A. _____ B. _____ C. _____ D. _____
E. _____ F. _____ G. _____ H. _____

Day	Time	Participating Search Team Members	Student Selection Method	Number of Students Searched	Room Number	Search Results/ Findings