LOS ANGELES UNIFIED SCHOOL DISTRICT

PARENT STUDENT HANDBOOK

2011-2012

Welcome to the Los Angeles Unified School District's (LAUSD) 2011-2012 school year.

Every school year represents a fresh start for our students to do their very best, to learn new things and to soar academically. Teachers do their very best to help students pursue their dreams and reach their fullest academic potential, especially with help from you. Parents and guardians, the first teachers of our students, can make sure every child, from the youngest to the oldest, gets to school on time, attends school every day and completes all assignments including homework.

We also need your understanding as the state budget crisis continues to harm public schools. Through no fault of the LAUSD, there is not enough money to pay for everything that you and we want for students. For yet another school year, deep and hurtful budget cuts are necessary –this time for $408 million.

What does this mean for your child's education? Again, the school year may be shorter, with five fewer days of instruction. Some classes may have more students per teacher. Some teachers may lose their jobs. Much like last year, we are forced to do more with less. The list of sacrifices will go on and on unless the budget deficit is closed.

Despite these challenges, we will persevere to provide a quality education for all students. Under no circumstance can we compromise our goal to ensure all students are college prepared and career ready. By working together, parents and guardians, and with your continued support, we can ease the challenges and move forward during these tough times.

Although I am new as your Superintendent, I am not new to striving towards high expectations for all children, to boosting academic achievement student by student and school by school, or to expanding the avenues to learn, to explore and to excel for all —including best and the brightest—who are enrolled in the Los Angeles Unified School District.

I am eager to work with you, parents and guardians, on achieving and attaining the best for our students—today's learners, tomorrow's leaders.

Dr. John Deasy

Dr. John Deasy

Superintendent

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Chief Operating Officer	(213) 241-4133
Communications Office	(213) 241-6766
Data Accountability	(213) 241-2460
District Nursing Services	(213) 765-2800
Early Education Office	(213) 241-4713
Education Equity Compliance	(213) 241-7682
Emergency Services	(213) 241-3889
Equal Opportunity Section	(213) 241-7685
Facilities Services	(213) 241-4811
Food Services	(213) 241-3366
Human Resources	(213) 241-6131
Information Technology Division	(213) 241-4906
Interscholastic Athletics Office	(213) 207-2200
KLCS Channel 58	(213) 241-4000
LAUSD Directory Assistance	(213) 241-1000
Magnet Program	(877) 462-4798
Maintenance & Operations	(213) 241-0352
Office of Independent Monitor	(213) 241-6036
Office of Inspector General	(213) 241-7700
Office of Chief Academic Officer	(213) 241-5333
Office of Chief Information Officer	(213) 241-4906
Office of the Chief Operating Officer	(213) 241-4133
Office of Environmental Health and Safety	(213) 241-3199
Office of the General Counsel	(213) 241-6601
Office of School Operations	(213) 241-5337
Parent Community Services Branch	(213) 481-3350
Personnel Commission	(213) 241-7800
Public School Choice Motion	(213) 241-7000
School Operations	(213) 241-5337
School Police Department	(213) 625-6631
School Report Card	(213) 241-5600
Special Education	(213) 241-6701
Student Health & Human Services	(213) 241-3840
Transportation Branch	(323) 342-1400

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ATTENDANCE

School attendance is vital to student's achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

Attendance Matters!

- When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.
- It's the law. Parents and guardians are responsible for ensuring that their children go to school. When parents are at work, students should be safe at school.

LAUSD is working to improve its schools in ways that will make students feel more welcome, safe and enthusiastic about showing up every day.

Parents Influence Attendance-Get Involved!

- Plan family vacations for non-school days only.
- Schedule non-emergency medical and dental appointments after school hours.
- Make sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address.
- Communicate often with your child's teachers.
- Gain access to the Family Module and monitor your child(ren)'s up-to-the-minute progress online. Ask your child(ren)'s school administrator about the ISIS Family Module.
- Make your school aware of any problems that may be causing your child to miss school.

Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence. (EC 48200) Do not allow your child to have "parent permitted truancies." These truancies are best described as absences for reasons other than what the law allows.
They may include the following:

- Personal business
- Car problems
- No clean clothes
- Rain
- Walk outs/demonstrations

ABSENCE

C.C.R. Title 5, Section 306 – A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent a part or all of a school day or tardy.
PARENTS, PLEASE PROVIDE A NOTE FOR EVERY ABSENCE!

ABSENCES – EXCUSED

A pupil shall be excused from school when the absence is:

- Due to his or her illness
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometric or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats or attendance at an employment conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Election Code.

A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A pupil absent from school for excused reasons may make up the work by attending Saturday School.

ABSENCES – UNEXCUSED

Any absence for reasons other than those listed as EXCUSED ABSENCES are deemed unexcused. The District is required by law to seek an explanation (a written note or verbal justification) regarding all absences. Upon the third unexcused or uncleared absence for more than any 30 minute period from school in any school year, the student may be classified as a truant. This could be grounds for referral to the SARB and on to the City or District Attorney's Office for possible prosecution.

ABSENCES FOR RELIGIOUS PURPOSES

Pupils who are members of religions that observe religious holidays that fall on school days may be excusable from school by making prior arrangements, as specified by the school principal and with written parental/guardian request [Education Code Section 48205 (a)(7)]. Additionally, students may be absent to attend a religious retreat, not to exceed four hours per semester [Education Code Section 48205(c)]. Such absences are considered excused absences, and pupils so absent are responsible for making up work missed.

COMPULSORY EDUCATION

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

Los Angeles City and Los Angeles County have loitering ordinances. These ordinances prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds during school hours on days when school is in session. Students who violate these ordinances may receive a citation, have to appear in court with their parent/guardian, have a fine imposed by the court, and risk having the issuance of their driver's license delayed.

RELIGIOUS RELEASE TIME PROGRAM

Pupils in grades 3-5 (K-5 configuration) or 4-6 (K-6 configuration), with the written consent of their parents/guardians, may be excused from school in order to receive moral and religious instruction away from school property under the following conditions, pursuant to Board Rule 2125 and Education Code Section 46014:

- The school is participating in the Religious Released-Time Program.
- Each pupil shall be released for no more than 40 minutes, once during the school week.
- No pupil shall be excused from school for such purposes on more than four days per school month.
- Each pupil shall attend school at least the minimum school day for his or her grade.
- The time of day for the release shall be determined by the principal, and be at the same time in the school day each week for any one classroom to avoid repeated classroom interruptions.

TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (EC 48260) District policy requires schools to notify parents by mail upon a student's initial classification as a truant.
The first mandated truancy notification states:

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

Any pupil is deemed a **habitual truant** who has been reported as a truant three or more times per school year after an appropriate district officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil.

Any pupil who is deemed a habitual truant or is irregular in attendance in school or is habitually insubordinate or disorderly during attendance at school may be referred to a School Attendance Review Board (SARB). The notice shall indicate that the pupil and parents or guardians of the pupil will be required to meet with the School Attendance Review Board. There is a SARB held in each local district.

Any minor who is required to be reported as a truant may be required to attend makeup classes conducted on one day of a weekend (Saturday School Program).

In the event that any parent, guardian, student, or other person continually and willfully fails to respond to directives of the SARB or services provided, the SARB shall direct the school district to make and file in the proper court a criminal complaint against the parent, guardian, student, or other person charging the violation and shall see that the charge is prosecuted by the proper authority.

The District is in partnership with the Los Angeles County Office of the District Attorney and the Los Angeles Office of the City Attorney to provide services to parents of truant students.

ADMINISTRATION OF MEDICATION

California Education Code Section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed for him by an authorized health care provider may be assisted by the school nurse or other designated school personnel if the school district receives

1. A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and
2. A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the health care provider's statement.

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

1. A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer the medication; and

2. A written statement from the parent or guardian of the pupil consenting to the self-administration, providing release for the school nurse or other health care personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction.

   Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A pupil may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the school nurse or administrator. School health personnel do not prescribe or give advice regarding medication.

B

ALCOHOL, TOBACCO, DRUGS AND VIOLENCE – PREVENTION AND PROHIBITION

As stated in policy Bulletin No. 3277.1 titled *Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, and Tobacco and Other Intoxicants:* "The Los Angeles Unified School District does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, or tobacco on campus and at school activities." In cooperation with School Police and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free.

Parents and students are encouraged to seek assistance at their school site. For more information, contact your school or local district Student Health and Human Services professional.

ALTERNATIVE SCHOOLS

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

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

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

ALTERNATIVES TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES

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

APPEAL OF DISCIPLINARY ACTION

Challenges or objections to suspensions and opportunity transfers may be addressed directly to the school-site principal and then to the Local District Operations Coordinator. Students who are recommended for expulsion have a right to an expulsion hearing. If, following the hearing, the recommendation to expel goes to the Board of Education, the student or his or her parent/guardian or representative may address the Board Members before they make their decision. An expulsion appeal can be made to the Los Angeles County Office of Education.

ASBESTOS MANAGEMENT PLAN

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

BEFORE AND AFTER SCHOOL PROGRAMS

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

- Before and After School Programs – BTB, in partnership with community-based organizations throughout Los Angeles, provides academic assistance, enrichment activities, and recreation under the supervision of trained staff in a safe, welcoming environment. BTB also sponsors a variety of initiatives with other partners that bring tutoring, mentoring, visual and performing arts, and many engaging experiences to students at selected school sites.
- Extended Learning Opportunities – Each school site provides academic assistance during the day and/or beyond the school day for students at risk of not meeting grade level standards and for high school students needing to pass the California High School Exit Exam. BTB provides additional extended learning opportunities for at-risk students through the BTB English Language Acquisition Program (ELAP), the Migrant Education Program, the BTB Saturday Extended Learning Academy (ELA), and/or the Senior High School Summer School/Intersession Program.

- Supplemental Education Services – BTB, under the *No Child Left Behind Act* of 2001, is responsible for administering Supplemental Educational Services (SES) for eligible students at schools designated as Program Improvement Schools for two years or more. SES are academic/tutoring-type services provided before or after school, on weekends, or during off-track times by state-approved providers. Parents of eligible students are mailed a brochure describing each provider and the services they offer. To ensure their child's participation, parents of eligible students must complete the request form and mail it to BTB before the deadline.
- Student Auxiliary Services – BTB Student Auxiliary Services provide safe, wholesome, and supervised activities that extend the learning process beyond the classroom and the regular school day. Services include the development and implementation of critical educational support programs as well as auxiliary services for students, schools, staff, and communities. Programs include Youth Services (YS) the safety net, after school enrichment and sports program offered from dismissal until 6:00 p.m. at most elementary and middle schools; the Outdoor Education Program which supports California State Science Standards and incorporates human relations activities at Clear Creek and Point Fermin Outdoor Education Centers; and other programs such as the Youth Development Program, the Civic Center Permit Program (in collaboration with Leasing and Asset Management Unit), and the online Employee Recreation Program.

BLACKBOARD CONNECT NOTIFICATION SYSTEM

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

What Numbers Should I Provide for Blackboard Connect?
There are many instances when the school will attempt to reach you.

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

Important Call Delivery Tips:

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

Please have your child return the completed Student Emergency Information Form to the school as soon as possible. Should your contact information change or need to be corrected, please contact the school directly. Only the school has the ability to change your contact information. It is important that the school has your current contact information so that you can receive these important messages. Please be assured that all personal information will be maintained in the strictest confidence and in compliance with District's Security policies. We look forward to connecting with you in the very near future.

BULLYING AND HAZING POLICY

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

The LAUSD bullying and hazing policy is written in accordance to federal, state and California Education Code require that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff. "All students and staff of public primary, elementary, junior and senior high have the inalienable right to attend campuses which are safe, secure and peaceful" [Article 1, Section 28(c) of the California State Constitution].

This policy shall encompass behaviors or actions that occur among students, District employees and associated adults. The policy is applicable in schools, at school-related activities and events, at District programs and activities, traveling to and from school, and all other areas of the District's jurisdiction. (Ed Code 489009(s)).

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

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

Parents and students are encouraged to work with their local school site administration to address any problems or concerns. For more information or assistance with parent/guardian or student concerns, contact the Human Relations, Diversity & Equity, 213-241-5337.

C

CYBER BULLYING

Cyber bullying is bullying that is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic devise. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under District jurisdiction.

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)

State law requires school districts to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who may be ELs in order to determine each student's level of English proficiency in listening, speaking, reading and writing.

The CELDT must be administered to new enrollees in the District with a home language other than English, unless they have been assessed at another California Public School. Students who have previously been identified as being English Learners must also be administered the CELDT annually to determine annual English language development progress until the EL student has been reclassified.

The CELDT is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31. For new enrollees who have a home language other than English, the CELDT must be administered within 30 days of enrollment in a California public school.

To find more information about the CELDT, please contact your child's teachers or contact the school office. Additional information is posted on the internet at: http://www.cde.ca.gov/ta/tg/el/

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)

Beginning with the class of 2006, all California public school students are required to pass the CAHSEE and meet all other state and local requirements to earn a high school diploma.

The CAHSEE assesses two subject areas English-language arts and mathematics.

1. The English-language arts part of the exam consists of multiple-choice questions and a writing task. The multiple choice format is used to assess word analysis, reading comprehension, literary response and analysis, writing strategies, and writing conventions (spelling, grammar, and punctuation). In addition to the multiple-choice questions, students are asked to write one essay on a specific topic or in response to a literary or informational passage.
2. The mathematics portion of CAHSEE addresses state mathematics content standards. It includes statistics, data analysis and probability, number sense, measurement and geometry, algebra and functions, mathematical reasoning, and Algebra I. Students must demonstrate strong computational skills and a foundation in arithmetic, including working with decimals, fractions and percentages. The mathematics exam consists of all multiple-choice questions.

All students are required to take the CAHSEE for the first time in the tenth grade. Students who do not pass one or both parts of the CAHSEE in the tenth grade will be given additional opportunities to take the test. Students retake only the subject(s) not passed. Schools provide intervention for students who do not pass the test.

The State Board of Education will decide in the coming months if the CAHSEE exemption for special education students will continue.

To find more information about the CAHSEE Program, please contact your child's counselor. Parents should receive test results 9-10 weeks after the CAHSEE is administered. Additional information is posted on the internet at: http://www.cde.ca.gov/ta/tg/hs/

CALIFORNIA STATE UNIVERSITY EARLY ASSESSMENT PROGRAM (CSU-EAP)

The CSU-EAP is a program for grade 11 students who are interested in an early evaluation of their readiness for college-level work in English Language Arts and Mathematics. Scores from the EAP may be used by both the California State Universities and the California Community Colleges to determine placement in English and mathematics classes.

To find more information about the STAR Program CSU/EAP, please contact your child's counselor or contact the school office. Additional information is posted on the internet at: http://www.cde.ca.gov/ta/tg/sr/ .

CELLULAR TELEPHONES

It is the policy of the Los Angeles Unified School District (LAUSD) to prohibit the use of cellular phones or any electronic signaling device by students on campus during normal school hours. Students are permitted to possess cellular phones, pagers, or electronic signaling devices on campus provided that any such device shall remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hours. Students are permitted to use cellular phones, pagers, or electronic signaling devices on campus before and after school or during school activities that occur outside of school hours. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone, pager or other signaling device even before or after school. Schools may adopt more stringent cellular phone policies through the School Site Council. Cell phone use on the school bus is for emergency purposes only; driver authorization is required. For more information you may call (800) 522-8737. The District is not responsible for lost or stolen cellular telephones or other personal items of value such as iPods, cameras, electronic games, radios, CD players, computers, etc.

CHALLENGES TO PUPIL RECORD INFORMATION

A. The inspection/review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient

to the parent (or student, when applicable) and the school official. A District certificated employee must be present to assist and act as custodian of the file. When a pupil record of one student includes information concerning other students, the parent (or student, when applicable) who wishes to inspect and review such material may see only such part as relates to the child of that parent. If the parent (or student, when applicable) requests a copy of the whole or any part of a pupil record, the copy will be provided. The school or the local district office may charge a copy fee of 25 cents ($.25) for the first page and 10 cents ($.10) for each additional page requested. For all pupil records other than grades, California Education Code Section 49070 provides that a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

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

B. With regard to the challenge of grades, there is a separate process. California Education Code section 49066 provides that, in the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades will be conducted in accordance with California law and with LAUSD policy. Please see section regarding Parents' Right to Request a Grade Change.

C. Records or information maintained by any school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

D. Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to that school.

COMPLAINTS

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

CHANGE IN ETHNIC/RACE IDENTIFICATION OF STUDENTS

Beginning with the 2009-10 school year, the District is required to collect race and ethnicity data on all new enrolling students using a two-part question. The first part of the question asks whether or not the respondent is Hispanic or Latino. The second part of the question asks the respondent to select one or more races from the following five groups:

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- White

Parents/guardians wishing to change the current ethnic and race category for their children must complete the Ethnicity/Race Identification of Students Form, sign and return to their child's school. If you have any questions or need more information, contact the school attendance or admission office.

CHANGE OF RESIDENCE/EMERGENCY INFORMATION

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

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

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

Students will only be released to a person listed on the emergency card unless the parent/legal guardian has provided written authorization on a case by case basis. Parents are required to update this information at least 2 times per school year.

CHILD ABUSE

Reporting Requirements
Any school district employee who has a reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency: either the local police or sheriff's department, or the Department of Children and Family Services. LAUSD School Police Department (LASPD) *by law is not considered a child protective services agency. Therefore, LASPD officers may not be the recipients of child abuse reports*. Suspected child abuse reports are confidential as to the identity of the employee making such a report.

CODE OF CONDUCT WITH STUDENTS

D

The District is committed to ensuring that employees and all individuals who work with or have contact with students conduct themselves with students in a way that is supportive, positive, professional, and non-exploitative. The District will not tolerate inappropriate conduct or behavior towards or with students by its employees or any individual who works with or has contact with students. Parents or guardians who have any questions or concerns regarding the conduct or behavior towards or with students by an employee or individual who works with or has contact with students are encouraged to speak to the school administrator or call the Educational Equity Compliance Office at (213) 241-7682.

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

COMMUNICABLE DISEASE PREVENTION

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school district, the state Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations.

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

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

COORDINATED SAFE AND HEALTHY SCHOOL PLAN

California public schools are required to comply with California Education Code Section 32281, dealing with the preparation of "Safe School Plans." The Los Angeles Unified School District is also required to comply with the Child Nutrition and Women, Infant, and Children (WIC) Reauthorization Act of 2004 to establish and monitor a local wellness policy. These plans address violence prevention, emergency preparedness, traffic safety and crisis intervention, and Coordinated School Health that addresses the wellness policy. The District has issued Reference Guide No. REF-1242.7, Coordinated Safe and Healthy School Plan, Volume 1 – Coordinated Safe and Healthy Schools Assessment/Practices, Volume 2 – Emergency Procedures/Practices, and Volume 3 – Recovery Procedures/Practices as guidance in the preparation of "Coordinated Safe and Healthy School Plan." Parents may learn more about the Coordinated Safe and Healthy School Plan from the principal or a member of the School Safety Planning Committee, which is responsible for annually reviewing and updating the Coordinated Safe and Healthy School Plan. The site administrator will print out the plan and make enough copies so that it is readily available for inspection to all school staff and the public. Copies should be available from key personnel and such places as the main office, faculty cafeteria or lounge, and the emergency bin.

DRESS CODES/UNIFORMS

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

A. Dress Codes
All students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:
- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity
- Create a hazard to the safety of him/herself or others
- Create a health hazard

B. Uniforms
California Education Code section 35183 allows a governing board to adopt a uniform policy that authorizes schools to require pupils to wear a school uniform. Some schools, in conjunction with their school-site councils, have elected to adopt their own student uniform policies. Any uniform policy implemented by schools must be voluntary and must make provision for participation by economically

disadvantaged students. Parents must be advised of their right to opt out of the school's uniform policy. Students whose parents choose not to participate in a uniform program may not be disciplined, discriminated against, or otherwise denied rights and privileges available to other students.

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

EDUCATIONAL OPTIONS SCHOOLS

California law authorizes all school districts to provide for alternative schools. An alternative school is a school that is designed in a manner to best assist students in their educational needs in a smaller, more personalized learning environment. These schools are supported by the Office of Curriculum, Instruction and School Support.

Educational Options Schools were designed for those students who are not succeeding in a traditional school setting. Options Schools are standards-based and designed to provide students a way to begin their coursework at any time during the school year. The goal, depending on the type of school and individual student needs, is either to help students graduate with a high school diploma or transition back to a traditional school.

For additional information, contact the Office of Curriculum, Instruction and School Support at (213) 241-7510.

EMERGENCIES PREPAREDNESS - LAUSD

All LAUSD schools work diligently to make sure that students and staff are prepared for an emergency. Every school has a detailed Emergency Plan that provides guidance for the school staff in an emergency. Every school conducts regular drills that meet or exceed the state mandated requirements, and accommodates persons with disabilities.

Regular drills are a part of a school's activities. Every school conducts the following types of drills:

Fire Drill – Every elementary and middle school practices this procedure once a month; high schools do it once each semester.

Earthquake or Emergency Drill – Once a year all schools conduct a full-scale exercise as part of the Great California Shake-Out. The drills are scheduled in the Fall and are district wide drills where all the elements of the school's disaster plan are practiced.

Protected Campus or "Lockdown" Drill – On a regular basis, schools practice how they will respond to a threat on or near the campus.

Duck, Cover and Hold Drill – Every month, schools use this drill to remind students what they need to do during an earthquake.

Take Cover Drill – On a regular basis, students practice how they would respond to gunfire or an explosion in the neighborhood.
Parents are asked to make sure that their students actively participate and take these drills seriously. These drills make the public schools the safest place for students during an emergency.

In addition to conducting regular drills, each school stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies and sanitation items. These supplies are checked regularly by school staff and inspected by Office of Environmental Health and Safety inspectors.

WHAT PARENTS CAN DO TO BE BETTER PREPARED?

Parents can be better prepared for an emergency by doing the following:

1. Visit your child's school and ask about what will happen during an emergency. Make sure that your child's Emergency Card is current and correct. If your child rides the school bus to and from school make sure that his/her routing information is current and on the emergency card, as well as the designated adult who can receive your child in case you cannot be present.
2. Instruct your child to take all emergency drills seriously. Regularly review home and school emergency procedures with your child.
3. Prepare a Family Disaster Plan and review it regularly with everyone in your family.
4. Prepare a Disaster Supply Kit for your home, car(s) and work.
5. Eliminate the hazards from your home that could hurt you or your child in an emergency.
6. Contact the American Red Cross for disaster preparedness information. Visit the website: www.redcross.org or call (213) 739-5200 for the Los Angeles Chapter.
7. Get Community Emergency Response Training (CERT) from your local fire department.
8. View "A Parent's Guide to School Emergencies" at a parent meeting at your school.

WHAT PARENTS CAN DO DURING AN EMERGENCY?

Parents need to be familiar with the school's emergency procedures. Knowing where to go to pick up your child will save time and reduce anxiety. Parents should remember that schools have emergency procedures in place to protect all the students and the schools will follow these procedures during an emergency.

Parents should also remember that students look to them for guidance and support during an emergency; parents who are strong and calm can inspire students to do the same. This will go a long way to promote recovery and a return to normalcy.

Parents who have questions about their school's emergency procedures are encouraged to contact the school's administration. Questions about the District's Emergency Plan should be directed to the Office of Emergency Services at (213) 241-3889.

EMERGENCY RESPONSE

In the event that there is an emergency, parents should remember that schools are among some of the safest buildings in the community. By law, California public schools are built to a higher standard than other public buildings, as required by the Field Act; therefore, schools will

generally not sustain the same damage as residential or commercial buildings. Schools also have extensive Fire Life Safety Systems that include fire alarms and sprinkler systems that are designed to protect students and staff.

In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area, usually the school field or play yard.

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

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

FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

F

The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records. School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A "legitimate educational interest" is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In general, other individuals or agencies may be authorized to access, review and /or obtain pupil records by court order, parent/guardian consent, or by statute.

Directory information is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

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

- Name
- Address
- Telephone
- Date of birth
- Dates of attendance
- Previous school(s) attended

FOOD SERVICES DIVISION (Café LA)

LAUSD Food Services Division is responsible for the operation of the largest School Breakfast Program (SBP) and second largest National School Lunch Program (NSLP) in the United States. This amounts to approximately 560,000 student meals served daily. With 650 school cafeterias and 115 child care food programs, the Newman Nutrition Center prepares over 180,000 meals everyday and distributes them to an additional 384 schools where on site preparation is not feasible.

The SBP and NSLP were developed to protect children from hunger and malnutrition by offering balanced school meals. In addition to breakfast and lunch, many LAUSD schools offer after school snack programs, Saturday meal service and Summer Feeding Programs to accommodate student needs outside of the regular school.

NUTRITION & CAFÉ LA MENUS

In order to participate in SBP and NSLP, Food Services must meet nutritional guidelines set by the USDA. The Food Services Division has instituted higher standards and meets or exceeds limitations on total fat, saturated fat, calories, sodium, additives and dyes, and trans-fats that are required by law.

- Our menus are planned by our Executive Chef and Registered Dietitians.
- We use whole grain products and are a member of the Whole Grains Council.
- We offer a variety of entrées including a vegetarian entrée each day.
- We have doubled student consumption of fruits and vegetables in the past two years.
- We balance student preferences with healthy choices to offer nutritious meals.
- We bake our food – No Fryers!
- We offer healthier versions of traditional favorites by using lean meats and proteins, and low fat cheese and dairy products.
- As part of our daily tours of the Newman Nutrition Center, students taste potential menu items and provide feedback on our menus.
- In order for an item to be placed on our menu, it must have at least a 75% student acceptability rating.

Our menus are available from your child's school or on our website.

If your child requires a special diet please obtain a "Medical Statement to Request a Special Diet" form from the Food Services

Manager or School Nurse. You can also obtain this form on our website on the PARENTS page. Please see **Pupils with Special Diet Needs** (pg 25) for more information.

LAUSD BOARD MOTIONS

In addition to SBP and NSLP guidelines, the Food Services Division has implemented two Board Motions that pertain to limiting student access to certain food/beverage items. On August 27, 2002, the LAUSD adopted the ***Motion to Promote Healthy Beverage Sales***. This motion was adopted in response to childhood nutrition concerns and a growing epidemic of childhood obesity and other serious health-related issues. The Motion:

- Banned the sale of soft drinks on school campuses effective January 1, 2004.
- Prohibits schools from entering into new or renewing/extending a contract for sale of any non-approved beverage.
- Authorizes only approved beverages to be sold in vending machines, cafeterias, and student stores.
- Establishes an audit program with the LAUSD Office of the Inspector General that will monitor compliance
- Assists in implementation by disseminating information on healthy beverage sale options.
- Establishes a working group to develop an implementation plan, including a revenue model, to make up for anticipated net loss of Associated Student Body (ASB) monies related to the ban on soft drinks.

In October 2003, the Board passed the ***Obesity Prevention Motion***. Effective July 1, 2004, the only food authorized for sale in the District outside of the school meal program before, during, and until one half hour after the end of the school day at all sites accessible to students, need to meet the following standards:

- No more than 35% of total calories are from fat (not including nuts, seeds);
- No more than 10% of total calories are from saturated fat, including trans fat;
- No more than 35% added sugar by weight (not including fruits and vegetables when used as additives);
- No more than 600mg of sodium per serving;

These motions coincide with Senate Bills 12 and 965 (chaptered Sept. 15, 2005) that established strict rules and regulations on what can be offered, sold and provided to students before school, during school, and within the 1/2 hour after school.

For additional information on these Board Motions, Competitive Food Sales, and Nutrition please visit our website.

MEAL APPLICATIONS

Students can qualify for free or reduced price meals based upon their household size and income which is based on Federal Income Eligibility Guidelines. Most students are required to fill out a current meal application at the beginning of each school year.

- Applications for free and reduced price meals are mailed to students' homes before the start of each school year. They are also available at the school site.
- Addresses in the school's computer system are utilized so please make sure your address is current and correct.
- If you receive an application in the mail please fill it out and mail it back in the return envelope provided; this will expedite the process.
- Only one application per household is required. Please do not submit multiple applications as this will slow down your processing.
- Once your application has been received and/or processed, an eligibility letter will be mailed to your home address.
- Applications are accepted throughout the school year. If your income or household size changes you may submit an updated application. This may be subject to verification and documentation.
- Detailed information on how to fill out a Meal Applications is available on our website, along with applications in Armenian, Chinese, Korean, Vietnamese, and Russian.

A new application must be on file within the first month of the new school year; this is known as the "grace period". After the end of the "grace period", any student without a new application on file will be required to pay full price for meals until an application is submitted and eligibility determined.

If students do not have money or forget to bring lunch, the Division will provide your child with a half cheese sandwich and a four ounce juice (apple or orange).

USDA GUIDELINES

In addition to menu guidelines, the Food Services Division must comply with USDA regulations in order to claim reimbursement for meals served. This reimbursement is the only source of funding for the Food Service Division.

If you have questions regarding Food Services, the best place to go for answers is the Food Services Manager at your child's school. They are very knowledgeable in all areas of meal service, food preparation, sanitation, safety, and the various programs offered. We also offer information about our programs, as well as nutritional resources, on our website.

Key Contact Numbers

Food Services Division (213) 241-3366
For additional information, please log on to http;//cafe-la.lausd.net.

FOREIGN STUDENT ADMISSIONS

The LAUSD Foreign Student Admissions Office (FSAQ) currently works with international students in grades 9-12 who wish to study in the LAUSD with an F-1 Student Visa issued by the State Department. This office is authorized to issue the I-20 documents required to obtain a student visa. For additional information regarding the process and admission eligibility of foreign students please call (213) 241-5255.

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

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

injury upon any person, or cause a substantial disruption to school.

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

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive will result in the recording of an unexcused absence and may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation.

While Los Angeles Unified School District recognizes and respects a student's freedom of speech rights, District employees shall not promote, endorse, or encourage students to participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out. For further information concerning this issue, please contact your student's school administrator.

GRADE CHANGE REQUEST PROCESS

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

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

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

Any request for a grade change must start with the classroom teacher within 30 days of the date the grade report was mailed. The next step, if not resolved with the teacher, is a written request to the principal. If not resolved, the decision may be appealed to the Local District and finally, the Office of Curriculum, Instruction and School Support. At each step, the parent has the right to present information in support of the request. If you would like additional information, please ask your principal or contact your Local District for a copy of Bulletin No. 1926.1, Request to Change a Pupil Grade.

GUN FREE SAFE SCHOOLS

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

HEALTH INFORMATION

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a health care provider's written permission to attend school and must comply with any safety procedures required by the school administration and health services personnel.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.

A current District Emergency Information Card <u>must</u> be on file at the school so that parents can be notified promptly in case of accident or illness involving their child.

Blood donation drives in cooperation with blood procurement agencies may be held on senior high school campuses. Efforts will be made to notify parents/guardians of planned blood donor drives; however, the written consent of the parent/guardian is no longer required for participation by students 17 years or older.

School authorities may excuse any pupil in grades 7 through 12 from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.

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

School health personnel are available for consultation.

HIGH SCHOOL GRADUATION REQUIREMENTS

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

All ninth grade students who entered an LAUSD high school in fall 2008 (graduating class of 2012 and thereafter) must be enrolled in a complete sequence of A-G courses. Beginning with the spring semester of tenth grade, students and their parents are permitted to request a course substitution waiver of the A-G course requirements for high school graduation (Attachment A). Waivers will be available to students who are opting out of the 3rd year of math or world languages sequence only. Only A-G courses may be substituted for the opted out course(s). The school will inform the students and parents/guardians of all the implications relating to college admission and other post secondary opportunities. Each student will establish a high school course plan and a career pathway with their parent/guardian and the school counselor. This process will apply to the graduating classes of 2012 through 2015.

COUNSELING COMPONENT

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

When the child enrolls in middle school the parents/guardians and student will work with the counselor to develop an **Individual Graduation Plan (IGP)** and when the student matriculates to high school they will update the IGP annually.

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

This is in addition to **AB 347** which requires additional notification, counseling, monitoring of service, and documentation of students, classes of 2006, 2007, and beyond, who complete all graduation requirements but have not passed both parts of the CAHSEE.

- The second A-G cohort of students (2012-2016/scheduled to graduate in 2016 and beyond) will be required to complete the A-G sequence of classes successfully to earn a high school diploma.

LAUSD

High School Graduation and A-G Requirements

CORE SUBJECT	LAUSD				A-G
	Grad Year 2011	Grad Year 2013	Grad Year 2015	Grad Year 2016 (represents 9th grades entering high school in 2012)	
A. Social Studies	30 credits	30 credits	30 credits	30 credits	20 credits
B. English	40 credits	40 credits	40 credits	40 credits	40 credits
C. Math	20 credits (enrolled grades 9, 10, 11)	20 credits (enrolled grades 9, 10, 11)	20 credits (enrolled grades 9, 10, 11)	30 credits	30 credits
D. Science	20 credits 10 credits biological 10 credits physical	20 credits 10 credits biological 10 credits physical	20 credits 10 credits biological 10 credits physical	20 credits 10 credits biological 10 credits physical	20 credits 10 credits biological 10 credits physical
E. World Languages	Not required	Enrolled (Not Required)	Enrolled (Not Required)	20 credits language	20 credits language
F. Visual/ Performing Arts	1 year same VPA	1 year same VPA	1 year same VPA	1 year same VPA	1 year same VPA
G. Electives	70 credits	70 credits	75 credits	75 credits including 1 year advanced elective	1 year advanced elective
Applied Technology	10 credits	10 credits	10 credits	10 credits	None
Health/Life Skills	1 semester Health/Lifeskills	1 semester Health/Lifeskills	1 semester Health	1 semester Health	None
Physical Education	20 credits	20 credits	20 credits	20 credits	None

Non-course requirements to earn a high school diploma include: earning 230 high school credits, passing both sections of the California High School Exit Examination (CAHSEE), successful completion of the Service Learning requirement, and the completion of the Computer Literacy requirement. Parents are encouraged to speak with their child's school counselor regarding all of these requirements on an annual basis.

HOMELESS EDUCATION

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

A homeless student is defined as a person between the ages of birth and twenty two who lacks a fixed, regular, and adequate nighttime residence and may:

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

A homeless student has the right to attend either:

1. The school of origin (the school that the student was last enrolled or attended when housed) or
2. The school of residence.

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

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the new school to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: Free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented, Magnet programs, preschool, and before and after school services. Unaccompanied youth, such as teen parents not living with their parent or guardian or students that have runaway or have pushed out of their homes, have these same rights.

Homeless Education Program services are accessed through the Student Residency Questionnaire and Service Request Forms that are filled out at the student's school.

If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision. For further information regarding the dispute resolution process or for additional resources and/or advocacy, please contact the Homeless Education Program at (213) 765-2880.

IMMUNIZATIONS

New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the District, or transfer students within the District, must show that they have received all currently required immunizations in order to be enrolled. In addition, a new law for school year 2011-2012, requires all students entering or advancing to grades 7 through 12 show evidence that they have received a pertussis-containing vaccine (e.g., Tdap) on or after their 7th birthday. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department.

A doctor may exempt your child from some or all immunizations (for example, due to a medical condition). You may exempt your child because of your personal or religious beliefs. Ask your school or childcare provider for details.

INTEGRATED PEST MANAGEMENT PROGRAM

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

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

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

The District will notify parents, employees, and students of all pesticide applications using the following guidelines:

1. By herein providing a summary of the IPM program and goals, the IPM Policy, Request for Notification Form, and the current IPM Team-approved list of products included in this Handbook.

2. The following information is also available in the Main Office of the school:

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

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

Signs shall be conspicuously posted around any area at least 72 hours before and for five (5) half-lives of the product after the use or application of pesticides not on the IPM Team-approved list in a non-emergency situation. In the event of an emergency as determined above, posting will go up at the time of the application. For more information regarding the IPM Program and policy, parents or guardians may contact the District's Maintenance & Operations Branch Office at (213) 241-0352. Information is also available under the "Links" section online at www.laschools.org. Any parent or guardian interested in serving on the IPM Team when a parent representative position is vacated may also contact this telephone number to register their interest.

POLICY STATEMENT: It is the policy of the Los Angeles Unified School District (District) to practice Integrated Pest Management (IPM). All aspects of this program will be in accordance with federal and state laws and regulations, and county ordinances. All District policies must conform to this IPM policy.

Pesticides pose risks to human health and the environment, with special risks to children. It is recognized that pesticides cause adverse health effects in humans such as cancer, neurological disruption, birth defects, genetic alteration, reproductive harm, immune system dysfunction, endocrine disruption and acute poisoning. Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds. Pesticides will not be used to control pests for aesthetic reasons alone. The safety and health of students, staff and the environment will be paramount. Further, it is the goal of the District to provide for the safest and lowest risk approach to control pest problems while protecting people, the environment and property. The District's IPM Policy incorporates focusing on long-term prevention while giving non-chemical methods first consideration when selecting appropriate pest control techniques. The District will strive to ultimately eliminate the use of all chemical controls.

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

INTERNET ACCESS

The Los Angeles Unified School District provides access to the Internet and email through the District's computer network (LAUSDnet). The District's website is located at www.lausd.net. All uses of District computers and networks are regulated by the LAUSD's Acceptable Use Policy (AUP) that can be found on the District's website. Access to the Internet from LAUSDnet and the use of District network resources including District email accounts are privileges, not rights. Access to LAUSDnet is free to actively enrolled students with a Student Identification Number, active LAUSD employees and to contractors retained by the District. The purpose of providing access to the Internet and District network resources is for regular instructional or business activity, or to compile data necessary for educational research.

Students may obtain e-mail accounts on LAUSDnet only through a teacher or administrative sponsor at the school at which they are enrolled. All student users, who access the Internet from any District facility or from a remote location connecting with any District facility, must have a STUDENT SIGNATURE AND PARENTAL RELEASE form on file at the school. Los Angeles Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically CIPA requires school districts to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors. Keep in mind that the blocking technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting from school or home. More information regarding children's safety when using the internet may be found at http://www.isafe.org.

Student downloads of music, photographs and/or video must comply with all applicable copyright laws. Furthermore, any music, photographs and/or video should only be downloaded for District, and not personal purposes. Personal downloads, particularly if they are of copyright protected materials in violation of LAUSD's AUP is forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities. No user of LAUSDnet should have an expectation of privacy. The Internet is a public network, and email or other communications on it are not private. LAUSDnet system operators have access to all user account directories and data, e-mail, web pages, and any other files stored on system servers. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of the District as well as adherence to any city, state and federal laws. It is expected that users will not use LAUSDnet access to threaten, demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation or other reason. Any statement of personal belief in email or other posted material is understood to be the author's individual point of view and not that of the Los Angeles Unified School District. Violation of LAUSD's AUP can lead to loss of Internet/email privileges, and further disciplinary/legal action may also be taken.

INTERSCHOLASTIC ATHLETICS

The LAUSD Office of Interscholastic Athletics administers the high school athletic program as well as the Middle School intramural Program. Both programs are designed to foster the partnership between academics and athletics, promote the values of sport participation, and assure that everyone involved in these activities is treated with dignity and respect. Participation in interscholastic athletics is available to students at all high schools, including most Span schools and Single-Site Magnet schools within the Los Angeles Unified School District. Students must comply with the eligibility standards as determined by the California Interscholastic Federation and the LAUSD Interscholastic Athletic Committee. To be eligible to participate, the student must maintain the minimum of a 2.0 grade point average, pass a physical exam each year, and submit an Emergency Card as well as proof of insurance which meets the standards required by the California Education Code. The athlete must also sign a Steroid Prohibition Use Form and a Code of Conduct Form. Parents are required to submit an Acknowledgement of Risk Warning and Consent Form.

Students may have transfer eligibility when changing schools between the 9th and 12th grade in compliance with the transfer policies, and must submit proper paperwork at the time of the transfer. Please note that submission of transfer paperwork for athletes is required for all transfers, with or without a change of residence. More information about the high school athletic program and required paperwork is available from the Athletic Director at the school, and on the CIF Los Angeles City Section website at www.cif-la.org. For further information about the Interscholastic Athletic Program and Middle School Intramural Program, contact the Interscholastic Athletics Office at 213-207-2200.

LOCATION OF PUPIL RECORDS

Most pupil records are maintained at the school site location. Records maintained by an elementary school are generally kept in the Main Office with the principal as custodian of records. At the secondary level records are usually maintained as indicated below.

1. Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.
2. Pupil records pertaining to student progress, counseling, or guidance assistance are maintained in the Counseling Office, with the Assistant Principal, Student Counseling Services, as immediate custodian.
3. Pupil records pertaining to attendance are maintained in the Attendance Office, with the Assistant Principal, Student Support Services, as immediate custodian.
4. Pupil records pertaining to athletic activities are maintained in the Physical Education Office with the Athletic Director as immediate custodian.
5. Education records pertaining to classroom activities are maintained in each classroom with each teacher as immediate custodian.
6. Special Education IEPs are maintained in the student's cum folder.

Some pupil records such as discipline, special education or psychology records may be maintained in local district, support units or central district offices.

NEWS MEDIA ACCESS

Occasionally, members of the news media may visit schools to cover activities such as sports competitions, school assemblies, special programs and general newsworthy events. When possible, the school must make every effort to notify parents/guardians in advance in order to provide parents/guardians with the opportunity to authorize or to withhold permission for media access to their child.

The law provides that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, parents/guardians may deny or withhold permission for their children to be interviewed, filmed or photographed. Please see the Medial Release of Information form included in these materials. Additionally, a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed by the media.

NO CHILD LEFT BEHIND - PUBLIC SCHOOL CHOICE

The federal *No Child Left Behind Act of 2001* mandates providing the "No Child Left Behind - Public School Choice" (NCLB-PSC) option to students attending a Program Improvement (PI) school. Identified students who attend a PI school or a School At-Risk for PI are provided the option to transfer to a Non-Program Improvement school. Priority must be given to the "lowest achieving children from low-income families."

No Child Left Behind - Public School Choice in Los Angeles Unified School District is accessed through the CHOICES brochure. The CHOICES brochure is released in November and applications are due in December. Applications will also be available on-line during the same timeline. Please visit http://eChoices.lausd.net for more information. District-paid transportation is provided to the Non-Program Improvement School and follows LAUSD policies and guidelines.

Please note, high school students who transfer under the No Child Left Behind - Public School Choice provision of the *No Child Left Behind Act* will not be eligible for varsity athletics under California Interscholastic Federation (CIF) Rule 214 until the second year of enrollment at the Non-Program Improvement School.

If you have questions or need additional information, please call Student Integration Services at (213) 241-6532.

NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

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

This nondiscrimination policy covers admission or access to, or treatment or employment in, all District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in District programs or activities.

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

For information, assistance or to file a complaint related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact the Educational Equity Compliance Office at (213) 241-7682.

OPPORTUNITY TRANSFERS

Opportunity Transfers (OTs) are carefully planned transfers within LAUSD schools. The underlying intent of this policy is to provide intervention and guidance to the student that will result in the student's improved behavior. OTs also serve as an alternative means of correction for addressing student misconduct. OTs are issued to help create a school climate that is conducive to learning while reducing disciplinary behaviors that interrupt the academic process.

PARENT CENTERS AND PARENT ENGAGEMENT TRAININGS

All LAUSD schools must operate a parent center or provide a location where parent support services and trainings will occur. The District has implemented a Parent Engagement Toolkit which communicates clear guidelines for school Parent Centers and provides a variety of parent-involvement trainings that enable schools to involve parents at all grade levels in a board range of roles and activities. Parent engagement programs are coordinated through the Local District and the Parent Community Services Branch, (213) 481-3350 or (866) 669-7272. Schools may also arrange onsite trainings through the District's Adult Education Division, (213) 241-3150 or Early Childhood Education Division, (213) 241-8172.

In addition, the Division of Special Education sponsors free resources for parents of students with disabilities to be involved or obtain information about their child. For more information, contact (213) 241-6701. District paid transportation is provided for parents of traveling students including those parents of students with disabilities to attend parent activities. Ask your local school for information.

School Volunteer Program (SVP)

SVP is a school-community involvement program whose purpose is to assist schools with the development of school volunteer programs specifically tailored to the needs of each individual school. The SVP facilitates the processing of school volunteers, maintains a database of school volunteers, offers training classes for parents and volunteers, and recognizes the contributions of school volunteers.

Parents interested in volunteering should contact their local school and request an application. For additional information on the volunteer program visit the Parent Community Services Branch website at www.lausd.net/parent-services or call (866) 669-7272.

PARENT INVOLVEMENT

State Board of Education Policy #89-01

A critical dimension of effective schooling is parent involvement. Research has shown conclusively that parent involvement at home and in their children's education improves student achievement. Furthermore, when parents are involved at school, their children go further, and they go to better schools.

IMPORTANT FACTS:

1. Families provide the primary education environment.
2. Parent involvement improves student achievement.
3. Parent involvement is most effective when it is comprehensive, supportive, long-lasting, and well-planned.
4. The benefits of parent involvement are not limited to early childhood or the elementary level; there are continuing positive effects through high school.
5. Involving parents in supporting their children's education at home is not enough. To ensure the quality of schools as institutions serving the community, parents must be involved at all levels in the schools.
6. The extent of parent involvement in a child's education is more important to student success than family income or education.
7. We cannot look at the school and the home in isolation from one another; families and schools need to collaborate to help children adjust to the world of school. This is particularly critical for children from families with different cultural and language backgrounds.

PARENT INVOLVEMENT POLICY

The Los Angeles Unified School District recognizes that, when schools and parents form strong partnerships, our children's potential for educational success improves significantly. Teachers and school administrators become more aware of parent and community expectations and may implement their suggestions regarding programs and operations. Parents learn the scope of the school's instructional program and set high expectations for their children. As a result, schools can better focus on student growth and success. The Family Module is one such vehicle to strengthen the communication between school and home. Through the Family Module, parents can view the up-to-the-minute attendance, progress report marks, and in some cases student assignments. To learn more about the Family Module, please contact your child(ren)'s school.

Schools have the responsibility to involve parents in this partnership and annually review the School Parent Involvement Policy to help build capacity for effective parental involvement. Parents may visit www.lausd.net/parent-services to view the LAUSD Parent Involvement Policy for Title I and non-Title I schools or receive more information about parent involvement policies.

PARENTAL RIGHTS

Education Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right and should have the opportunity to work together in a mutually supportive and respectful partnership with schools to help their children succeed, to be informed in advance about schools rules, and to be informed of the procedures for visiting the schools and observing the classroom.

PARENTS' RIGHT TO KNOW

The *No Child Left Behind Act (NCLB)* requires that, upon request, parents be notified of the professional qualifications of their child's teacher in core academic subjects. This information includes:

- the type of credential the teacher holds.
- the teacher's college degree(s) and major(s).

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child.

Additionally, schools must provide timely notice to the parents of a child who has been assigned to, or has been taught in, a core academic subject for four or more consecutive weeks by a teacher who does not meet the *NCLB* teacher requirements.

PARENT/GUARDIAN ANNUAL NOTIFICATION REGARDING CONDOM AVAILABILITY PROGRAM

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

The Los Angeles County Department of Public Health will make condoms available at no cost to students who request them unless you, as the parent or guardian, withdraw permission by submitting a written letter to the school. In making condoms available, the District assumes no liability.

Parent/guardians who do not wish their son/daughter/student to be able to obtain condoms through the school's Condom Availability Program, can submit a written letter to the school at any time.

PERMITS AND STUDENT TRANSFERS

The District recognizes that the needs of individual students and families must be addressed. Consideration of desegregation goals, available space, and cost factors are necessarily involved in all aspects of the permit policy. Each school principal and the designated administrator in each Local District will provide information concerning permits to students, parents, and the community. Any person requesting a permit will be provided with the opportunity to apply for one.

No person will be denied information regarding the appeals process, including the right to appeal to the county board of education. The school or district that denies, cancels or revokes a permit request will inform parents/guardians of appeal procedures. Falsified information or a change in criteria necessary to obtain or maintain a permit may be grounds for immediate denial or revocation of a permit. The Office of Permits and Student Transfers had administrative responsibility for interdistrict permit processing and the appeal process for both inter and intradistrict permits.

All Permit Application procedures and appeal information is available online at http://studentpermits.lausd.net and through the Office of Permits and Student Transfers at (213) 241-5255.

INTERDISTRICT PERMITS AND TRANSFERS

Interdistrict permits authorize the transfer of students between the LAUSD and other school districts. These permits may be issued to students transferring into, or out of the LAUSD. All interdistrict permits must be processed through the Office of Permits and Student Transfers. School officials cannot grant, deny or revoke inter-district permits. Incoming interdistrict permits may be issued at any time for the current school year; however, applications for the year will only be accepted after March 1st. Outgoing interdistrict applications will only be available from March 1st to April 30th each year for the following school year.

- The District will consider out-going interdistrict permit requests for Parent Employment, Specialized Programs or Continuing Enrollment for Senior High School Students. If you believe you qualify for an exemption, you may apply. Each application will be reviewed on its own merit. All interdistrict permit applications and required documents must be completed electronically; no paper applications will be accepted.

The District will consider incoming interdistrict permit requests for Child Care, Parent-Employment, Continuing Education, Senior Status or Specialized Programs. Prior to issuance of the permits parents must receive a written release from their district of residence, and the administrator of the requested school must approve the request.

Students receiving special education services must meet the same criteria as their general education peers. The Office o Permits and Student Transfers will notify the Division of Special Education that a student receiving special education services has applied for either an outgoing or incoming inter-district permit. A permit may not be issued until there is an Inter-District SELPA agreement between the district of residence and the district of attendance.

NEW LAW AFFECTING INTER-DISTRICT PERMITS: AB2444 INFORMATION

Effective January 1, 2011 a new law, Assembly Bill (AB) 2444, went into effect which simplifies the permit process for students currently attending a school (2010-2011) on an approved inter-district permit. Students who have a valid permit to attend a special school may continue attendance in that same school without the need to re-apply to the district of residence or attendance. When the student matriculates, or there is a change of school placement, a new permit is required. This law applies to all school districts in the state of California.

INTRADISTRICT PERMITS AND TRANSFERS

Intradistrict permits authorize the transfer of students from the LAUSD school of residence to another LAUSD school. Applications and procedures for intradistrict permits may be obtained at any LAUSD school or online at http://studentpermits.lausd.net. These transfers are initiated by parent/guardian request. Permits to transfer may be issued based on one or more of the following reasons:

- Child Care
- Parent Employment
- Continuing Enrollment
- Senior Status
- Safety and Protection
- Specialized Program

Intradistrict Permits will only be granted if the applicant is eligible and if administrators from both the school of residence and requested school approve the request.

PHYSICAL EXAMINATIONS

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines are required for all first grade students within 18 months prior to entry or up to 3 months after admission to the first grade. A CHDP or equivalent examination may be done by a private health care provider, health department clinic or, in some instances, the District CHDP staff. All children entering Early Childhood Programs must have a physical examination. Although not required, students enrolling for the first time in LAUSD are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose may be obtained from the school nurse.

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

California Education Code Section 49452.8, requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may request a waiver from this requirement. The assessment/waiver forms are available at your child's school.

Screening of the student's vision and hearing will be done at the school site in accordance with State mandates. All girls in grade 7 and boys in grade 8 will be screened for possible scoliosis (unnatural curvature of the spine). Parents/guardians will be notified of any findings as a result of the mandated screening tests that require further attention.

Each student in grades 9 through 12 planning to participate in interscholastic athletic competition must pass a physical examination yearly by a licensed health provider that complies with current District policy. If the student does not have a personal health care provider, examinations for interscholastic athletics may be available from school physicians and nurse practitioners on an appointment basis. For information on appointments, please call the Student Medical Services Office at (213) 765-2831.

PHYSICAL FITNESS TEST

State law requires school districts to administer the Physical Fitness Test (PFT) annually to all students in grades five, seven, and nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity.

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

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

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

Students who were grade 9 in 2008 and grade 10 in 2009 were the first students to "pass" FITNESSGRAM in order to receive the exemption from physical education classes for two years (i.e., junior and senior year). A "passing" score has been defined as meeting the healthy fitness zone for 5 of 6 events.

Parents should make sure that their children participate in a regular program of physical activity and nutrition.

To find more information about the FITNESSGRAM, please contact your child's teachers. Additional information is posted on the internet at http://www.cde.ca/gov/ta/tg/pf/.

If you have additional questions about the testing program at your child's school, please contact your child's teacher or the school principal.

PREGNANT OR PARENTING STUDENTS

Pregnant or parenting students, regardless of their marital status, have the right to attend their current school or any District school, and to participate in any program or activity for which they would otherwise qualify in an environment free from discrimination or harassment. This includes magnet, special education, gifted, non-public and any other specialized schools or programs. Enrollment in any school or program specially designed for pregnant or parenting students, such as pregnant minor schools or Cal-SAFE programs, must be completely voluntary on the part of the student. Classes, programs and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study.

Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation. Such accommodations may include, but are not limited to: additional time for use of facilities and class changes; track changes to minimize missed class time due to child birth and recovery or to facilitate access to child care; providing independent study activities during absences due to pregnancy related illness or recovery at the request of the student/family; and not "capping" pregnant students or teen parents using child care to other school sites out of their community. Students should not be checked out from a school or program based on their pregnancy or parenting status.

Pregnant and parenting students with excused absences such as pregnancy-related illnesses, medical care of related conditions due to the illness or the medical appointment of a child for whom students are the custodial parents shall be treated like all other students with excused absences. Students with excused absences shall be allowed to complete all assignments and tests missed, or a reasonable equivalent of the work missed, during the absence and shall be given full credit upon satisfactory completion of that work in a reasonable time period. For

assistance or more information regarding pregnant or parenting teens, contact the Office of Curriculum, Instruction and Support, Secondary Programs at (213) 241-7510.

PUPIL ATTENDANCE OPTIONS

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

To locate schools for your home address, log in to www.lausd.net and select the "FAMILIES" section or by contacting the School Information Branch at (213) 241-2450.

PUPILS WITH TEMPORARY DISABILITIES

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

Instruction in the home/hospital for a temporary period of time is also provided for students with a current Individualized Education Program (IEP) or students with a Section 504 Plan – under certain circumstances.

RESTITUTION/PARENT LIABILITY

Civil Code 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed $25,000.

California Education Code Section 48904 provides that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

It is the policy of the District to seek restitution, including but not limited to, when a student willfully cuts, defaces, causes the loss, non-return or otherwise damages any property, real or personal, belonging to the school district or a school employee. The parent/guardian of the student is liable for such damages not to exceed $25,000. The Restitution Unit of the Office of the Risk Management & Insurance Services of the Los Angeles Unified School District is responsible for pursuing restitution.

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

SCHOOL ACCOUNTABILITY REPORT CARD

Education Code Section 35256 requires the District to annually issue a School Accountability Report Card (SARC) for each school. The SARC is published by February 1 each school year. A copy is available upon request at the school site and also on the Internet at www.lausd.net.

SCHOOL-BASED MEDI-CAL SERVICES

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

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

Parents of students who are Medi-Cal eligible authorize LAUSD to submit claims for reimbursement by Medi-Cal for Medi-Cal funded services when a parent signs consent for a Special Education Assessment Plan or an IEP. The frequency of claims is aligned with assessment authorizations and/or the type and frequency of the Medi-Cal funded services a parent authorizes on the student's IEP. In seeking reimbursement LAUSD may need to release student records, medical information and/or other information pertaining to a student. Schoolbased Medi-Cal reimbursement does not affect the child's Medi-Cal benefits in other health care settings. There is no cap on Medi-Cal for students with disabilities in California. LAUSD never bills a family's private insurance for the health care services specified on a child's IEP. The District adheres to IDEA and its requirement to provide students with disabilities with a free and appropriate public education (FAPE). Parents of Medi-Cal eligible students may choose not to allow the LAUSD to seek reimbursement for the services provided to their child by requesting a *Parent Medi-Cal Non-Authorization to Bill* form from the LAUSD Medi-Cal office. Call 213-241-0558.

Children qualify for Medi-Cal based on various factors including family income and disability. Parents interested in obtaining more information about Medi-Cal can call the toll-free LAUSD CHAMP parent healthcare Help Line at 1-866-742-2273.

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule gives individuals a right to be informed of the privacy practices of their health care providers, as well as to be informed of their privacy rights with respect to their personal health information. Health care providers

are required to develop and distribute a notice that provides a clear explanation of these rights and practices. The "Notice of Privacy Practices" provides information about your rights concerning confidentiality of your child's medical information. Any questions about this issue should be directed to Bonnie Mims-Greene at (213) 241-3851.

SCHOOL OF RESIDENCE

Each person between the ages of 6 and 18 years, not exempted, is subject to compulsory full-time education and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for his/her residence area for the full time designated as the length of the school day (Education Code Section 48200). In a case involving divorced, legally separated or unmarried parents living apart, the student may attend the school in the residence area of either parent. Dual enrollment is strictly prohibited and there may only be one residence of record [Government Code section 244(b)]. Homeless children may attend his/her school of origin or the school of residence. Under certain conditions, transfers to schools other than the school of residence may be authorized. For students who receive special education services, unless the IEP of a child with a disability requires some other arrangement, the child is educated in the school that he or she would attend if nondisabled. Parents should address all questions and requests to their Local District office, or contact the Permits and Student Transfers Office of Pupil Services and Attendance (213) 745-1960. A student who does not live with his or her parent/guardian may attend school within the district if he or she is:

- A student who is placed in a regularly established licensed children's institution or a licensed foster home, or a family home under the Welfare and Institutions Code. The responsible adult or caregiver shall provide evidence to the school of the placement (see Students Placed in Out-of-Home Care by DCFS or Probation section).
- A pupil for whom interdistrict attendance has been approved.
- An emancipated minor whose residence is located within the boundaries of the school district.
- A pupil residing in a state hospital located within the boundaries of the school district.
- A pupil who lives with a caregiving adult unless the district determines that the pupil is not living in the caregiver's home.

To locate schools for your home address, log in to www.lausd.net and select the "FAMILIES" section or by contacting the School Information Branch at (213) 241-2450.

SCHOOL SCHEDULES

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

SEX EDUCATION COURSES COMPLYING WITH THE CALIFORNIA COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION ACT

Schools are required:

1. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. To encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

Notice and Parental Excuse:
Schools should encourage students to communicate with their parents or guardians about human sexuality and HIV/AIDS and to respect the rights of parents or guardians to supervise their children's education on these subjects. Furthermore, schools should establish procedures that make it easy for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV/Aids-prevention education so that they can decide whether or not to have their child participate in all or part of the instruction or evaluation. In this regard, schools should honor the principle that parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children. A Parent or guardian, who does not wish that his or her child receive comprehensive health education or HIV/AIDS prevention education, must make a request in writing to the school.

In accordance to Education Code section 51938, a parent or guardian of a student has the right to have the child participate or not participate in all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education under the following conditions:

1. At the beginning of each school year or for a student who enrolls later, schools must notify parents or guardians about instruction in sexual health education and HIV/AIDS-prevention education and research on student health behaviors that will be used in instruction. The notice to parents or guardians must include all of the following information:
   - That the written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
   - That schools may teach comprehensive sexual health education and HIV/AIDS prevention education using District personnel or outside consultants and if by outside consultants, the parent or guardian must be further informed that the school may provide such instruction in the classroom or in an assembly using guest speakers and in either instance must further inform the parent or guardian of (a) the date of the instruction; (b) the name of the organization or affiliation of each guest speaker or speakers; and (c) the right of the parent or guardian to request a copy of this subsection, Section 51933, and Section 51934. Furthermore, if the arrangements for such instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to parent or guardian must be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.
   - That the parent or guardian has the right to request a copy of Chapter 5.6 California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
   - That the parent or guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

2. Schools must continue to meet the requirements of Section 51513 which states that no questionnaire, survey, or examination containing any question about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about

the student's parents' or guardians' beliefs and practices in sex, family life, morality, and religion can be administered to any student in Grades K-12 unless the parent or guardian of the student is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the student to participate in the activity. Schools may, according to this Act, administer in Grades K-12 anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the parent or guardian is given the opportunity to review the material and to request in writing that his or her child not participate.

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

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

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

Authorized Comprehensive Sexual Health Education

1. School districts may provide comprehensive sexual health education—which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases— in Grades K through 12.
2. School districts may use trained district personnel or outside consultants who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
   - The instruction and the materials used to teach must be suitable for the intellectual emotional, and behavioral ability of students of the age being taught.
   - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
   - Instruction must be available on an equal basis to a student who is an English learner (described in subdivision (a), Section 306) consistent with the existing curriculum and alternative options for an English learner.
   - Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.
   - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
   - Instruction and materials must encourage students to talk with their parents or guardians about human sexuality.
   - Instruction and materials must teach respect for marriage and committed relationships.
   - Starting in Grade 7, instruction and materials must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefits, as well. Also instruction and materials must provide medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.
   - Starting in Grade 7, instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.
   - Starting in Grade 7, instruction and materials must provide information about the effectiveness and safety of all FDA approved contraceptive methods in preventing pregnancy, including emergency contraception, and other approved means.
   - Starting in Grade 7, instruction and materials must provide students with skills for making and carrying out responsible decisions about sexuality.
   - Starting in Grade 7, instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of a baby three-days old or younger at a lawfully identified hospital or "safe-surrender site" will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
3. School districts that teach comprehensive sexual health education earlier than Grade 7 may provide age-appropriate and medically accurate information on any of the general topics contained in paragraphs 8 through 12 immediately above and if doing so starting in Grade 7 or earlier must comply with the following paragraphs:
   - Instruction and materials must not teach or promote religious doctrine.
   - Instruction and materials must not reflect or promote bias against any person on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability (as listed in Section 220 of the Education Code), or ancestry, gender, or sexual orientation (as further listed in Section 422.6 of the Penal Code).

Required HIV/AIDS Prevention Education

1. School districts must provide students in Grades 7 to 12 with HIV/AIDS prevention education at least once (5 class periods in LAUSD) in middle school and once (5 class periods in LAUSD) in high school from instructors trained in teaching the subject.
2. HIV/AIDS prevention education, whether taught by school district personnel or outside consultants, must meet the requirements stated in paragraphs 1 through 6 of Section 51933 above and paragraphs 1 and 2 at the end of Section 51933 above; must accurately reflect the latest information and recommendations from the United Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences; and must include the following:
   - Information on the nature of HIV/AIDS and its effect on the human body.
   - Information on the manner in which HIV is and is not transmitted and on activities that presents the highest risk of HIV infection.
   - Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.

- Discussion of the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

In-Service Training for Staff

1. Through regional planning, joint powers agreements, or contract services with stakeholders in the district community, school districts must plan for and conduct in-service training on HIV/AIDS-prevention education for all their personnel.
2. School districts must develop and provide in-service training on HIV/AIDS-prevention education jointly with the State Department of Education and the district's teachers who will teach the HIV/AIDS-prevention education.
3. School districts must conduct in-service training on HIV/AIDS-prevention education periodically to enable personnel to learn new developments in the scientific understanding of HIV/AIDS. Such in-service training should be voluntary for personnel who have demonstrated expertise or have received in-service training from the State Department of Education or the federal Centers for Disease Control and Prevention.
4. School districts may expand HIV/AIDS in-service training and include personnel who provide comprehensive sexual health education to enable them to learn of new developments in the scientific understanding of sexual health.

School districts may contract with outside consultants who are experts in comprehensive sexual education or HIV/AIDS-prevention education, who have developed multilingual curricula, or who have developed curricula appropriate for persons with disabilities to deliver the instruction or train school district personnel.

SEXUAL HARASSMENT POLICY

It is the policy of the Los Angeles Unified School District to maintain a learning and working environment that is free from sexual harassment and discrimination. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of District policy.

The District considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in Grades 4 – 12. However, students enrolled in Kindergarten and Grades 1 – 3 may be subject to other disciplinary actions.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the proper administrator/supervisor (whether in an office or a school) so that appropriate action may be taken to resolve the complaint. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them.

Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

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

Sexual harassment may include, but is not limited to unwelcome:

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling); sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments; repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring.
- Physical conduct such as unwanted touching, pinching, kissing, patting or hugging; the blocking of normal movement; stalking; assault; and/or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and/or offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

For more information or assistance with student or parent/guardian concerns, contact the Educational Equity Compliance Office at (213) 241-7682. For assistance with employee concerns, contact the Equal Opportunity Section at (213) 241-7685.

SPECIAL EDUCATION: COMPLAINT RESPONSE UNIT (CRU)/PARENT RESOURCE NETWORK (PRN)

The Complaint Response Unit (CRU)/Parent Resource Network (PRN) is staffed by parents of students with disabilities. This Unit provides information and training for parents of students with disabilities related to the District's special education policies and procedures, the Modified Consent Decree, and the District's special education programs. The CRU/PRN was established to respond to concerns of parents of students with disabilities. The CRU/PRN gives the District an opportunity to provide lawful responses to parent complaints without the need for parents to resort to external complaint and due process mechanisms. Complaint means the allegation of a perceived violation of the Individuals with Disabilities Education Act (IDEA) and implementing regulations, the California State Education Code related to special education and implementing regulations, or the District's Special Education Policies and Procedures Manual. Lawful response means that a parent is provided with a written response that satisfies the District's legal obligations and may be one of the following: (1) a remedy and, where appropriate, the

date by which the remedy shall be implemented; (2) information that an appropriate referral has been made; (3) suggested action the complainant may wish to take; or (4) a determination that the complaint has been investigated and determined to be unfounded.
For information or assistance, please contact a parent facilitator at (800) 933-8133.

STANDARDIZED TESTING AND REPORTING (STAR)

The Standardized Testing and Reporting (STAR) Program is an important part of the state testing system. Administered annually in the spring, the STAR Program is designed to measure how well students are learning the knowledge and skills identified in the California academic standards.

All students in grades two through eleven take the STAR Program tests, including students who are English learners and student with disabilities. Only students whose parents/guardians have submitted written requests to exempt them from STAR Program testing do not take the tests.

Individual student results are confidential, only the students, their teachers, principals, and parents/guardians see the student test results.

The STAR program consists of four tests

1. California Standards Tests (CSTs) are developed for California public schools and are aligned with state academic standards in English-language arts (grades 2-11), mathematics (grades 2-11), history-social science (grades 8, 9, 10, and 11), and science (grades 5, 8, 9, 10 and 11). Students in grades 4 and 7 take a writing test which is part of the English language arts CST score.
2. California Alternate Performance Assessment (CAPA) is developed for students with significant cognitive disabilities and is based on a subset of the state English-language arts, mathematics, and science academic standards. The CAPA is administered in grades 2-11 to students with IEPs stating that CAPA is to be administered.
3. California Standards-Based Tests in Spanish (STS) are required for Spanish-speaking English learners in grades 2-11 who either receive instruction in their primary language or who have been enrolled in a U.S. school less than 12 months. Assessments are administered in reading-language arts and mathematics.
4. California Modified Assessment (CMA) is a grade level assessment for students who have an IEP, are receiving grade level instruction and are not likely to achieve grade level proficiency within the year even with interventions. In 2011, CMA is available for grades 3-11. The format of the CMA is modified to provide student access to the test allowing them to demonstrate achievement of the content standards in English-language arts, mathematics, and science. Students in grades 4 and 7 also take a writing test which is part of the English Language Arts score.

STUDENT ACCIDENT INSURANCE

Students engaged in interscholastic sports are required by California Education Code sections 32220-32224 to have health or accident medical coverage. The health insurance plans referenced under “Student Health Insurance” are also meant to help parents comply with the State law. Information on public and private insurance coverage for sports, accidents, and illness is available by contacting the Division of Risk Management and Insurance Services (Risk Management) at (213) 241-2176. Information on private insurance is also available on the Division of Risk Management website at http://riskmanagement.lausd.net.

Information on free and low-cost health insurance is available by contacting LAUSD’s Children’s Health Access and Medi-Cal Program (CHAMP) at the toll-free **HELPLINE 1-(866) 742-2273** and/or visit the website at **http://CHAMP.lausd.net.** Please refer to the CHAMP **Health Insurance Comparison Chart 2011-2012** included in the insert pages for a quick reference to the insurance programs.

STUDENT HEALTH INSURANCE

The LAUSD’s Children’s Health Access and Medi-Cal Program (CHAMP) can assist parents to enroll their children into free or low-cost health insurance programs such as Medi-Cal, Healthy Families, Healthy Kids and Kaiser Permanente Child Health Plan. There are programs for children regardless of immigration status. Parents can call the toll-free CHAMP HELPLINE at 1-(866) 742-2273 for enrollment assistance or visit the CHAMP website at http://CHAMP.lausd.net. CHAMP can also assist parents with applications or referral for food stamps, WIC, and five other social safety net programs. Check out http://CHAMP.lausd.net for more details. Schools can schedule staff or parents presentation by contacting the CHAMP office. Please refer to the CHAMP **Health Insurance Comparison Chart 2011-2012** for a quick reference to the insurance programs mentioned above.

STUDENT/SCHOOL CODE OF CONDUCT

Section 300 of Title 5 of the California Code of Regulations requires pupils to follow school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

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

Guiding Principles for Everyone in the School

1. Be Respectful
2. Be Responsible
3. Be Appreciative of Differences
4. Be Honest
5. Be Safe
6. Be a Life-Long Learner

Students must be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. Any student found to have committed any of the acts below will be subject to a full investigation and, if applicable, all appropriate disciplinary actions, which may include suspension, expulsion, and/or referral to law enforcement. These are not permitted:

1. Bullying/intimidation

2. Weapons possession
3. Fights/threats/violence
4. Drug possession/sale
5. Graffiti/vandalism
6. Gang activity
7. Cheating and plagiarism
8. Forgery and falsification
9. Sexual harassment and assault
10. Blackmail and extortion
11. Prejudice and hate crimes
12. Robbery and stealing
13. Fireworks and firecrackers

With appropriate guidance students should:

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

Remember that you matter. Your ideas, thoughts and opinions are important and have value.

School Pride Means……

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

STUDENT SEARCHES

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

A. Searches Based on Reasonable Suspicion

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

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

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

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

B. Random Metal Detector Searches

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

- The method of selection of students to be searched is genuinely random.
- Students selected to participate in random metal detector searches are selected without regard to personally identifiable characteristics such as race, gender, surname, group affiliation, or past history of misconduct (i.e., selection is random).
- The searches are minimally intrusive.
- School officials provide parents and students with advanced and detailed notice of the random metal detector search procedures

If, as a result of a metal detector search, ***reasonable suspicion*** arises that a particular student may have a weapon, school officials may

conduct a search of that student, in a private area, in accordance with the above guidelines for reasonable suspicion searches.

STUDENTS' PERSONAL PROPERTY

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

STUDENTS PLACED IN OUT-OF-HOME CARE BY DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS) OR PROBATION

Children supervised by DCFS or probation and placed in licensed foster homes, group homes or with relative caretakers have special enrollment provisions. AB 490 mandates that foster children shall be immediately enrolled in school (Education Code section 48853.5) and that educators, school personnel, social workers, probation officers, caregivers and other interested parties all work together to serve the educational needs of children living in out-of-home care.

Effective January 1, 2011, Assembly Bill 1933 mandates that at the initial placement, or any subsequent change in placement of a foster child, the local educational agency serving the foster child shall allow the foster child to continue his or her education in the school of origin for the duration of the jurisdiction of the court. If the jurisdiction of the court is terminated prior to the end of an academic year, the child shall be allowed to continue his or her education in the school of origin through the duration of the academic school year.

Parents, guardians, foster care givers, social workers and/or probation officers should notify school districts as soon as they become aware that a child is changing placement so that school records can be transferred in a timely manner. For further information regarding school-related foster care concerns, contact the Foster Care Unit at (213) 241-3848.

STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION

Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special education services. These services are based on assessment and determined by an Individualized Education Program (IEP) team, which includes the student's parent. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. Such services may include support, instruction and accommodations in the general education program or may be provided in other settings. To the maximum extent appropriate, student with disabilities must be educated with their nondisabled peers in the general education environment at the school they would attend if they were not disabled.

Parents of school age children who suspect their child may have a disability and who may need special education services should contact the administrator of their neighborhood public school. Parents of children younger than five years of age who suspect their child may have a disability and may be eligible for special education services should contact Infant/Preschool Support Services at (213) 241-4713.

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

STUDENTS WITH DISABILITIES UNDER SECTION 504

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

Section 504 also requires that students with disabilities be provided a free and appropriate public education (FAPE), a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For students who are not eligible for special education services, but meet the federal definition of disabled under Section 504, a Section 504 Plan is developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Parents or guardians must be notified in writing of any District decisions regarding the identification, evaluation, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504.

For further information about Section 504 and/or assistance in filing an appeal or complaint regarding Section 504, contact the Educational Equity Compliance Office at (213) 241-7682.

SUPPLEMENTAL EDUCATIONAL SERVICES

The federal *No Child Left Behind Act of 2001* mandates providing the "Supplemental Educational Services" (SES) option to students attending a school in Program Improvement for two or more years. Eligible students from low-income families, identified by participation in the free and reduced lunch program, who attend one of the eligible Program Improvement schools, are provided the option to choose a state-approved Supplemental Educational Services provider to deliver tutoring and other academic assistance services.

"Supplemental Educational Services" are accessed in the Los Angeles Unified School District through the SES brochure mailed in late May of each year directly to the home of eligible students. The request form in the brochure is the only method for participating in "Supplemental Educational Services." Eligible schools also have copies of the request form. Parents of eligible students have deadlines each year for returning the request form. There are a limited number of slots for this program. Once the program becomes overenrolled, the students who apply will be ranked based on achievement level. Students with lower achievement level will be given priority. The remaining students will be placed on a wait list and will be served as space becomes available with the selected provider. If you have questions or need additional information, please call the Beyond the Bell Branch at (213) 241-7900.

SUSPENSION AND EXPULSION

California Education Code Section 48925 (d) defines suspension as "removal of a pupil from ongoing instruction for adjustment purposes." A student may be suspended for up to no more than five consecutive school days. California Education Code Section 48925 (b) defines expulsion as "the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel…." In LAUSD, the Student Discipline Proceedings Unit is charged with ensuring that students recommended for expulsion are afforded a fair and impartial hearing and all due process rights. A student may be expelled without suspended enforcement ("straight" expelled) and, therefore, not be allowed to attend any LAUSD school or program during the term of expulsion. Or the enforcement of the expulsion may be suspended, pursuant to Education Code Section 48917, in which case, the expelled student could be assigned to an LAUSD educational alternative program for the term of the expulsion. The length of an expulsion may be for the balance of the semester in which the Board expels; for the balance of the semester, plus the following school semester; or for one-calendar year, depending on the violation and/or the student's social adjustment background. Under certain circumstances, the term of an expulsion may be lengthened.

A. Students are subject to suspension or expulsion for offenses occurring
- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to, or coming from, a school-sponsored event.

California law allows classroom teachers to suspend students from the classroom for any of the behaviors described in Education Code Sections 48900 et seq. (see Grounds for Suspension/Expulsion in section B., below). If a student is suspended from the classroom, the teacher must immediately report the suspension to the principal for appropriate action. The principal shall then determine whether to suspend the student from school or to allow the student to remain on campus during the term of the classroom suspension. Only the school principal or his or her designee may suspend a student from school. The term of a classroom suspension shall be no longer than the balance of the day (or class period) plus the following day (or next class period for that same class). A student serving a classroom suspension must remain on campus under appropriate supervision. Subsequent to a teacher's classroom suspension, the teacher shall, as soon as possible, ask the parent to attend a conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities or otherwise defied the valid authority of school officials, the teacher may require that the parent/guardian attend a portion of the school day in his or her child's classroom. LAUSD has a variety of programs in place that support students who are struggling with behavior challenges. In addition, LAUSD staff makes every effort to use suspension alternatives that provide both a consequence as well as an opportunity to learn new skills.

B. Grounds for Suspension/Expulsion
- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- 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.
- 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.
- 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.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- 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.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- 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.
- 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.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- 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.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- 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.
- Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).
- Committed sexual harassment (grades 4-12).
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12).
- Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils (grades 4-12).
- Made terroristic threats against school officials or school property, or both.

C. Mandatory Recommendation to Expel Offenses
Under California law, a school principal is *required* to recommend a student's expulsion when he or she determines that the student

committed one of the following while on campus or at a school-sponsored activity off campus:

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

The Federal Gun-Free Schools Act of 1994 also mandates the expulsion of any student who takes a firearm onto a school campus.

D. Behavior Intervention for Students with Disabilities
Students with disabilities whose behavior impedes learning require a Behavior Support Plan (BSP) developed through the Individualized Education Plan (IEP) process and implemented throughout the timeframe of the IEP.

In the case of a student who receives special education services and who is experiencing "serious" behavior challenges as defined in the Education Code (EC sections 56520 et seq.) a Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may also be required.

E. Suspension, Opportunity Transfer and Expulsion of Students With Disabilities
For students who are disabled, the law requires additional procedures and considerations:

- Suspension:
  Special Education: When a student who receives special education services is suspended, school staffs must determine if an IEP meeting is needed to create a BSP or to review and modify an existing BSP to organize more targeted behavioral instruction and to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension will require an IEP meeting to determine if additional instructional and/or behavioral supports are needed and examine the appropriateness of current placement and services.

  The student cannot be suspended for more than 10 days in a school year. If the suspensions are nearing 10 days, an IEP team conducts a manifestation determination.

  Section 504: A student who has a Section 504 plan is considered as a general education student and can be suspended for the same number of days as a general education student, but at 10 days of suspension there must be an analysis in a "Section 504 Link Determination Meeting."

- Opportunity Transfer:
  Special Education: If a different educational placement is being considered for a student who receives special education services, an IEP meeting is required. The IEP team must consider appropriate instructional and/or behavioral supports designed in the BSP to address the behavior(s) that resulted in the school's consideration of a change of placement. A student who receives special education services may not have their placement changed without parent consent.

  Section 504: A disciplinary opportunity transfer of a student being served under Section 504 is considered a change of placement and can only be issued if the school's Section 504 team conducts a link determination.

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

  Section 504: An expulsion of a student being served under Section 504 is considered a change of placement and can only be issued if the school's Section 504 team conducts a manifestation determination.

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

REHABILITATION AND REINSTATEMENT FROM EXPULSION

California law mandates school districts to provide educational placements and services to expelled students. It also requires school districts to develop rehabilitation plans and strategies for expelled students and authorizes services for students otherwise placed in District Community Day Schools. The District's AB 922 Student Expulsion Support Services Unit coordinates and facilitates student rehabilitation and makes recommendations for reinstatement to the Board of Education. Services include developing individualized rehabilitation contracts that specify terms and conditions of reinstatement, helping students and parents access resources, and monitoring student progress through reinstatement. Education Code section 48916 stipulates that, upon completion of the readmission process, the Board shall readmit the student, unless a finding is made that the student has not met the conditions of the rehabilitation plan or continues to pose a danger to the campus safety or to other pupils or employees of the school district.

TITLE IX AND STUDENTS

Federal law, Title IX, State law and District policy prohibit anyone from discriminating against any student on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, marital status, pregnancy, childbirth or related medical condition). Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all activities and programs, including:

- Athletics
- The classes they can take
- The way they are treated in the classroom
- The kind of counseling they are given
- The extracurricular activities in which they can participate
- The honors, special awards, scholarships and graduation activities in which they can participate

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint. For further information or assistance, contact the Educational Equity Compliance Office, by calling (213) 241-7682 or writing to 333 S. Beaudry Avenue, 20th Floor, Los Angeles, CA 90017.

TRANSPORTATION – SCHOOL BUSES

Transportation is only provided to eligible students in authorized programs. The "Official Notification of your Child's Transportation Schedule" ("mailer"), sent out prior to the start of the school year, provides information on routing, bus rules, contacts, and other items. Please also remember:

- Parents should review the bus rules with their children.
- Parents and children should visit the stop location prior to the first school day and make sure their children know the safest way to and from the bus stop.
- Students should be prepared to board the bus five minutes before their scheduled pickup time.
- To assure the safety of their children, parents or an authorized person should be at the bus stop each day when their child is picked up and dropped off.
- Parents and children should know their route number and school name, and call Bus Dispatch at (800) LA-BUSES if the bus is 15 minutes late.
- Pickup and drop-off times may change due to route adjustments, changes to school start/end times, and traffic or weather conditions.
- Parents must immediately report changes of address, telephone numbers, and, for special education students, authorized adult receivers, to the student's school and, when applicable, the local Special Education office Support Unit.
- If you have questions or concerns regarding transportation please call (800) 522-8737.

CONDUCT ON SCHOOL BUSES

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

TUBERCULOSIS CLEARANCE

All kindergarten students, all new first grade students who have never attended kindergarten, and all students entering an Early Education Center must present a written report (usually on the immunization record) provided by a health care provider or health department, giving the results of a Mantoux test for tuberculosis done within one year prior to school entry. A chest X-ray will be required if the skin test results are positive.

All new students entering grades 1-12, who have never attended any school in California, must present documentation of the results of Mantoux test done at some previous time. Students entering grades 1-12 from any other California school (public, private, or parochial) are exempt from the requirement.

UNIFORM COMPLAINT PROCEDURES (UCP)

The Los Angeles Unified School District (District) recognizes that the District has the primary responsibility to ensure compliance with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with the law in Adult Education, Career Technical Education, Child Development Programs, Consolidated Categorical Programs, Migrant and Indian Education, Nutrition Services, Special Education and laws regarding unlawful student-to-student, adult-to-student, and non-employee discrimination/ harassment on the basis of age, ancestry, color, disability (mental or physical), ethnic group identification, gender, national origin, race, religion, sex (actual or perceived), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District. For additional information regarding the District's Uniform Complaint Procedures process or assistance in filing a complaint, please contact the Educational Equity Compliance Office at (213) 241-7682.

Compliance Officer
The Educational Equity Compliance Office Director has been designated as the District's Compliance Officer responsible to receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and ensure District compliance with the law.

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

Filing of UCP Complaints
A written complaint of alleged noncompliance with a federal or state law or regulation governing education programs must be filed with the District's Compliance Office in the Educational Equity Compliance Office. When the subject matter of a complaint is not covered by this policy, the complainant will be so advised in writing.

Uniform Complaint Procedures forms are available upon request from any school or District office, or by calling the Educational Equity Compliance Office at (213) 241-7682. Any person, including, but not limited to individuals with a disability, requesting to file a complaint and who is unable to prepare a written complaint will be assisted by District staff in filing the complaint.

Any student, parent, or non-employee individual, or specific group of individuals who allege that he/she or they were subjected to unlawful discrimination may file a Uniform Complain Procedures (UCP) complaint alleging unlawful discrimination. Discrimination complains must be filed no later than six months from the date the alleged discrimination occurred or the date when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time of filing is extended by the District superintendent/designee.

Investigation of Complaint
Upon receipt of the complaint and the determination that the allegations are under the jurisdiction of the Uniform Complaint Procedures process, the Compliance Officer/designee will open a complaint investigation. At the discretion of the District's Compliance Officer/designee and with the consent of the parties, the Compliance Officer/designee may undertake a resolution of the dispute via mediation. The complainant and/or complaint's representatives and the District representatives will be provided an opportunity to present information that is relevant to the complaint during the mediation and/or investigative process. By filing a complaint, the complainant authorizes the District to investigate and make disclosures, as may be reasonably necessary to the investigation and resolution of the complaint. To ensure that all pertinent facts are considered, the District's complaint investigator may request other individuals to provide additional information. Complainants are advised that, while the District will make an effort to protect their privacy and confidentiality, investigation of their complaint may require disclosure of certain information to others. Complainants are protected by law from retaliation for filing a complaint and/or their participation in the complaint investigation process.

Written Decision
Within sixty (60) days of receiving the complaint, unless the complainant agrees in writing to an extension of time, the Compliance Officer/designee shall prepare and send to the complainant a written report of the District's investigative findings, and corrective action(s) if appropriate. The investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

Appeals to the California Department of Education
If a complainant is dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District's decision. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the District's decision and specific reasons for appealing the District's decision. The appeal should be sent to:

California Department of Education
1430 N Street, Sacramento, CA 95814

Complaints Not Under the Jurisdiction of the District's Uniform Complaint Procedures Process
In accordance with Section 4611 of Title 5 of the California Code of Regulations the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures:

1. Allegations of employment/work, employee-to-employee or student-to-employee discrimination/harassment complaints may be referred to the District's Equal Employment Opportunity Office at (213) 241-7685.
2. Allegations of suspected child abuse shall be referred to the Los Angeles County Department of Family Children Services (DCFS) or the appropriate city police department or Los Angeles County Sheriff's Department, as applicable.
3. Allegations of fraud shall be referred to the responsible division/branch/department/unit/administrator/supervisor or to the Office of the Inspector General.
4. Personnel action complaints shall be referred to the appropriate division/branch/department/unit/administrator/supervisor.
5. Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services, for licensed facilities.

VISITORS TO SCHOOL CAMPUSES

All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. District Policy states, in Bulletin No. 3630, that smoking and the use of all tobacco products is prohibited on all District property including District-owned or leased building, and in District vehicles at all times, by all persons, including employees, students, and visitors at any school or District site, or attending any school-sponsored events. Visitors are expected to:

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

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

WILLIAMS/VALENZUELA UNIFORM COMPLAINT PROCESS

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

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

5. Pupils who have not passed the high school exit exam (CAHSEE) by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Complaints may be filed using the Williams/Valenzuela Uniform Complaint Procedures Form or may be filed anonymously. To file a complaint regarding the above matters, forms can be obtained at one of the following:

- → The school's main office
- → Or by calling the Educational Equity Compliance Office at (213) 241-7682

To ensure a timely response, completed complaint forms should be submitted to either of the following:

- → School site (main office, principal)
- → Faxed to the Educational Equity Compliance Office at (213) 241-3312
- → Or send by U.S. Mail to:

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

Questions regarding the Williams/Valenzuela UCP process can be directed to the Educational Equity Compliance Office at (213) 241-7682.

LOS ANGELES UNIFIED SCHOOL DISTRICT

PARENT/STUDENT ACKNOWLEDGEMENT FORM
2011-2012 PARENT STUDENT HANDBOOK

Dear Parent/Guardian:

Education Code 48980 (a) states that School Boards are required by law to notify parents of their rights to services and programs offered by their district school/schools. Parents/Guardians must sign a notification form and return it to their children's schools acknowledging that they have been informed of their rights.

Please read the new Parent Student Handbook and return the signed form below to the school. Your signature does not constitute consent to take part in any particular program.

----------Tear-Off----------

LOS ANGELES UNIFIED SCHOOL DISTRICT

RECEIPT OF ANNUAL NOTIFICATION OF PARENT-STUDENT HANDBOOK
2011-2012 PARENT STUDENT HANDBOOK

I acknowledge, with my signature below, the receipt of the required annual notification of parent/student rights on behalf of my son/daughter.

Please PRINT the name, birth date and grade of your child.

STUDENT'S NAME:

_____ _____ _____

Last Name First Name Middle Initial Birthdate Grade

_____ _____

Signature of Parent/Guardian Signature of Student (Grades 6-12)

INFORMATION RELEASE FORM

Under Federal and State law, school districts may share student directory information with authorized individuals, organizations and/or officials. Pursuant to California Education Code section 49073, LAUSD has identified the categories of information listed below as directory information that may be released to the officials and organizations named below. Parents of students 17 years or younger and adult students 18 years or older may request the school principal limit the release of directory information or not release directory information at all. The request to withhold the student directory information is applicable only to the current school year.

PLEASE READ AND COMPLETE THE INFORMATION RELEASE FROM BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL. UNLESS THIS FORM IS RETURNED, YOUR STUDENT'S INFORMATION MAY BE RELEASED AS INDICATED.

COMPLETE, SIGN AND RETURN THIS PORTION TO YOUR CHILD'S SCHOOL

LOS ANGELES UNFIED SCHOOL DISTRICT - 2011-2012 PARENT STUDENT HANDBOOK

INFORMATION RELEASE FORM

SCHOOL NAME: _____ DATE: _____

STUDENT NAME: (Please Print)	Date of Birth:	Grade:
Address:	City:	Zip Code:
Telephone Number:	Record Room:	

STUDENT DIRECTORY INFORMATION

☐ 1. I do not wish to have any directory information released to any individual or organization.

OR

☐ 2. I request to withhold the directory information according to the box(es) I check below:

	DO NOT RELEASE
PTA	
HEALTH DEPT.	
ELECTED OFFICIALS	
DCFS	
DEPT. OF MENTAL HEALTH	
PROBATION DEPT.	

	DO NOT RELEASE
1. Name	
2. Address	
3. Telephone Number	
4. Date of Birth	
5. Dates of Attendance	
6. Previous School(s)	

3. For 11th and 12th Grades students only: I do not wish to release the name, address, and telephone number of the student named above to the agency or agencies I check below:

_____ United States Armed Forces

_____ **(Military) Recruiting Agencies**

_____ **Colleges, Universities or Other**

_____ Institutions of Higher Education

NEWS MEDIA RELEASE OF INFORMATION

☐ My child may be interviewed, photographed, or filmed by members of the news media.

☐ My child may not be interviewed, photographed, or filmed by members of the news media.

_____ Signature of Parent/Guardian (if student is under 18)

_____ Signature of Student (if student is 18 or older)

LOS ANGELES UNIFIED SCHOOL DISTRICT
2011-2012

ETHNICITY/RACE IDENTIFICATION OF STUDENTS

Beginning with the 2009-2010 school year, the District is required to collect race and ethnicity data on all new enrolling students using a two-part question. The first part of the question asks whether or not the student is Hispanic or Latino. The second part of the question asks the respondent to select one or more races for the student.

If you wish to change the ethnic and race category for your child, please complete the form below and return it to your child's school.

COMPLETE, SIGN AND RETURN THIS PORTION TO YOUR CHILD'S SCHOOL

LOS ANGELES UNFIED SCHOOL DISTRICT - 2011-2012 PARENT STUDENT HANDBOOK

ETHNICITY/RACE IDENTIFICATION OF STUDENTS FORM

SCHOOL NAME: _____ DATE: _____

STUDENT NAME: (Please Print)	Date of Birth:	Grade:
Address:	City:	Zip Code:
Telephone Number:	Record Room:	

STEP 1

Is the student's ethnicity Hispanic/Latino? ☐ YES ☐ NO

If "YES" is checked, continue to Step 3 if applicable; if "NO" is checked continue to Step 2 then Step 3 if applicable.

STEP 2

What is the primary race of the student? (Select one)

- ❑ African American or Black
- ❑ American Indian or Alaskan Native

Asian

- ❑ Asian Indian
- ❑ Cambodian
- ❑ Chinese
- ❑ Filipino
- ❑ Hmong
- ❑ Japanese
- ❑ Korean
- ❑ Laotian
- ❑ Vietnamese
- ❑ Other Asian

Native Hawaiian or Pacific Islander

- ❑ Guamanian
- ❑ Hawaiian
- ❑ Samoan
- ❑ Tahitian
- ❑ Other Pacific Islander
- ❑ White

STEP 3

What is the secondary race of the student? (Select one)

- ❑ African American or Black
- ❑ American Indian or Alaskan Native

Asian

- ❑ Asian Indian
- ❑ Cambodian
- ❑ Chinese
- ❑ Filipino
- ❑ Hmong
- ❑ Japanese
- ❑ Korean
- ❑ Laotian
- ❑ Vietnamese
- ❑ Other Asian

Native Hawaiian or Pacific Islander

- ❑ Guamanian
- ❑ Hawaiian
- ❑ Samoan
- ❑ Tahitian
- ❑ Other Pacific Islander
- ❑ White

_____
Signature of Parent/Guardian (if student is under 18)

_____
Signature of Student (if student is 18 or older)

LOS ANGELES UNIFIED SCHOOL DISTRICT

STUDENT HEALTH AND HUMAN SERVICES
Community Partnership and Medi-Cal Programs
333 S. Beaudry Avenue, 29th Floor
Los Angeles, CA 90017

John E. Deasy
Superintendent of Schools

Judy Elliott
Chief Academic Officer
Office of Curriculum, Instruction, and School Support

Rene Gonzalez
Assistant Superintendent
Student Health and Human Services

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about your child may be used and released and how you can get access to this information. Please review this document carefully.

The Los Angeles Unified School District (LAUSD) and its contract agencies/schools are required by federal law, the Health Insurance Portability and Accountability Act (HIPAA), to make sure that your Protected Health Information (PHI) is kept private. PHI includes information that we have created or received about your child's past, present, or future health/medical conditions that could be used to identify your child. Unless you give us written authorization, we will only release your health/medical information for treatment, payment, or health care operations or when we are otherwise required or permitted by law to do so. Not every use is listed, but the ways we can use and release information fall within one of the descriptions below.

1. **Appointment reminders and health-related benefits or services**: We may use PHI to send you appointment reminders. We may also use PHI to give you information about other health care related treatment and services.
2. **Treatment**: We may use and release your PHI to those who provide you with health care services or who are involved with your child's care such as doctors, nurses and other health care professionals. PHI may also be used for referrals to hospitals, specialists, or for other treatment alternatives. For example, we may share the PHI with relevant school staff for Individualized Educational Program (IEP) purposes to recommend appropriate Special Education related services to address your child's health needs while at school.
3. **To receive payment for the treatment that was provided to your child**: We may use and release your PHI in order to bill and receive payment for treatment and services your child received in the school or community setting. For example, LAUSD bills Medicaid for services that are provided to Medi-Cal eligible students.
4. **Health Care Operations**: We may use and release your PHI in order to administer our school-based health centers. For example, members of our quality improvement team may use information in your child's health record to review the care and outcomes for quality improvement purposes.
5. **To meet legal requirements**: We may use and release PHI to government officials or law enforcement agencies when federal, state, or local laws require us to do so. We also share PHI when we are required to do so in a court or other legal proceedings. For example, if a law says we must report private information about students, who have been abused, we will provide such information.
6. **To report Public Health activities**: We may use and release PHI to government officials in charge of collecting certain public health information. For example, we share general information about births, deaths, and some statistical information about diseases such as SARS, and small pox.
7. **For Research purposes**: We do not release PHI for purposes of medical research. We do, however, use PHI to create a collection of information that cannot be traced back to your child.
8. **To avoid harm**: In order to avoid a serious threat to the health and safety of a person or the public, we may provide PHI to law enforcement, emergency personnel, or others who may be able to stop or lessen the harm.
9. **Fundraising**: We may use and release the PHI toward applying for grants and/or funding agencies to obtain funds for the enhancement and expansion of our services. (Although allowable by law, it is not LAUSD practice to use or release your PHI in a manner that can be traced back to your child.)

Your Rights

- See or obtain a copy of information that we have about your child, or correct your child's personal information that you believe is missing or incorrect. If someone else (such as your doctor) gave us the information, we will tell you who, so that you can ask them to correct it.
- Ask us not to use your health information for payment or health care operations activities. (We are not required to agree to these requests.)
- Ask us to communicate with you about health matters using reasonable alternative means or at a different address, if communications to your home address could endanger you.
- You have a right to withdraw or revoke your consent in writing at anytime. However, we may refuse to continue to treat a child if the parent revokes his or her consent.
- Receive a list of disclosures of your health information that we make on or after April 14, 2003, except when:
  - You have authorized the disclosure;
  - The disclosure is made for treatment, payment or health care operations; or
  - The law otherwise restricts the accounting.
- If you have any questions, please call Bonnie Mims-Greene at (213) 241-3851.

Complaint Process

If you believe that we may have violated your Privacy rights, you may send your written complaint to:

Los Angeles Unified School District
Student Health and Human Services
333 South Beaudry Avenue, 29th Floor
Los Angeles, CA 90017
Attn: Rene Gonzalez, Asst. Superintendent

Alternative method of processing a complaint:

Privacy Complaints
P.O. Box
U.S. Department of Health and Human Services
Centers for Medicare and Medicaid Services
7500 Security Blvd.
Baltimore, Maryland
1-800-633-4227

Los Angeles Unified School District
2011-2012
ANNUAL PESTICIDE USE NOTIFICATION

The District has adopted an Integrated Pest Management (IPM) policy. This policy includes notifying parents/guardians of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests and/or maintain the integrity of a structure. However, should you feel that your child's or your (for school staff) health and/or behavior could be influenced by exposure to pesticide products, you are notified as follows:

- An application of products on the Approved List may be applied during the school year (see attached list of pesticide products that have been approved for use at District sites).
- In the event the use of a product is required that is not on the Approved List, you will be notified 72 hours in advance. (Exception: Emergency circumstances that warrant an immediate response).
- Additional information regarding pesticide products, including those on the District's Approved List, is available online at http://www.cdpr.ca.gov

Please complete, detach and return the form below to the school's main office, indicating whether you wish to be pre-notified each time a pesticide is scheduled to be used at the school.

----------*Cut here and return if applicable*----------

PARENT/GUARDIAN REQUEST FOR NOTIFICATION
2011-2012

☐ **I would like to be pre-notified** every time a pesticide application is to take place at my child's school (i.e., in addition to annual notification). I understand that the notification will be sent home with my child, or provided to me as a school staff member at least 72 hours before application. (Exception: Emergency circumstances that warrant an immediate response).

☐ **I do not need to be notified** every time a pesticide is to take place at the school. I understand that I will receive an annual notification in the Parent Student Handbook, or by other means, of pesticides approved for use at schools.

Child's name (print):_____

Room Number_____

School:_____

Name of parent/guardian (print):_____

Signature of parent/guardian:_____Date:_____

Note to Site Administrator

File the original in the Main Office. If the above "I would like to be pre-notified" box is checked, forward a copy of this notice via school mail to Pest Management Department as soon as they are received from the parents and staff.

Maintenance and Operations Central 3 and Special Services
1240 S. Naomi Ave., Los Angeles, CA 90021
Attn.: Adrian Saldivar

Los Angeles Unified School District
Approved Pesticide Product List

PESTICIDE NAME	(1) ACTIVE INGREDIENT	PHYSICAL FORM	APPLICATION METHOD	TARGET PEST	USEPA TOXICITY CATEGORY	(2) LABEL DESIGNATION	COMMENTS	EPA REG. NO. or CA. REG. NO.
Advance Granular Ant Bait	abamectin B1 0.011%	Granule	Indoor cracks, crevices and voids Outdoors per the label.	Ants	3	Caution	Bait attractant **Applicator refer to product label for appropriate PPE**	499-370
Avert Cockroach Gel Bait (Formula 3)	abamectin B1 0.05%	Gel (Formula 3)	Crack & crevice bait gel	Cockroaches	3	Caution	Bait attractant **Applicator refer to product label for appropriate PPE**	499-410
Avert Dry Flowable Cockroach Bait (Formula 1)	abamectin B1 0.05%	Dust	Crack & crevice bait dust	Cockroaches	3	Caution	Bait attractant **Applicator refer to product label for appropriate PPE**	499-294
Bora-Care Termiticide, Insecticide and Fungicide Concentrate	disodium octaborate tetrahydrate 40%	Liquid suspension	Spray used for wood boring insects	Termites	3	Caution	**Applicator refer to product label for appropriate PPE**	64405-1
Contrac Blox	bromadialone 0.005%	Bait block	Rodent bait Used in bait stations only	Rodents	3	Caution	Used infrequently in bait stations **Applicator refer to product label for appropriate PPE**	12455-79
Demize EC	Linalool 37% Piperonyl butoxide 40%	Liquid	Spray application	Fleas	1	Danger	Pest Supv. to approve each use. To be used in unoccupied facilities only. IPM Team to be notified at following Team meeting. **Applicator refer to product label for appropriate PPE**	4758-161-57076
Distance IGR	Pyriproxyfen 0.5%	Granule	Local or broadcast	Fire ants	3	Caution	**Applicator refer to product label for appropriate PPE**	1021-1728-59639
Drax Liquidator Ant Bait	Orthoboric Acid 1.0%	Liquid	Used in bait station only	Ants	3	Caution	Exterior use only Pest Supv. to approve each use. **Applicator refer to product label for appropriate PPE**	9444-206
Drax Ant Kil Gel	orthoboric acid 5%	Gel	Interior and exterior crack and crevice sugar based bait	Ants	3	Caution	**Applicator refer to product label for appropriate PPE**	9444-131
EcoExempt D	2- Phenethyl Propionate 4.5%, Eugenol 1.75%	Dust	Hand Duster	Stinging insects and roaches	3	Caution	Use in voids and other enclosed areas.Not for use in areas occupied by people. **Applicator refer to product label for appropriate PPE**	FIFRA Exempt
EcoExempt KO	2- Phenethyl Propionate 5.0%, Eugenol 0.5%	Aerosol	Interior and exterior crack and crevice and void treatments	As listed on the label	3	Caution	**Applicator refer to product label for appropriate PPE**	FIFRA Exempt
Generation Mini-Block	difethialone 0.0025%	Solid	Bait used in stations only	Rodents	3	Caution	To be used in tamper proof bait stations. **Applicator refer to product label for appropriate PPE**	7173-218

Gentrol IGR Concentrate	hydroprene 9%	Liquid	Crack & crevice spray	Cockroach, fleas, storage pests	2	Warning	Structural use only. Insect growth regulator **Applicator refer to product label for appropriate PPE**	2724-351
M-Pede	potassium salts of fatty acids 49%	Liquid	Direct spray to pest	Africanized honey bees, thrip, and white fly	2	Warning	**Applicator refer to product label for appropriate PPE**	53219-6
MotherEarth 2% Py	Pyrithrin 2.0% (a botanical insecticide	Aerosol	Use according to label.	Fleas, gnats, mosquitos, bees, bird mites	3	Caution	**Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE**	499-520
Niban Granular Bait and Niban-FG	Orthoboric Acid-5%	Granules and Fine Granules	Interior and exterior bait	Various insects	3	Caution	**Applicator refer to product label for appropriate PPE**	64405-2
NiBor-D	Disodium Octaborate Tetrahydrate-98%	Dust	Applied wet or dry	Various insects	3	Caution	**Applicator refer to product label for appropriate PPE**	64405-8
PT 565 Plus XLO Formula 2	pyrethrins-0.5% piperonyl butoxide - 1% n-octyl bicycloheptene dicarboximide 1%	Aerosol	Use according to label.	Fleas, gnats, mosquitos, bees, bird mites	3	Caution	Restrict re-entry to occupied areas for 24 hours after application. Follow food handling precautions when using this product. **Applicator refer to product label for appropriate PPE**	499-290
PT Wasp Freeze	phenothrin 0.12% d-trans allethrin 0.129%	Aerosol	Outdoor aerosol spray directly to wasps and bees	Wasps, hornets, & bees	3	Caution	Obtain supervisor approval prior to each use. **Applicator refer to product label for appropriate PPE**	499-362
Recruit IV AG (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	**Applicator refer to product label for appropriate PPE**	62719-454
Recruit IV (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	**Applicator refer to product label for appropriate PPE**	62719-453
Rozol Pocket Gopher Bait	Chlorphacinone……0.005%	Grain bait	Place in gopher burrows only	Gophers	3	Caution	Application to fields and landscape areas when students are not in immediate area. **Applicator refer to product label for appropriate PPE**	7173-184
Suspend SC	deltamethrin 4.75%	Liquid	Spray	Fleas, ticks, fire ants,	3	Caution	Use for exterior only on fleas, ticks, and fire ants. Restrict re-entry of area for 24 hours after application. **Applicator refer to product label for appropriate PPE**	432-763
Tim-Bor Prefessional	disodium octaborate tetrahydrate 98%	Powder	Applied wet or dry	Wood destroying organisms and fungus	3	Caution	**Applicator refer to product label for appropriate PPE**	64405-8

Victor Poison Free Wasp & Hornet Killer (No. 604)	Mint Oil 8% and Sodium Lauryl Sulfate 1%	Aerosol	Spray	Wasps, Hornets & Yellow Jackets	N/A	N/A	Exempt under FIFRA **Applicator refer to product label for appropriate PPE**	FIFRA Exempt
Wilco Ground Squirrel Bait	Diphacinone 0.005 %	Grain bait	Placed in bait stations only.	Ground Squirrels	3	Caution	Do not use when rain is eminent. Obtain supervisor approval before each use. **Applicator refer to product label for appropriate PPE**	36029-20
ProFoam Platinum	Sodium Decyl Sulfate, Sodium Lauroampho Acetate, Sodium Lauryl Sulfate.....60%	Foam	Foaming agent; non pesticide	Various uses	3	Caution	**Applicator refer to product label for appropriate PPE**	Ca. Reg. 1051148-50001-AA
Summit Bti Briquets	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins-10%	Solid briquet	Floating larvicide	Mosquito larvicide	3	Caution	**Applicator refer to product label for appropriate PPE**	6218-47
Mosquito Larvicide GB 1111	Aliphatic Petroleum Hydrocarbons-98.7%	Liquid	Apply to surface of water	Mosquito larvicide	3	Caution	Any application of this product is subject to caution tape or barricade use in the application area and use of warning signs. All uses shall be reported to the IPM Team at the following Team meeting. Inventory management measures shall be used. **Applicator refer to product label for appropriate PPE**	8329-72
Altosid Briquets	S-Methoprene- 8.62%	Briquet	Floating larvicide	Mosquito larvicide	3	Caution	This product is not to be used in flowing water in areas such as storm drains and catch basins and any other areas where it is reasonable to assume that there will be flowing water. **Applicator refer to product label for appropriate PPE**	2724-375

Los Angeles Unified School District
Children's Health Access and Medi-Cal Program (CHAMP)

Health Insurance Comparison Chart 2011-2012

HEALTH BENEFITS	MEDI-CAL	HEALTHY FAMILIES	HEALTHY KIDS	KAISER PERMANENTE CHILD HEALTH PLAN
Who Is eligible?	Children ages 0- 21	Children ages 0-19	Children ages 0-18 *(Program closed to new enrollment for children ages 6-18)*	Children ages 0-19
Monthly plan premium	No monthly premiums	$4-$24 per child	$15 per child, Max. of $45 per family	$8 or $15/child, max. of $45/ family
Max. Annual Cost per: • Child at max income • Per 3 children in a family	For no cost (free) Medi-Cal: • Children 0 to 1: up to 200% FPL • Children 1 to 6: up to 133% FPL • Children 6 to 19: up to 100 % FPL Income over the % allowed result in a Share-of-Cost. *(Share of Cost is similar to a deductible. It means a family agrees to be responsible for a certain amount of the family's health care cost in the month that the person wants to use Medi-Cal.)*	Maximum cost per child per year $48-$288 *(If family pays 3 months in advance, 4th month is free)* Max. $1,114 per family with 3 children or more/yr *(Includes $250 maximum co-pay/ family/year)*	Max. $180 per child per year Max. $790 per family with 3 children or more per year *(Includes $250 maximum co-pay per family/year)*	Annual out of pocket maximum, $250 per child. For a family of 3 or more children, annual out of pocket maximum is $500.
Medical office services/ specialist	100% coverage	$5 - $10 per visit	$5 per visit	$0- $5 per visit *Refer to Evidence of Coverage*
Preventive Care	100% coverage	No charge	No charge	Average charge $5, some services at no charge
Hospitalization	100% coverage	No charge – 100% coverage	No charge	No charge
Urgent care	100 % coverage	$5/visit – 100% coverage	$5 per visit *(waived if hospitalized)*	$5 per visit
Emergency	100 % coverage	$5- $15 per visit – 100% coverage No charge if hospitalized	$15 per visit – 100% coverage	$35 per visit *No charge if admitted to hospital*
Mental Health	100% coverage through health plan and/or County	No charge for inpatient services; $5/visit for outpatient services	No charge for inpatient services; $5/visit for outpatient services	$5 individual/$2 group per visit
Prescription Drugs	100 % coverage	$5 - $15 per prescription	$5 per prescription	$5 per prescription $20 brand name (up to 100 days supply)
Dental	No charge (Preventive Care, Fillings, Sealants, Diagnostic Services)	No charge (Preventive Care, Fillings, Sealants, Diagnostic Services); $5 (major services)	No charge (Preventive Care, Fillings, Sealants, Diagnostic Services); $5 (major services)	Provided by Delta Dental No charge (basic check-up $5-$25/visit (fillings & major services)
Vision	100% coverage for an exam and a pair of glasses every 2 years	Once every 12 months $5/examination; $5/glasses, frames or lenses	Once every 12 months $5/examination; $75 frame allowance and $110 contact lens allowance *(inc. exam, fitting and materials)*	Once every 12 months $5/examination; $125 allowance for glasses/ contacts every 2 years

Revised April 28, 2011