

Los Angeles Unified School District

Parent Student Handbook 05-06



Dear Parents and Guardians:

On behalf of the Los Angeles Unified School District (LAUSD) Board of Education, I want to welcome you all to our new 2005-06 school year. We continue to work hard with our teachers, principals, staff and administrators in providing the quality education our students need and deserve for a better future.

Every year, new California State laws affecting the operation of public schools are regularly passed that is why we annually update the LAUSD Parent Student Handbook and distribute it to all parents/guardians. You are required to read the mandated materials with your child, sign the receipt of annual notification and return it to the appropriate school administrator.

I am pleased to share with you that in the last four years, the District has made remarkable progress, making it one of California's turn-around stories. In a short time, student test scores have improved dramatically and new schools are being built at an unprecedented rate, making it the largest construction in the nation and certainly the largest school building program ever undertaken. What makes LAUSD's story so remarkable is that for decades it was an urban school system more notable for its failure than for its successes. Now there is reason to celebrate and hope.

LAUSD students have recorded exceptional progress in California's Academic Performance Index (API), the state's primary measurement of student achievement. Since 2000, elementary school scores have improved by 178 points; middle schools by 110; and high schools by 63. These scores are improving at twice the rate of the state. After years of dismal academic achievement, this reflects a dramatic turn-around. Additionally, the District is beginning to narrow the achievement gap for Latino and African American students who have for too long scored below other student subgroups.

Again, I encourage you to continue being involved and support your child to succeed in school. I look forward in continuing the effort in working together to achieve another successful academic year.

A handwritten signature in black ink that reads "Roy Romer". The signature is fluid and cursive, with a large loop at the end.

ROY ROMER
Superintendent
Los Angeles Unified School District

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The teachers, administrators and staff of the Los Angeles Unified School District (LAUSD) believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential.

Education Rights

COMPULSORY EDUCATION

Education Code Section 48200 states that each person who is between the ages of six and eighteen years and not otherwise exempted.... is subject to compulsory full-time education. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education programs. Parents are required by law to send their children to school. Failure to comply with these requirements may lead to a referral to a School Attendance Review Team (SART), a School Attendance Review Board (SARB), the District or City Attorney's Office, and/or the Juvenile Court. When necessary, legal action can be taken against the parent or the student, depending on who is responsible for failing to comply. Los Angeles City and Los Angeles County have loitering ordinances. They 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 between the hours of 8:30 am and 1:30 pm 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, and have a fine imposed by the court, and risk having their driver's license held.

SCHOOL 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. Homeless children may attend any school in the attendance area in which the homeless student is living or the school the homeless student was attending when he/she became homeless. Under certain conditions, transfers to schools other than the residence school may be authorized. 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 request to their local district Pupil Services and Attendance Counselor or Coordinator, or contact Permits and Student Transfer Office of Pupil Services and Attendance (213) 745-1960.

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

- A student 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 student shall provide evidence to the school of the placement (see Foster Youth section).

- A pupil for whose interdistrict attendance has been approved.
- An emancipated pupil whose residence is located within the boundaries of that 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.

PUBLIC SCHOOL CHOICE

The federal No Child Left Behind Act of 2001 mandates providing the "Public School Choice" option to students attending a Program Improvement school. Identified students who attend a Program Improvement school 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."

The Los Angeles Unified School District implements "Public School Choice" in the CHOICES brochure. Transportation is provided and follows LAUSD policies and guidelines. The CHOICES brochure is mailed annually to students attending LAUSD schools. The application in the CHOICES brochure is the only method for participating in "Public School Choice." The LAUSD does provide a choice of at least two non-PI schools with transportation.

Please note, student who transfer under 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 the Specially Funded Programs Office at (213) 229-2000

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. Identified students from low-income families 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 supplemental enrichment services."

The Los Angeles Unified School District implements "Supplemental Educational Services" in the SES brochure mailed in late May of each year directly to the home of eligible students. The application in the Supplemental Educational Services brochure is the only method for participating in "Supplemental Educational Services." Parents of eligible students have two deadlines, June and September of each year for returning the application. If you have questions or need additional information, please call the Beyond the Bell Branch at (213) 241-7900.

CHANGE OF RESIDENCE/EMERGENCY INFORMATION

It is the responsibility of parents, guardians and foster care and caregiver adults to inform the school of any change of address, telephone number or emergency information. Provided the school meets its responsibility regarding notification of residence information, a family's failure to report, in writing, a change of address, within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit.

FOSTER YOUTH

Effective January 1, 2004, Assembly Bill 490 imposes new duties and rights related to the education of youth in foster care (children supervised by either probation or DCFS and placed in licensed foster homes, group homes, or with relative caretakers). The new law provides for increased school placement stability and improved school transfer procedures. When it is determined to be in the best interest of the child, foster children have a right to remain in their school of origin for the duration of the academic year, even if their residence changes out of the area served by the school of origin (Education Code Section 48853.5). In addition, all students living in out-of-home placements, who present the school with a DCFS or Probation Department "Notification to School of Child's Placement Status," form (DCFS #1399), shall be immediately enrolled in school (Education Code Section 48853.5). AB 490 mandates that educators, school personnel, social workers, probation officers, caregivers, advocates, and juvenile court officers all work together to serve the educational needs of children in foster care. Parents, guardians, foster care givers, social workers and/or probation officers should notify school districts as soon as they become aware that it has been determined that it is in the child's best interest to transfer to a new school, so that the school district can ensure a timely transfer of the student's school records. For further information regarding school-related foster care concerns, contact Norma Sturgis, Program Coordinator, Foster Care Unit (213) 241-3848.

TITLE IX AND STUDENTS

Federal law, Title IX, State law and District policy prohibit anyone from discriminating against any student on the basis of sex, sexual orientation and gender. Males and females must be treated the same in all areas 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

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. Participation 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 and it is the school's responsibility to make reasonable adjustments to keep pregnant students safe on campus and facilitate their continued participation. Such adjustments might include, but are not limited to: additional time for use of facilities and class changes; tracking 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 are encouraged where possible to try to resolve their complaints directly at the school site. Students do not have to be afraid of filing a complaint (see Uniform Complaint Procedures below) or trying to correct a situation. They have the right to take action. For further information contact District Title IX Coordinator: Deanne Neiman, Director, Educational Equity Compliance, 333 S. Beaudry Avenue, Los Angeles, CA 90017, (213) 241-7682.

STUDENTS WITH DISABILITIES/MEDICAL CONDITIONS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal 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 disability is unacceptable and will not be tolerated. The District will promptly investigate all complaints of disability-based discrimination/harassment and take reasonable actions to stop further recurrences. Section 504 requires that students with disabilities be provided a free, appropriate, public education. A Section 504 Plan may be developed for students with disabilities or medical conditions who do not need or require special education services but who may need accommodations, supplementary aids and/or services which can be provided through the general education program. Parents or guardians will be notified in writing of any District decisions which concern the identification, evaluation, and/or educational placement of students and their right to appeal these decisions under Section 504. For further information and/or assistance in filing a complaint regarding Section 504 contact the Educational Equity Compliance Office at (213) 241-7682.

EDUCATIONAL OPTIONS SCHOOLS

California State 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 the student in their educational needs in a smaller, more personalized learning environment. The Educational Options Office supports the multiple Options schools within the district that focus on serving the needs of individual students.

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 Educational Options at (213) 241-4586, 333 So. Beaudry Ave, Los Angeles CA 90017.

Transfer Rights

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 application will be given one; no person is to be refused the application or denied information regarding the appeal process. The Permits and Student Transfers Office of Pupil Services and Attendance has administrative responsibility for interdistrict permit processing and appeals on denials of both inter and intradistrict permits. Parents should address all questions and requests to this office at (213) 745-1960.

INTERDISTRICT PERMITS AND TRANSFERS

Interdistrict permits/transfers authorize the transfer of students between LAUSD and other school districts. Interdistrict permits/transfers may be issued throughout the year and must be renewed annually, except for employment-related transfers that do not require annual renewal.

Permits/transfers are not issued if:

- the proposed receiving district will not approve the permit
- there has been falsification of eligibility information
- their issuance would negatively impact the District's desegregation goals.

Acceptable criteria for the issuance of interdistrict permits/transfers are:

- child care
- continuing enrollment

- health
- opportunity
- overcrowded school
- District employee program
- Prospective residence change
- Safety
- senior status
- specified permit area (Culver City and Beverly Hills)
- parent employment-related transfers
- participation in the multicultural student transfer program of the Beverly Hills Unified School District.

INTRADISTRICT PERMITS AND TRANSFERS

Applications for intradistrict permits may be obtained at the local school. The transfer of a student from one school to another for the purpose of improving achievement, attendance or adjustment may be addressed as an opportunity transfer rather than as a permit. Such transfers are initiated by parent/guardian request. Transfers may be issued based on one or more of the following reasons:

- the desired LAUSD school is designated as overcrowded
- open enrollment transfer
- sibling
- continuing enrollment
- child care
- caregiver's authorization affidavit (residence)
- prospective residence change
- medical
- integration and other specialized programs
- social adjustment and/or protection

Permits will be granted only if the applicant is eligible, the school administrator approves and only if space is available at the grade level being requested.

Parent involvement improves student achievement

PARENTAL RIGHTS

Education Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right to work together in a mutually supportive and respectful partnership with schools to help their children succeed. Parents/guardians have the right to:

- Observe the classroom(s) in which their child is enrolled or will be enrolled.
- Meet with their child's teacher(s) and the principal.
- Volunteer, under the supervision of District employees, their time and resources for the improvement of school facilities and programs.
- Be notified if their child is absent from school without permission.
- Receive the results of their child's performance on standardized and statewide tests and information on the performance of the school.

- Request a particular school for their child and to receive a response (the District is not required to grant the request).
- Have a school environment for their child that is safe and conducive of learning.
- Examine the curriculum materials of the class(es) in which their child is enrolled.
- Be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- Have access to the school records of their child and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
- Receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- Participate as a member of a parent advisory committee, school site council, or site-based management leadership team, in accordance with any rules and regulations governing membership in these groups.

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 in their children's education 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. Schools have the responsibility to involve parents in this partnership. Therefore, the LAUSD supports a variety of parent-involvement programs that require schools to involve parents at all grade levels in a broad range of roles. These programs are coordinated through the Local District and the Parent Community Services Branch, (213) 217-5272 or (866) 669-7272. In addition, the Division of Special Education sponsors three resources for parents of students with disabilities to be involved or obtain information about their child. For more information, contact (213) 241-6701.

PARENTS' RIGHT TO KNOW

The *No Child Left Behind Act (NCLB)* requires that, upon request, parents be notified of their right to know 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.

ATTENDANCE

School attendance is vital to students' achievement. Last school year, LAUSD launched a new campaign called *Count Me In!* to improve student attendance district-wide. The purpose of this initiative is to increase student learning and graduation rates, thereby preparing students for a positive future.

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

attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees. It demonstrates responsibility.

- It's the law. Parents and guardians are responsible for ensuring that their children go to school. California law states that students are deemed truant following three unexcused absences and/or tardies for more than any 30-minute period during the school day.

LAUSD is working to improve its schools in ways that will make students feel more welcome, safe and enthusiastic about showing up every day. At the same time, we're developing incentives to improve student attendance.

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.
- 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.

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.

The pupil's parent shall be notified of the initial classification as a truant pupil;

- 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. 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.

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.

In the event that any parent, guardian or other person continually and willfully fails to respond to directives of the School Attendance Review Board or services provided, the attendance review board shall direct the school district to make and file in the proper court a criminal complaint against the parent, guardian, 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.

EXCUSED ABSENCES

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 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 be reasonably 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 FOR RELIGIOUS PURPOSES

Pupils who are members of religions that observe religious holidays that fall on school days may absent themselves from school by making prior arrangements, as specified by the school principal. Additionally, students may be absent to attend a religious retreat. Attendance at such retreats shall not exceed four hours per semester. Such absences are considered excused absences, and pupils so absent are responsible for making up work missed.

RELIGIOUS RELEASE TIME PROGRAM

Pupils in grades 3-5, with the written consent of their parents or guardians, may be excused from school in order to receive moral and religious instruction away from school property under the following conditions:

- Each pupil so excused shall be released for no more than 40 minutes.
- No pupil shall be excused from school for such purposes on more than four days per school month.
- The school is participating in the Religious Release Time Program.

Student Rights and Obligations

CONDUCT OF PUPILS

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.

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 (i.e., infliction of physical pain) 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.

STUDENT DRESS CODES/UNIFORMS

Schools may adopt dress codes that are reasonable 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.

A. Uniforms

California Education Code section 35183 allows a governing board to adopt a dress code that authorizes schools to require pupils to wear a school uniform. The LAUSD has not adopted such a uniform policy. Some schools, in conjunction with their school-site councils, have elected to adopt their own student uniform policies. Therefore, 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.

B. 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

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.

FREE EXPRESSION INCLUDING POLITICAL CONDUCT, RALLIES, ASSEMBLIES, DEMONSTRATIONS, AND WALK-OUTS

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, 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 speech or activity 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, or walk-outs, 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 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 participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out. For further information concerning this issue, please contact your child's school administrator.

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.

Access To School Records

FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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 prohibits the release of pupil records information without written consent of the parent, or 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 and review their records. School employees and district officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. Other individuals or agencies may be authorized to access, review and /or obtain pupil records by court order 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. (See inside back cover) 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 upon request unless a written request is on file to withhold its release.

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

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 while at the secondary level such information is 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 student records such as discipline, special education or psychology records may be maintained in local district, support units or central district offices.

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 adult student

who wishes to inspect and review such material may see only such part as relates to the child of that parent or to the particular adult student. If the parent or adult student 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 (or adult pupil), 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, 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.
- 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 Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

We establish a school environment that is physically and emotionally safe and is conducive to learning.

ZERO TOLERANCE POLICY

Alcohol, Tobacco and Drugs

As stated in policy Bulletin No. Z-73 titled Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, and Tobacco: "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.

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. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles.

ANTIBULLYING POLICY

LAUSD is committed to providing a safe working and learning environment; will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the District's jurisdiction; and will not tolerate retaliation in any form when bullying has been reported. District policy continues to require all schools and all personnel to promote among students and staff mutual respect, tolerance, and acceptance. "All students and staff of public primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful" [Article 1, Section 28(c) of the California State Constitution]

Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

Bullying behaviors may include, but are not necessary limited to, the following:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber bullying: Sending insulting or threatening messages by phone, e-mail, web sites or any other electronic or written communication.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment:

- Do not engage in or contribute to bullying behaviors, actions, or words.
- Treat everyone with respect. Be sensitive as to how other might perceive your actions or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior or ask of, encourage, or consent to anyone's taking retaliatory actions on your behalf.

Bulletin – 1038.1 outlines the Antibullying Policy. It reaffirms District policy on antibullying in schools. At school-related events, and traveling to and from school. For assistance with issues related to bullying, contact a supervisor from one of the following District offices:

Local District School Operations Office
Educational Equity Compliance Office at
(213) 241-7682

Health Education Programs Office at
(213) 633-7810

Student Discipline Proceedings Unit at
(213) 763-7450

SAFE SCHOOL PLAN

California public schools are required to comply with California Education Code Section 212, dealing with the preparation of "Safe School Plans". These plans address violence prevention, emergency preparedness, traffic safety and crisis intervention. The District has

issued Reference Guide No. REF-729, Safe School Plan, Volume 1 – Prevention Programs and Bulletin No. BUL-451, Safe School Plan, Volume 2 – School Emergency Plans, as guidance in the preparation of “Safe School Plans.”

Parents may learn more about the Safe School Plan from the Principal or a member of the School Safety Planning Committee, which is responsible for annually reviewing and updating the Safe School Plan. A copy of the Safe School Plan should be available in the Main Office.

PREPARING FOR EMERGENCIES

All LAUSD schools work diligently to make sure that students and staff are prepared for an emergency. Every school has a detailed Safe School Plan that provides guidance for the school staff in an emergency. Every school conducts regular drills that meet or exceed the state mandated requirements. In addition, schools store supplies that are specifically designed to be of assistance to students and staff during an emergency.

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

Fire Drill – Every elementary school practices this procedure once a month. Secondary schools do it once each semester.

Earthquake or Emergency Drill – Twice a year all schools conduct a full-scale exercise. The big drill in April is a districtwide drill where all the elements of the school's disaster plan are practiced.

Lock-Down 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 a 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 the 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/comfort supplies. These supplies are checked regularly by school staff and inspected annually.

WHAT CAN PARENTS 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.
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) 739-5282 for the Los Angeles Chapter.
7. Get Community Emergency Response Training (CERT) from your local fire department.

RESPONDING TO EMERGENCIES

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, called the Field Act. This prevents schools from suffering the same damage seen in regular 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 Reunion 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 there is a Lock Down, parents will not be able to pick up their children until the school campus is declared to be safe by the Police or Sheriffs. Parents need to understand that the students are being sheltered in a secure place for their safety and will be released only when it is safe to do so.

WHAT CAN PARENTS DO DURING AN EMERGENCY?

Parents need to be familiar with the school's emergency procedures during an emergency. 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.

Working with the school staff will help them protect their child and all the other children. Parents should also remember that students look to their parents 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:

Bob Spears, Director of Emergency Services
(213) 241-3889
bob.spears@lausd.net

MAINTAIN APPROPRIATE RELATIONSHIPS WITH STUDENTS

We are committed to ensuring that employee-student relationships are positive, professional and non-exploitative. We will not tolerate improper employee-student relationships.

CHILD ABUSE

Reporting Requirements

Any school district employee who reasonably suspects child abuse has occurred, or is occurring is required by law to file a child abuse report. These reports are filed with the appropriate child protective services agency such as the local police, sheriff's department or the Department of Children and Family Services. (School district police departments, by law are not considered "child protective services agencies" and may not be the recipients of child abuse reports.)

Abuse of pupil at a school site

The appropriate local law enforcement agency (not School Police) shall investigate complaints filed by parents or guardians of pupils against a school employee or other person that commits an alleged act of child abuse involving any current or former students. If the report is substantiated, the agency will inform the governing board of that school district or county office of education.

SEXUAL HARASSMENT POLICY

It is the policy of the Los Angeles Unified School District to maintain a working and learning environment that is free from sexual harassment. 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. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in kindergarten and grades one through three, inclusive.

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 authority (whether in an office or a school) so that appropriate action may be taken to resolve the complaint. 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. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

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 assistance with student concerns, contact Deanne Neiman, Director, Educational Equity Compliance and LAUSD Title IX Coordinator at (213) 241-7682. For assistance with employee concerns, contact the Equal Opportunity Section at (213) 241-7685.

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 sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. 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 that can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, 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 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 read 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 inquiries or complaints 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 office of Educational Equity Compliance Office at (213) 241-7682.

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, disrupt or cause substantial disorder in any classroom or school activity. 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
- Do 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
- 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.

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. The AHERA report is updated every six months, and is available for review upon request.

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 in the students' annual registration packet (See policy below, the Request for Notification Form on Page __ and the Approved Products List on Page __).
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) 633-7587. 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.

SCHOOL ACCOUNTABILITY REPORT CARD

Education Code Section 35256 requires the District to annually issue a School Accountability Report Card for each school. A copy of a school's Report Card is available upon request at the school site and also on the Internet at www.lausd.k12.ca.us.

Student Discipline: Suspension, Expulsion and Opportunity Transfer

PUPIL DISCIPLINE: DISCIPLINE RULES

California Education Code Section 35291.5 authorizes each school to develop discipline rules and procedures. Schools shall provide this information to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment.

- A. Prohibition Against Drugs, Tobacco, & Alcohol**
Alcohol, tobacco and nicotine products (such as cigarettes, chew, or other related products) are prohibited and students found in possession of, or to have used, such products under school jurisdiction, will receive specified consequences ranging from detention to suspension to a recommendation for participation in deterrent programs to expulsion. Possession of drugs at school may also constitute a crime and will be reported to local law enforcement officials.

Any student found to have participated in the unlawful sale of drugs will be recommended for

expulsion and may be subject to criminal prosecution.

B. Electronic Devices

The use of cellular phones, pagers or electronic signaling devices by students on campus is prohibited during normal school hours, excluding the students' lunchtime and nutrition breaks. If a student brings such device to school, it must remain "off" and be stored in a locker, backpack, purse, pocket, or other place where it is not visible during school hours, and, if such a device is observed by school staff, excluding the student's lunch and nutrition breaks, it may be confiscated until redeemed by a parent or guardian. Exception to this policy may be granted by the site administrator for purposes relating to the health needs of a student. The site administrator with the school site council may enforce a stricter policy.

C. Prohibition Against Firearms, Weapons, and Other Dangerous Objects

Dangerous Objects: The District maintains a "Zero Tolerance Policy" for any type of dangerous object. Therefore, school administrators will take immediate appropriate action against any student found in possession of a dangerous object. Dangerous objects include, but are not limited to, knives (including Swiss Army-style knives, exacto knives, utility knives), razor blades, martial arts combat equipment, clubs, brass knuckles, explosives, and any type of firearm or BB/Pellet gun (including replica guns). Any student who inadvertently brings an object onto campus that is prohibited should turn it in to a teacher or administrator immediately; doing so will avoid disciplinary consequences. Pursuant to the Federal Gun Free Schools Act, and in accordance with California law, any student found in possession of a firearm shall be recommended for expulsion. Possession includes, but is not limited to storage of items in students' lockers, purses, backpacks, or automobiles, the student will be deemed to be "in possession" of said item. The term of expulsion shall be one calendar year.

SUSPENSION AND EXPULSION

California Education Code Section 48925 defines suspension as "removal of a pupil from ongoing instruction for adjustment purposes." A student may be suspended for no longer than five consecutive school days, depending on the infraction. California Education Code Section 48925 defines expulsion as "the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel..." A student may be "straight" expelled and therefore not allowed to attend an LAUSD school or program during the term of expulsion. Or the enforcement of the expulsion may be suspended, in which case, the expelled student could be assigned to an LAUSD Educational Options school for the expulsion term. The student term of an expulsion may be for the balance of the semester in which the Board expels, plus the following school semester, or for one calendar year.

A. Students are subject to suspension or expulsion for incidents 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 disciplinary infractions described in Education Code section 48900 (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 may decide to suspend a student from school. The term of a classroom suspension shall be no longer than the balance of the day (or class period) in which the student is first suspended, plus the following day (or next day's class period). Students serving classroom suspensions must remain on campus under appropriate supervision. If such a suspension occurs, the teacher shall, as soon as possible, ask the parent to attend a parent conference, where the teacher, 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 teachers or administrators, the teacher may request the parent/guardian attend a portion of the school day in his or her child's classroom.

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 a 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/designee.
- 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.
- Stole 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. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 288, 288a or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- 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.
- Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only)
- Committed sexual harassment, as defined in California Education Code Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233. This applies to pupils in grades 4 to 12, inclusive.
- Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to

have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. This applies to pupils in grades 4 to 12, inclusive.

- Made terrorist threats against school officials or school property, or both.

C. Mandatory Expulsion

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 incidents of misconduct on campus or at a school-sponsored activity off campus:

- Possession of 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 device

D. Behavior Intervention for Students with Disabilities

Students with disabilities whose behavior impedes learning require a behavior support plan through the Individualized Education Plan (IEP) process.

In the case of a student with disabilities who is experiencing "serious" behavioral challenges as defined in the Education Code (EC56520. et seq) a Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may be required.

E. Suspension, Opportunity Transfer and Expulsion of Students with Disabilities

Students with disabilities may be suspended or expelled for same reasons as general education students. For students with disabilities, Federal law, State law and District policy require additional procedures and considerations:

- Suspension: When a student with disabilities is suspended, school staffs must determine if an IEP meeting is needed to create a behavior support plan, or review and modify an existing behavior support plan to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension may require an IEP meeting to examine if further behavioral supports are needed, as well as the appropriateness of current placement and services.
- Opportunity Transfer: A student with disabilities who is transferred to another school or educational setting, an IEP meeting is required. If the reason for the transfer is disciplinary, the IEP team must consider appropriate supports (including a behavior support plan) and/or services to address the behavior(s) that resulted in the consideration for the transfer. A student with disabilities may not receive an opportunity transfer without parent consent.
- Expulsion: A student with disabilities who is being considered for expulsion requires a manifestation determination pre-expulsion IEP in order to be

considered for expulsion referral and procedures. If expelled, the student is entitled to post-expulsion services as provided in Assembly Bill 922 (see Rehabilitation and Reinstatement from Expulsion information). During the term of expulsion, the services specified in the student's IEP must continue in their alternative educational placement. If the student is not expelled, then he/she is placed in the most appropriate setting as determined in the student's IEP.

REHABILITATION AND REINSTATEMENT FROM EXPULSION

Assembly Bill 922 mandates school districts to provide services to expelled students and authorizes services for students otherwise placed in District Community Day schools. Pursuant to the mandates of AB 922, the District's Student Expulsion Intervention 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. California 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.

OPPORTUNITY TRANSFERS

Opportunity transfers may be voluntary or involuntary. Voluntary transfers are usually initiated at the parent's request and are approved by the school principal. Involuntary transfers are used as means of discipline.

It is the District's philosophy that, to the extent possible, student discipline should be imposed at the school of attendance and that each school should assume responsibility for all its students. Therefore, except for acts for which the principal might otherwise choose to recommend expulsion, an opportunity transfer in lieu of some different disciplinary action should be issued only after other, progressive, in-school interventions have proven unsuccessful.

APPEAL OF DISCIPLINARY ACTION

Challenges or objections to suspensions and opportunity transfers may be addressed directly with the school site principal or to the Local District Operations Coordinator. Students who are recommended for expulsion have a right to an expulsion hearing, may address the Board of Education before the decision to expel is made and if expelled, may appeal the expulsion to the Los Angeles County Office of Education.

Special Education

STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION

Children learn in a variety of ways, with most students learning effectively in a traditional school setting. However, sometimes children with disabilities need services beyond accommodations and modifications to the general education program. Children with disabilities may be eligible to receive special education services as determined by an Individual 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. To the maximum extent appropriate, students 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 who may need special education should contact the administrator of their neighborhood public school. Parents of children under five year of age who suspect their child may have a disability and 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: 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.

Medical and Health Information

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 a physician may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician 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 physician's statement. The required forms are available from the school nurse or administrator. School health personnel do not prescribe or give advice regarding medication. Students may not carry or use medication on campus without written consent. Self-administration of medications may be permissible by special arrangement with the school administrator and nurse.

IMMUNIZATIONS

New students will not be enrolled unless a written immunization record, provided by a physician or the health department, is presented at the time of enrollment and immunizations are up-to-date.

Students who require additional vaccine doses 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. 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.

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 private physician 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.

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 physician, health department clinic or, in some instances, the District CHDP staff. A blood test for hemoglobin and lead levels and a urine test are part of this examination.

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 physical at the school. If help is needed in meeting the requirement for a CHDP examination, please contact your school nurse.

All children entering Early Childhood Programs must have a physical examination. Students enrolling for the first time in LAUSD secondary schools 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. Physical examinations as required for Special Education programs may be done by licensed school physicians or regular private physicians. If parents/guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the school's administrators.

Screening of the student's vision and hearing will be done at the school site in accordance with State mandates. All girls in grade 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. Examinations for interscholastic athletics are available from school physicians on an appointment basis if the student does not have personal physician. For appointments please call Student Medical Services Office at (213) 763-8343 or contact your athletic coach or director at school. Athletes will receive further instructions for meeting this requirement from their coach or Athletic Director at the school.

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 noncontagious 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 who meet the following eligibility criteria.

MISCELLANEOUS HEALTH INFORMATION

Communicable disease inspections will be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.

An effort will be made to notify parents/guardians about school exposure to chickenpox. 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 leukemia or organ transplants.

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician'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 must 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 health personnel are available for consultation.

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 sunprotective 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.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) EDUCATION

Schools are required to instruct students in grades 7 to 12 in AIDS prevention at least once in middle school and once in high school, unless the parent or guardian requests that the pupil not attend such instruction. AIDS education may be covered in health, home economics, science, and social science courses. The teacher of each course must notify parents or guardians that students will receive such instruction

in his or her class (C.E.C. 51550 et seq.).

Testing and Assessment

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 was authorized in 1997 by state law 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) were 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, 10, and 11) and science (grades 5, 9, 10 and 11) and writing (grades 4 and 7)
2. California Achievement Tests, Sixth Edition Survey (CAT/6), tests basic academic knowledge and skills in key subjects taught nationwide and provide national comparisons for grades 3 and 7 in reading and language, spelling, and mathematics.
3. California Alternate Performance Assessment (CAPA) was developed for students with significant cognitive disabilities and is based on a subset of the state academic standards. The CAPA is administered in grades 2-11.
4. Spanish Assessment of Basic Education, Second Edition (SABE/2), is a basic skills test in Spanish for Spanish-speaking English Learners who have been enrolled in a California public school less than 12 months.

To find more information about the STAR Program, 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/sr/>

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)

State law, enacted in 1999, authorized the development of the California High School Exit Examination (CAHSEE) which students in California public schools would have to pass to earn a high school diploma.

Beginning with the 2005-06 school year, 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:

1. English-language arts and mathematics. 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 work analysis, reading comprehension, literary response and analysis, writing strategies, and writing convention (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 up to five additional opportunities to take the test. Students retake only the part(s) of the exam not passed.

To find more information about the CAHSEE Program, 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/hs/>

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)

State law enacted in 1999, 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, depending on the school calendar. 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/>

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®, developed by the Cooper Institute for Aerobics Research. 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, depending on the school calendar.

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/>

Other Important Information

BEFORE AND AFTER SCHOOL PROGRAMS

The Beyond the Bell (BTB) is the District's umbrella organization responsible for all Before and After School Programs, Extended Learning Opportunities, Supplemental Educational Services, Student Auxiliary Services, and School Volunteer Programs. 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., 24th Floor, Los Angeles, CA 90017.

- Before and After School Programs – BTB, in partnership with community-based organizations throughout Los Angeles, provide 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 – BTB provides extended learning opportunities for students

needing additional academic assistance in meeting grade level standards and for high school students needing academic intervention to pass the California High School Exit Exam. Students at risk of not meeting academic standards are identified early in the school year and are offered opportunities for assistance via the BTB Extended Learning Program (ELP), the English Language Acquisition Program (ELA), the Emergency Immigrant Program (EIEP), the Migrant Education Program, the BTB Extended Learning Academy (ELA), the Summer School/Intersession Program, and/or the Standards-Based Promotion 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 school 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, including BTB via Saturday Learning Centers. 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 well-supervised activities that extend the learning process beyond the classroom and enhance student safety. 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) a primarily permissive recreation program offered after school in 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, the KidCare Program the YS-CARE Program, the Civic Center Permit Program, and the Employee Recreation Program.
- School Volunteer Program – 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, provides monthly publications, Hurray for Teachers and Hurray for Volunteers, which are distributed to all schools and offices, and recognizes the contributions of school volunteers.

BREAKFAST AND LUNCH

The LAUSD provides breakfast and lunch at most schools. Check with your school regarding meal schedules. Breakfast is available at elementary schools for \$0.60 and \$1.00 at secondary schools. Lunch is available for \$1.00 at elementary schools and \$1.50 at secondary schools. Applications for free

and reduced price meals are available at your child's school. Students eligible for reduced price meals receive breakfast at no charge and lunch for \$0.40. For additional information, please log on to cafe-la.org.

TRANSPORTATION

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 school, 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 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 other designated adults should be at the bus stop each day when their children are 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.

RESTITUTION OF MONIES

Civil Code 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property of another shall be imputed to 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 injures 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 exceeding \$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. If the results of the hearing confirm that the parent or guardian cannot pay, the student may complete a voluntary work assignment determined by the school. Upon satisfactory completion of the school voluntary work assignment, the marks, diploma, or transcripts shall be released and/or the debt discharged.

HEALTH INSURANCE

The LAUSD's Children's Health Access and Medi-Cal Program (CHAMP) can assist parents to enroll their children into low-cost health insurance programs such as Medi-Cal, Healthy Families and Healthy Kids. There is a program for children regardless of immigration status. Parents can call the LAUSD's CHAMP Helpline at (866) 742-2273 to get information and enroll. Parents can also get help with access, utilization and retention of health insurance for their children ages 0-18.

Schools can schedule outreach events for staff or parents by contacting the CHAMP office.

The LAUSD does not provide student accident insurance to help cover the costs of paramedic/ambulance care or transportation, or any medical, surgical, dental or hospital costs due to school related injuries to students (except under certain, narrow circumstances). However, all students within the District are eligible for enrollment in a number of student health insurance/accident plans. These plans cover school related injuries and some cover injuries and illness 24/7.

Plan summaries/enrollment forms are distributed to each household at the beginning of the year. Questions and requests for duplicate forms should be directed to the program administrator, Myers-Stevens & Toohey at (800) 827-4695 and/or www.myers-stevens.com.

Students engaged in interscholastic sports are required by California Education Code sections 32220-32224 to have health or accident medical coverage. The plans referenced above are also meant to help parents comply with these State laws.

Additional or alternative assistance may be available through the Children's Health Access and Medi-Cal Program (CHAMP). Parents can call an LAUSD CHAMP Helpline at (866) 742-2273 to get information and help with accessing, utilizing and retaining health insurance for their children ages 0-18. Schools can schedule outreach events for staff or parents by contacting the CHAMP office.

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 participate 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.

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 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. Although 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/AIDS-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 present 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.

UNIFORM COMPLAINT PROCEDURES

The Governing Board of the Los Angeles Unified School District ("District") recognizes that the District has primary responsibility for ensuring that it complies 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 unlawful discrimination or failure to comply with the law in Adult Education, Career Technical Education, Child Development, Consolidated Programs, Indian Education, Migrant Education, Nutrition Services, Special Education and laws regarding unlawful discrimination on the basis of race, sex, sex orientation, race ethnic group orientation, color, ancestry, national origin, age, gender identity, religion, mental and physical disability by a local agency that is funded directly or receives any state or federal financial assistance. Complainants are notified that matters listed under "Referring Complaint to Appropriate Agencies" are not issues covered by these procedures.

Compliance Officer

The Board designates a District Compliance Officer 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, advisory committees, and other interested parties of these procedures and the person responsible for processing complaints. Complainants are hereby notified that they may have alternative civil law remedies via governmental administrative agencies, such as (federal) Office for Civil Rights, (state) Department of Fair Employment and Housing (DFEH), (federal) Equal Employment Opportunity Commission (EEOC), local bar associations, law schools, the Superintendent, or mediation services.

Filing of Complaints

A written complaint of alleged noncompliance with a federal or state law or regulation governing education programs must be filed with the compliance officer. When the subject matter of a complaint is not covered by this policy, the complainant shall be advised.

An individual or specific of individuals who allege that he/she or they personally suffered unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be filed no later than six (6) months from the date of the

alleged discrimination or when the complainant first obtained knowledge of the facts of the alleged discrimination. For good cause, the State Superintendent of Public Instruction may grant an extension of up to ninety (90) days upon written request of the complainant. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall assist in filing the complaint. The Complaint Procedure Forms are available upon request.

Investigation of Complaint

At the discretion of the compliance officer/designee and with the consent of the parties, the compliance officer/designee may undertake a resolution of the dispute via mediation. This step is optional. Upon receipt of the complaint, the compliance officer/designee will hold investigative meetings, when necessary. Complainant and/or representatives and the District representatives may present relevant information. To ensure that all pertinent facts are made available, the compliance officer/designee and the complainant may request other individuals to provide additional information. Complainants are protected by law from retaliation for their participation in the complaint investigation process. 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. By filing a complaint, complainant authorizes the District to investigate and make disclosures, as may be reasonably necessary to the investigation and resolution of the complaint.

Written Decision

Within sixty (60) days of receiving the complaint, the compliance officer/designee shall prepare and send to the complainant a written report of the District's investigative findings, corrective action (if any), suggested resolution(s), and a rationale for the findings, along with any supporting documentation. This investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

Referring Complaint Issues to Appropriate Agencies

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.

Allegations of child abuse: Los Angeles County Department of Children and Family Services, 3075 West Wilshire Blvd., Los Angeles, CA 90010 and/or Child Abuse Unit of the appropriate local law enforcement agency.

Health and Safety complaints regarding a child development program: California State Department of Social Services, Community Care and Licensing, 6167 Bristol Parkway, Room 400, Culver City, CA 90230.

Discrimination issues involving child nutrition programs: U.S. Department of Agriculture, Food and Nutrition Service, Child Nutrition Division, 3101 Park Center Drive, Alexandria, VA 22302.

Employment discrimination complaints: Department of Fair Employment and Housing (DFEH), 611 West 6th Street, Los Angeles, CA 90017.

Allegations of fraud shall be referred to the responsible State or Federal Department Division Director and its legal office; California Department of Education, P.O. Box 944272, Sacramento, CA 94244-2720.

Depending on the nature of the complaint, the complainant may also have available civil law remedies and may consult his/her attorney. Appeal and review procedures are available. See Appeals to the California Department of Education.

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 local site decision provided to them. The appeal should be sent to:

State of California Department of Education
State Superintendent of Public Instruction
1430 N Street
Sacramento, California 95814

WILLIAMS UNIFORM COMPLAINT PROCESS

Williams Uniform Complaint Process, Education Code Section 35186(f) provides important information about Parents and Guardians complaint rights regarding the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A certificated teacher, with appropriate subject matter competency, should be assigned to each class by the beginning of the school year. If a teacher assigned to teach English language learners is not trained to teach ELL, the class should not exceed 20 percent English language learners.

To file a complaint regarding the above matters, complaint forms can be obtained from the Principal's Office or the District's website www.lausd.net.

Questions about the filed complaint should be e-mailed to williamscomplaint@lausd.net or by calling the Office of the Chief Operating Officer (213)241-4133.

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 and to active LAUSD employees with an employee number. 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 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.

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 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, 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.

MEDIA RELEASE

Occasionally, members of the news media may visit schools to cover activities such as sport competitions, school assemblies, special programs and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph and/or film students. However, the law also provides that a student may decline to speak to the media and may refuse to be interviewed, filmed or photographed.

When visits from the news media are prearranged, schools must make every effort to notify parents in advance and to provide parents with the opportunity to authorize or to withhold permission for media access to their child.

PLEASE COMPLETE THE DIRECTORY INFORMATION PAGE OF THIS HANDBOOK TO INDICATE YOUR PERMISSION/PREFERENCE REGARDING MEDIA CONTACT WITH YOUR CHILD(REN).

INFORMATION RELEASE FORM
2005-2006

Under Federal and State law, school districts may identify and disseminate student directory information to certain authorized individuals, organizations and/or officials. Pursuant to California Education Code section 49073, LAUSD has identified the following categories of information 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.

PLEASE READ AND COMPLETE THE DIRECTORY INFORMATION ACKNOWLEDGEMENT FORM BELOW
AND RETURN IT TO YOUR SCHOOL PRINCIPAL

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

**DIRECTORY INFORMATION ACKNOWLEDGEMENT
FORM**

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

OR

I do not wish to have the following directory information released to the following agency or agencies.

Student Directory Information:

Catagory	Do Not Release
Name	<input type="checkbox"/>
Address	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Birthdate	<input type="checkbox"/>
Dates of Attendance	<input type="checkbox"/>
Previous School(s)	<input type="checkbox"/>

Authorized Recipients of Directory Information:

Recipient	Do Not Release
PTA	<input type="checkbox"/>
Health Departments	<input type="checkbox"/>
Elected Officials	<input type="checkbox"/>
Military (17 and 18 years olds only; Name, address and telephone only)	<input type="checkbox"/>

MEDIA RELEASE INFORMATION

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

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

Name of Student (Please Print)

Birthdate

School Name

Grade

Signature of Parent (of minor student age 17 or younger)

Date

Signature of Adult Student (18 years or older)

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT

STUDENT HEALTH AND HUMAN SERVICES
Cost Recovery/Medi-Cal Reimbursement Unit
333 S. Beaudry Avenue, 18th Floor
Los Angeles, CA 90017

Roy Romer
Superintendent of Schools

Dr. Maria Ott
Senior Deputy Superintendent

Maria Reza
Assistant Superintendent

John Di Cecco
Director, Integrated
Student Health Partnership

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 can not 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 1-866-742-2273

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, 18th Floor
Los Angeles, CA 90017
Attn: Maria Reza, 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 ANNUAL PESTICIDE USE NOTIFICATION

The District has adopted an Integrated Pest management (IPM) policy. This policy includes notifying parents/guardians and school staff 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 has 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.

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

REQUEST FOR NOTIFICATION

Student/Staff Member Name: _____

School/Location: _____

Room Number or Homeroom Number: _____

- I would like to be pre-notified** every time a pesticide application is to take place at the school (i.e., in addition to annual notification of Approved Products). 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.
- I do not need to be notified** every time a pesticide application 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 (for school staff) of pesticides approved for use at schools.

Signature: _____

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 via school mail to:

Pest Management Department
Central Shops
Attn: Doug Anderson

Los Angeles Unified School District

Approved Pesticide Product List

PESTICIDE NAME	ACTIVE INGREDIENT (1)	PHYSICAL FORM	APPLICATION METHOD	TARGET PEST	USEPA TOXICITY CATEGORY	LABEL DESIGNATION (2)	COMMENTS	EPA REG. NO.
Advance Granular Ant Bait	abamectin B1 0.011%	Granule	Indoor & outdoor granules used in food attractants	Ants	3	Caution		499-370
Ascend Fire Ant Bait (Formula 1)	abamectin B1 0.05%	Solid	Indoor & outdoor granular bait	Fire, Pharaoh, related Ants	3	Caution		499-370
Avert Cockroach Bait Stations	abamectin B1 0.05%	Bait puck	Self-contained bait station	Cockroach	3	Caution		499-467
Avert Cockroach Gel Bait (Formula 1 and Formula 2)	abamectin B1 0.05%	Gel (Formula 2) pressurized can / formula 3 syringe	Crack & crevice bait gel	Cockroach	3	Caution	Bait attractant	499-406 / 499-410
Avert Crack & Crevice Bait (Dust)	abamectin B1 0.05%	Dust	Dust bait	Cockroach	3	Caution	Bait attractant	499-294
Avitrol Whole Corn	4-aminopyridine 0.5%	Gran bait	Mixed with cracked corn for pigeon dispersant	Pigeons	3	Caution	Restricted use product. Used only when staff & students are not in the immediate area.	11649-7
Bora-Care Termiticide, Insecticide and Fungicide Concentrate	disodium octaborate tetrahydrate 40%	Liquid suspension	Spray used for wood boring insects	Termites	3	Caution		64405-1
Contract Blox	bromadiolone 0.005%	Bait block	Rodent bait	Rodents	3	Caution	Used infrequently in bait stations	12455-79
Delta Dust	Deltamethrin 0.05%	Powder	Dust pesticide	Stinging insects	3	Caution	Restricted use product. See specified printed restrictions before use.	492-772
Demiza EC	Linalol 37% Piperonyl butoxide 40%	Liquid	Spray application	Fleas	1	Danger	Pest Supp. to approve each use. To be used in unoccupied facilities only. IPM Team to be notified at following Team meeting.	4758-181-57076
Distance IGR	Pyriproxyfen 0.5%	Granule	Local or broadcast	Fire ants	3	Caution		1021-1728-59699
Dran Ant Kill Gel	orthoboric acid 5%	Gel	Indoor sugarbased bait	Ants	3	Caution		9444-131
Emark 2S, Plant Growth Regulator	dehormoflanine salt of mefluidide 28%	Liquid	Overall spray, plant growth regulator for fruit bearing trees	Fruit blossoms	3	Caution	Seasonal Use Only	2217-759
Gas Cartridge (for Burrowing Rodents)	Sodium nitrate 53%; Charcoal 28%	Cartridge	Ignite fuse & seal in burrows	Ground squirrels	2	Warning	Produces carbon monoxide	56228-2
Generation Mini-Block	difethialone 0.0025%	Solid	Bait used in station only	Rodents	3	Caution	To be used in tamper proof bait stations	7173-218
Gemro IGR Concentrate	hydroprene 9%	Liquid	Crack & crevice spray	Cockroach, fleas, storage pests	2	Warning	Structural use only; insect growth regulator	2724-351-50809
Genitol Point Source	hydroprene 90.6%	Ampule	Break ampule and normal airflow distributes	Cockroach, fleas, storage pests	3	Caution	No use in student occupied areas, present or not.	2724-469
Jecta	Disodium Octaborate Tetrahydrate 40%	Gel	Drill holes, inject into wood, and seal holes.	Termites and Decay Fungi	3	Caution		64405-4
M-Pede	potassium salts of fatty acids 43%	Liquid	Direct spray to pest	Africanized honey bees, thrip, and white fly	2	Warning		59219-6
Niban Granular Bait and Niban-FG	Orthoboric Acid 5%	Granules and Fine Granules	Interior and exterior bait	Various insects	3	Caution		64405-2
NIBO-D	Disodium Octaborate Tetrahydrate 98%	Powder	Applied wet or dry	Various insects	3	Caution		64405-8
Nylar IGR	2-(1-methyl-2-(4-phenoxyphenoxy) ethoxy) pyridine 1.3%	Liquid	Spray	Fleas and roaches	3	Caution	Outdoor use only when people are not present.	11715-307-57076
PT Wasp Freeze (515)	phenothrin 0.12% d-trans allethrin 0.129%	Aerosol	Outdoor aerosol spray directly to wasps and bees	Wasps & bees	3	Caution	Obtain supervisor approval prior to each use.	499-362

Los Angeles Unified School District

Approved Pesticide Product List

PT 565 Plus XLO Formula 2	pyrethrins-0.5% piperonyl butoxide -1% n-octyl bicycloheptene dicarboximide 1%	Aerosol	Use according to label.	Fleas, grats, mosquitoes, bees, and mites	3	Caution	Restrict re-entry to occupied areas for 24 hours after application. Follow food handling precautions when using this product.	499-260
Recruit AG (Sentricon)	Hexaflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution		62719-270
Recruit II (Sentricon)	Hexaflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution		62719-272
RoundUp Pro	isopropylene salt of glyphosate N-(phosphonomethyl) Glycine 41%	Liquid	Mixed into water and sprayed as a contact herbicide	Weeds	3	Caution	Use of this product is highly restricted. See specified printed restrictions before use.	524-475
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.	432-763
Tim-Bor Professional	disodium octaborate tetrahydrate 98% Killer	Powder	Applied wet or dry	Wood destroying organisms and fungus	3	Caution		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	52142-MO-2
Wilco Ground Squirrel Bait	Diphacinone 0.005 %	Grain bait	Placed in burrows or used in bait stations	Ground Squirrels	3	Caution	Do not use when rain is eminent. Obtain supervisor approval before each use.	CA Reg. No. 36029 -50004-AA
Volck Supreme Spray	Petroleum Oil 97.4%	Liquid	Contact spray for insects	Horticultural insects	3	Caution		69636-20AA
ProFoam Platinum	Sulfates Disodium Lauroampho Diacetate-60%	Foam	Foaming agent; non pesticide	Various uses	3	Caution		CA Reg. No. 1051148-50001-AA
Summit Bti Briquets	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins-10.31%	Solid briquet	Floating larvicide	Mosquito larvicide	3	Caution		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.	839-9-72
Altsid 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.	2724-375
EcoExempt D	2-Phenethyl propionate 4.5% Eugenol (clove oil) 1.75%	Dust	Hand duster	Honeybees and other stinging insects.	Exempt material	Exempt material	Honey bees and other stinging insects - use in yards and other enclosed areas. Not for use in areas occupied by people. Use of this product is restricted. See specified printed restrictions before use.	FIFRA Exempt
Rozol Pocket Gopher Bait	chlorophacinone 0.005%	Pellets	Placed in burrows	Gophers	3	Caution	Place in gopher burrows.	7173-184



Los Angeles Unified School District

Directory of Offices

Board of Education

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Los Angeles, CA 90017
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Fax: (213) 241-8953 or (213) 241-9023
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1-877-77-BOARD(26273)

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Mr. Jon Lauritzen	District 3	(213) 241-6386
Ms. Marlene Canter	District 4	(213) 241-6387
Mr. David Tokofsky	District 5	(213) 241-6383
Ms. Julie Korenstein	District 6	(213) 241-6388
Mr. Mike Lansing	District 7	(213) 241-6385

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Local District 1	Robert Collins	6621 Balboa Blvd., Van Nuys, CA 91406 (818) 654-3600
Local District 2	Sue Shannon	5200 Lankershim Blvd., North Hollywood, CA 91606 (818) 755-5300
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Local District 7	Sylvia Rousseau	10616 South Western Ave., Los Angeles, CA 90047 (323) 242-1300
Local District 8	Myrna Rivera	1208 Magnolia Ave., Gardena, CA 90247 (310) 354-3400



Los Angeles Unified School District

Directory of Offices

Adult and Career Education	213-241-3150
Budget Director	213-241-2100
Business Manager	213-241-2947
Chief Financial Officer.....	213-241-7888
Chief Procurement Officer	213-241-3058
Communications Director	213-241-7000
District Directory Assistance	213-241-1000
Early Education	213-625-6506
Executive Officer of the Board	213-241-7002
Extended Day Programs	213-241-4109
Facilities Maintenance & Operations	213-633-7587
Human Resources	213-241-6131
Information Hotline	213-241-4500
KLCS Channel 58	213-625-6958
Office of the Independent Monitor	213-241-6036
Office of the Inspector General	213-241-7700
Office of the Chief Information Officer	213-241-4906
Office of the Chief Operating Officer	213-241-4133
Office of the Deputy Superintendent Instructional Services	213-241-5257
Office of the Environmental Health and Safety	213-241-3199
Office of the General Counsel	213-241-6601
Office of the Senior Deputy Superintendent of Educational Services	213-241-7001
Office of the Superintendent	213-241-7000
Personnel Commission	213-241-7800
Planning Assessment and Research.....	213-241-2460
Professional Development, Elementary Education and Language Acquisition	213-241-2470
School Building Planning	213-633-7603
School Police Department	213-625-6631
Secondary Instruction and Support Services	213-241-6040
Special Counsel to the Board of Education	213-241-8306
Special Education	213-241-6701
Specially Funded, Parent/Community Programs	213-241-6532
Student Health and Human Services	213-241-3840

Additional information may be accessed on our website at www.lausd.net .

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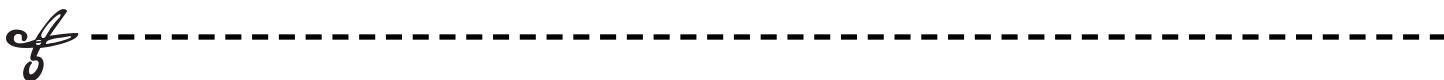
LOS ANGELES UNIFIED SCHOOL DISTRICT

**2005-2006 PARENT STUDENT HANDBOOK
PARENT/STUDENT ACKNOWLEDGEMENT FORM**

Dear Parent/Guardian:

The State of California requires that all schools annually notify students, parents and guardians about their rights and responsibilities. These notices are taken from Federal and State laws, the California Administrative Code, the State Education Code and other regulations and statutes relative to the operation of our public schools.

Please read the new Parent-Student Handbook and return the signed form below to the school.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
RECEIPT OF ANNUAL NOTIFICATION OF PARENT-STUDENT HANDBOOK
2005-2006 SCHOOL YEAR**

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 First M.I. Birthdate Grade

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