



# 2024-2025 ANNUAL NOTIFICATION

The Los Angeles County Office of Education (LACOE) is required to annually notify pupils, parents, and guardians of their rights and responsibilities, pursuant to California Education Code (EC) § 48980.

An acknowledgment of receipt of this notice must be signed by the parent or guardian and returned to the school as required by EC § 48982. See Attachment B-1.



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

## 2024-2025 School Year

Los Angeles County Office of Education  
9300 Imperial Highway, Downey, CA 90242  
(562) 803-8301 • [www.lacoe.edu](http://www.lacoe.edu)

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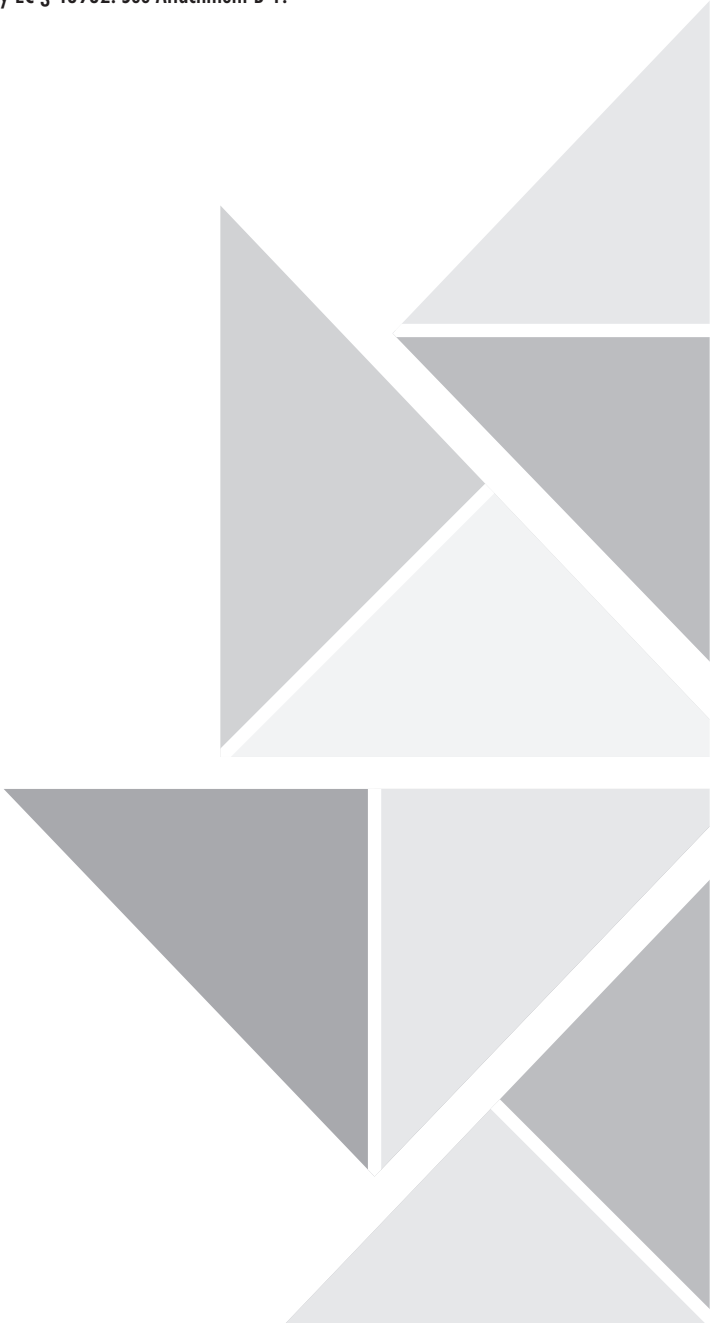
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## EDUCATIONAL PROGRAMS

### DIVISION OF STUDENT PROGRAMS

The Los Angeles County Office of Education's (LACOE) Division of Student Programs (DSP) offers specialized instruction to meet students' unique needs. Students served include:

- Students in county probation facilities
- Students expelled from regular schools or at high risk of dropping out
- Gifted and talented students and those with special interests
- School and Probation referrals

All school sites offer a curriculum based on the Common Core State Standards, as well as a variety of supplemental services aimed at addressing each student's individual social, emotional, and learning needs.

#### Alternative Education

LACOE created alternative education to maximize student self-motivation and encourage the student to follow his or her own interests. This opportunity shall be a continuous, permanent process for academically at-risk students or those who have specialized interests or talents. DSP's overall goal is to provide programs with alternative education settings so that students will succeed and achieve. Below are its two Specialized Secondary High Schools, grades 9 through 12:

#### Specialized High Schools

- Los Angeles County High School for the Arts provides a rigorous college preparatory program and specialized training and instruction in dance, music, theatre, cinematic arts, and visual arts.
- International Polytechnic High School offers a public education under a Project-Based Learning curriculum with an international focus and civic understanding.

DSP is also concerned about students who are at risk of academic failure. To ensure that students will set and attain goals, attend school regularly, and successfully transition to the district of residence or to institutions of higher learning, DSP operates the following alternative education programs:

- County Community Schools to address the special needs of juvenile offenders, students expelled from traditional schools, young people referred by their home districts or probation due to truancy, behavior, or other issues.
- Independent Study to address the needs of students who cannot return to local schools or access any other options provided by a school district due to work or family obligations or other issues such as medical or emotional.

#### Independent Study - EC 51744, 51745, 51745.5, 51746, 51747 and 56026

Independent Study (IS) is by choice and may not be mandated. Each district and charter school that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, the short-term (15 school days or fewer) and long-term (16 or more school days) will require the IS engagement defined per the Board's policies. Parents, guardians or education rights holders should be provided with the short term IS agreement at or before the beginning of the school year and must be signed in the school year during which the short term IS takes place. The long term IS agreement must be signed prior to the commencement of long term IS. For more information on how LACOE offers IS options, please contact Jose Gonzalez, Director at 562-940-1864, email; gonzalez\_jose@lacoedu.edu.

LACOE alternative education programs are located throughout Los Angeles County referred to as Principal's Administrative Unit (PAU's). To be eligible for LACOE's DSP alternative education programs:

- Students must live in Los Angeles County, with the exception of those students enrolling at one of the Specialized Secondary High Schools.
- Depending on the alternative education program, a student may be referred by his/her/their district of residence to LACOE or meet the application or audition requirements for the specific LACOE program.

#### Juvenile Court Schools

DSP operates the nation's largest juvenile court school system and is a major partner with the Los Angeles County Departments of Probation and Mental Health in providing comprehensive educational services for incarcerated youth. School sites are located in juvenile halls and probation camps. The goal is to reduce recidivism and to support students

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in becoming productive, contributing citizens prepared to focus on their education, finish high school, and transition to college and careers.

Schools feature LACOE's award-winning Road to Success Academy (RTSA) model of instruction and intervention, an interdisciplinary, project-based approach to learning, focused on themes that address students' academic and mental health needs. All programs are fully accredited by the Western Association of Schools and Colleges (WASC). Credits and diplomas earned in the court school system are accepted at all high schools, colleges, and universities.

Students of DSP juvenile court schools have the opportunity to:

- Earn a high school diploma or high school equivalency exam certificate
- Advance to higher education or employment
- Return to regular classes in their district of residence to complete their high school education and receive a diploma
- Be awarded scholarships for academic achievement

Academic supports include:

- Assessing students in reading and math upon enrollment and at regular intervals to determine needs and supports
- Developing and implementing individual learning plans (ILPs) that identify transition objectives and academic, behavior, and career goals, as appropriate
- Assisting students with special needs in collaboration with LACOE's Special Education Local Plan Area (SELPA)
- Providing small-group and individualized instruction teaching (with a student-to-teacher ratio of 15:1 for halls and 12:1 for camps)
- Offering intensive reading instruction to students who are reading below the third grade level
- Integrating the latest technology into the curriculum

## **GRADUATION REQUIREMENTS JUVENILE COURT, COUNTY COMMUNITY**

### **ENGLISH (40 credits)**

- (a) English 9 A/B (10 credits)
- (b) English 10 A/B (10 credits)
- (c) English 11 A/B (10 credits)
- (d) English 12 A/B (10 credits)

### **SOCIAL SCIENCE (30 credits)**

- (a) Modern World History A/B (10 credits)
- (b) U.S. History A/B (10 credits)
- (c) American Government (5 credits)
- (d) Economics (5 credits)

### **MATHEMATICS (20 credits)**

- (a) Algebra I A/B (10 credits)
- (b) Any other math courses (10 credits)

### **HEALTH (5 credits)**

- (a) High School Health (5 credits)

### **LABORATORY SCIENCES (20 credits)**

- (a) Life science (10 credits)  
(Life Science A/B or Biology A/B)
- (b) Physical Science (10 credits)  
(Earth Science A/B, Chemistry A/B, or Physics A/B)

### **PHYSICAL EDUCATION (20 credits)**

- (a) P.E. Course 1A & 1B are required for all students.
- (b) An additional 10 credits of P.E. will satisfy the total P.E. requirement.

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- (c) When the FitnessGram standards are established, LACOE will require all students to continue to take P.E. every semester until the FitnessGram has been passed.

FINE ARTS (10 credits) May be selected from the following one year (10 credits) or two-half year from (a), (b), or (c) (5 + 5)

- (a) Fine Arts
- (b) Foreign Language
- (c) Career Technical Education

In accordance with EC 51225.3, students may complete a course in career technical education as an alternative to the requirement that they complete a course in visual performing arts or foreign language.

**Career Technical Education Courses**

| INDUSTRY SECTOR                     | COURSE NAME                       |
|-------------------------------------|-----------------------------------|
| Building and Construction Trades    | Building Construction 1, 2, or 3  |
| Hospitality, Tourism and Recreation | Culinary Arts 1, 2, or 3          |
| Arts, Media, and Entertainment      | Graphic Communications 1, 2, or 3 |

A minimum of 220 credits are required to complete high school (***unless student qualifies for an exemption***).

Required Courses: 145 credits  
Elective Courses: 75 credits  
TOTAL: 220 credits

**SPECIALIZED HIGH SCHOOLS GRADUATION REQUIREMENTS**

**International Polytechnic High School Graduation Requirements**

Required Academic Content:

Students must complete a minimum of 240 credits and meet the UC/CSU A–G entrance requirements to earn an IPoly diploma. This includes 210 credits of required core courses and a minimum of 30 units in additional courses. IPoly core course sequence includes the A–G requirements.

Category Credits:

|                                               |              |
|-----------------------------------------------|--------------|
| English/Language Arts                         | (40 credits) |
| Mathematics                                   | (40 credits) |
| Science                                       | (40 credits) |
| Social Science*                               | (40 credits) |
| Foreign Language                              | (20 credits) |
| Physical Education                            | (20 credits) |
| Visual and Performing Arts                    | (10 credits) |
| Additional Required Courses (e.g., electives) | (30 credits) |

\* 9th grade Social Science may be waived only for transfer students.

Students in grades 9–11 must be enrolled in seven (7) courses per semester, and students in grade 12 must be enrolled in six (6) courses.

Grade Level Projects:

Students must pass grade level project each semester with a grade of 60% or better.

Community Service Hours:

Students must complete 100 hours of community service in order to graduate with an IPoly diploma. Community service hours must be obtained by volunteering for a verified non-profit organization.

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**Los Angeles County High School for the Arts**

**ENGLISH (40 credits)**

1. English 9 A/B (10 credits)
2. English 10 A/B (10 credits)
3. English 11 A/B (10 credits)
4. English 12 A/B (10 credits)

**SOCIAL SCIENCE (30 credits)**

1. Modern World History A/B (10 credits)
2. U.S. History A/B (10 credits)
3. American Government (5 credits)
4. Economics (5 credits)

**MATHEMATICS (20 credits)**

1. Algebra I A/B (10 credits)
2. Any other math courses (10 credits)

**LABORATORY SCIENCES (20 credits)**

1. A life science (10 credits) (Biology A/B)
2. B a physical science (10 credits)
3. (Earth Science A/B, Chemistry A/B or Physics A/B)

**PHYSICAL EDUCATION (20 credits)**

1. P.E. Course 1A & 1B are required for all students.
2. B. An additional 10 credits of P.E. will satisfy the total P.E. requirement.
3. When the FitnessGram standards are established, LACOE will require all students to continue to take P.E. every semester until the FitnessGram has been passed.

**FINE ARTS (10 credits) / FOREIGN LANGUAGE (20 credits)**

1. Fine arts (10 credits)
2. Foreign language (20 credits)
3. Fine arts (5 credits) & foreign language (5 credits)

Los Angeles County High School for the Arts offers curriculum to meet the A-G requirements of the California State Universities.

All graduates must complete a minimum of 225 credits:

|                   |             |
|-------------------|-------------|
| Required Courses: | 160 credits |
| Elective Courses: | 65 credits  |
| TOTAL:            | 225 credits |

**Educational Rights of Students and Parents**

Parents of students leaving juvenile court schools often ask about their child's educational rights once the student returns home. While each student's situation is unique and special circumstances may apply, generally:

1. Students have the right to attend the local schools near their home until they are 18 years of age.
2. Students who are eligible to receive special education services have the right to attend school and receive such services until they are 22 years of age, or have received a high school diploma, whichever occurs first.
3. Parents have the right to be fully informed of and consent to all special education services.
4. Parents have the right to receive information regarding the academic standards their child is expected to meet to graduate from high school and to be eligible for college, and to be informed whether their child is succeeding, and who at the school to contact if problems arise with their child's progress.
5. Parents have the right to review a student's educational records and request that inaccurate information be corrected. Once a student turns 18, these rights transfer to the student.

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6. Students who have been expelled from their local school districts have the right to continue their education during the period of expulsion in an alternative program (such as continuation school or county community school); after a period of time as stated in the expulsion documents, students may apply for readmission to a school maintained by the district. Expelled students are prohibited from attending a district school until their expulsion is cleared by the expelling district.

**Educational Rights of Foster and Homeless Youth**

LACOE will use the Uniform Complaint Procedures (UCP) to resolve any complaint by or on behalf of any student who is a foster youth which alleges LACOE noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of partial credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from County Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2.) 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion notification will be sent to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker, the attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

LACOE will also use the UCP to settle any complaint by or on behalf of a homeless student as defined in 42 USC 11434a, or a former juvenile court school student, alleging LACOE noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from County Board-imposed graduation requirements. (Education Code 51225.1, 51225.2.)

LACOE shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48551, 48552.5, 48853, 48853.5, 48857, 49069.5, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable.

Per AB 1055 (Ramos), the definition of a foster child includes a dependent child of the court of an Indian tribe, consortium or tribes, or tribal organization. These foster children are afforded the same guarantee of rights as foster children identified through the county court systems.

Every local education agency shall administer a Housing Questionnaire (HQ) for purposes of identifying homeless children and youths and unaccompanied youths in accordance with McKinney-Vento Homeless Assistance Act. The HQ shall be provided on an annual basis and be made available every year in paper form in both English and in the primary language of the student's parent or guardian.

Notice of educational rights of students experiencing homelessness must be disseminated at places where children receive services, such as schools, shelters, and soup kitchens. In addition, the school, district, charter school, or County Office of Education shall provide contact information for Homeless Education liaisons, updated on a regular basis for accuracy.

**Coursework and graduation requirements: children of military families – EC 51225.1 and 51225.2**

If students are living with a military family, students may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Education Rights Holders are urged to make an appointment with their school counselor to review their child's options for graduation. All coursework that was completed at another school outside of LACOE will be issued full or partial credit.

**Career Counseling & Course Selection**

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's sex or gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

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**Educational Equity: Government Instruction Conferences - EC 224**

Requires similar access to government officials and facilities, for student who do not identify as either male or female, or with their assigned birth gender, allowing those pupils to participate in either conference. No more language such as “Boys State Conference or Girls National Conference” to be used, exempting sex discrimination provisions providing equal access to all students as non-segregated programs or activities. The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California’s goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender

**Educational Equity: Immigration Status**

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

**Enrollment Agreement – CCP 1002.7**

Local education agencies (LEAs) may have an arbitration agreement signed by parents holding the school not accountable to individual lawsuits. However, the child may disaffirm that agreement when it comes to any act of sexual assault or battery of that child. The minor may disaffirm these provisions. As a result, arbitration agreements covering these claims may not be enforceable. The fact that a provision in an enrollment agreement has been disaffirmed by the minor pursuant to this section does not affect the validity or enforceability of any other provision of the enrollment agreement. LEA legal counsel will need to evaluate their existing arbitration agreements and consider revising them to comply with AB 272 in cases that involve sexual assault or sexual battery.

**FEDERAL STUDENT AID**

LACOE shall ensure that each of its pupils receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, before or during the pupil’s grade 12.

For specialized high schools, LACOE is to ensure that information on how to properly complete and submit the FAFSA or the California Dream Act Application is made available at least once to students prior to entering the 12th grade. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students' ability to graduate. Additionally, at juvenile court schools and county community schools, every effort will be made to ensure 12th graders complete the FAFSA.

**OFF-CAMPUS LUNCH**

LACOE, pursuant to Education Code 44808.5, has decided to permit the students enrolled at The Los Angeles County High School for the Arts (LACHSA) and International Polytechnic High School to leave the school grounds during the lunch period. Neither LACOE nor any officer or employee thereof shall be liable for the conduct nor the safety of any pupil during the time the pupil is off school grounds pursuant to this section.

**PREGNANT AND PARENTING PUPILS**

LACOE will treat both the pregnant teen mother and the teen father enrolled in juvenile court schools and county community schools with the same accommodations, regardless of sex. Teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

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Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed only at juvenile court schools and/or county community schools. Any additional time may be provided if deemed medically necessary, as prescribed by physician or nurse practitioner. Pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses they were enrolled in before taking leave. Make-up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leaving. If needed, parenting teens may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using this available accommodation.

An illness for sick child does not require a doctor's note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

### **RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED AND DEPORTED PUPILS**

LACOE may award a diploma to any student who may have been deported outside the U.S. if the student is in good standing after completing the second year of high school. Any transfer credits from outside the U.S. will be considered as completion through online or foreign classes.

#### **Transition**

Young people with disabilities may receive special education services until they reach age 22. When students reach the 12th grade or age 18, they participate in senior-year activities and either a graduation or completion ceremony regardless of the severity of their disability. Services to students ages 18 to 22 years who are enrolled in a non-diploma-bound education program focus on developing vocational skills.

#### **Curriculum and Instruction**

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact Daniel Ruiz (phone: 562-803-8249, email: [ruiz\\_daniel@lacoedu.edu](mailto:ruiz_daniel@lacoedu.edu)) for a prospectus.

### **RIGHTS OF PARENTS RELATED TO SPECIAL EDUCATION**

This notice provides parents, legal guardians, and surrogate parents of children with disabilities from birth through age 22 with information about their educational rights, called procedural safeguards. This notice is also provided to adult students at age 18.

- This information is the Notice of Procedural Safeguards as required under the Individuals with Disabilities Education Act (IDEA), a federal law that mandates school districts to provide a free, appropriate public education to eligible children with disabilities. A "free, appropriate public education" means special education and related services are to be provided as described in an individualized education program (IEP) and under public supervision to your child at no cost.
- Parents can refer their child for special education and related services and participate in decision-making meetings regarding the child's assessment, identification, educational placement and services. Specifically, parents have the right to participate in the development of the IEP and to be informed of the availability of all program options, and of all available alternative programs, both public and nonpublic.
- Parents should call or contact the child's teacher or administrators to discuss any child-related concerns. School district or special education local plan area (SELPA) staff can answer questions about the child's education, parental rights, and procedural safeguards. For concerns or to file a complaint, SELPA office numbers are below:

#### **Contact Phone Numbers**

- LACOE Compliance Support Services Unit, (562) 803-8338
- Los Angeles County Charter SELPA, (562) 803-8338
- Los Angeles County Office of Education SELPA, (562) 803-8338

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**Section 504 – 29 USC 794, 34 CFR 104.32**

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and/or speaking are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met.

Parents or guardians with concerns should contact the site administrator regarding:

- Parent/Guardian Notification – Provide written notification and a copy of Section 504 Parent/Guardian/Student Rights and Procedural Safeguards to parents/guardian; invite to SPT/504 meeting
- Evaluation – Conduct an evaluation of the student using a variety of data obtained through formal and informal assessment procedures
- Decision/Recommendations – Determine if the student meets 504 eligibility requirements
- Plan Development – Develop a Section 504 Accommodation Plan for regular program modifications and alternative services
- Placement/Implementation – Provide school personnel with a copy of student forms and modification plan

Section 504 guarantees the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs.

*Note:* The definition of “major life activity” has been expanded due to amendments to the ADA in 2009.

**CHILD ABUSE AND NEGLECT REPORTING**

LACOE is committed to protecting all students in its care. All employees of LACOE are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion that abuse or neglect has occurred. LACOE employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing with an appropriate local law enforcement agency (i.e., Police or Sheriff's Department, County Probation Department, or County Welfare Department/ County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify LACOE of an incident by contacting any school or central office employee. Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within the control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

**NONDISCRIMINATION**

The LACOE County Board is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. LACOE's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, immigration status, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their

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gender identity. LACOE assures that lack of English language skills will not be a barrier to admission or participation in LACOE programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: Diana Velasquez, Ed.D., Executive Director, Educational Programs at (562) 803-8451.

## **RIGHT OF ALL STUDENTS TO A PUBLIC EDUCATION**

LACOE is committed to the success of all students regardless of their immigration status or citizenship and asserts that every school site should be a welcoming place for all students and their families. It is LACOE policy that all students have a right to attend school free of bullying, intimidation, and discrimination. All students have a right to a free K-12 public education, regardless of immigration status or religious beliefs.

LACOE has created an immigration resource website for students and families which includes Know Your Rights information, sample family preparedness plans, and referrals to non-profit or low-cost legal assistance. LACOE's immigration website also hosts resources for educators, administrators, school board members, and policy makers. For more information, please visit the site at <https://www.lacoe.edu/Home/ImmigrationIssues.aspx>, or contact LACOE's Immigrant Relations Coordinator at 562-922-6123 or [immigrantrelations@lacoe.edu](mailto:immigrantrelations@lacoe.edu).

## **TITLE IX COMPLIANCE**

The County Board desires to ensure equal opportunities for all students in admission and access to LACOE's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. LACOE programs and activities shall be free from discrimination, including harassment, with respect to a student's marital or parental status, sex, sexual orientation, gender, and gender identity or expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. These terms are defined by state or federal statute.

### **Survey: Data Collection**

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about LACOE student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that

1. this test, questionnaire, or survey is to be administered,
2. the student's parent is given the opportunity to review the test, questionnaire, or survey, and
3. the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

The County Board prohibits discrimination, intimidation, or harassment, bullying, or cyber-bullying of any student by any employee, student, or other person in LACOE. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

The County Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in providing services, including, but not limited to, instruction, guidance, and supervision. In Juvenile Court Schools, the County office shall work with the County Probation Department on practices and procedures for incarcerated students.

- (a) It is the policy of the State that elementary and secondary school classes and courses, including nonacademic and elective classes and courses, be conducted without regard to the sex of the pupil enrolled in these classes and courses.

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- (b) LACOE may not prohibit a pupil from enrolling in any class or course on the basis of the sex of the pupil except for sexual health and HIV/AIDS prevention education.
- (c) A school district may not require a pupil of one sex to enroll in a particular class or course, unless the same class or course is also required of a pupil of the opposite sex.
- (d) A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from that offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to a pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex.
- (e) Participation in a particular physical education activity or sport, if required of pupils of one sex, shall be available to pupils of each sex. (EC 221.5. See LACOE Uniform Complaint Procedures, Attachment A.)
- (f) Under Title IX, LACOE is responsible for responding appropriately to notice of sexual assault and sexual harassment.
- (g) LACOE's Title IX Coordinator is responsible for coordinating LACOE's compliance with Title IX concerns and/or complaints regarding Title IX. LACOE prohibits sex discrimination in any education program or activity that it operates. LACOE's Notice of Non-Discrimination on the basis of sex may be found on LACOE's website at: <https://www.lacoe.edu/Home/Public-Notices>, under "Title IX Notice."

Individuals may report concerns or questions to LACOE's Title IX Coordinator:

Diana Velasquez Ed.D.,  
Title IX Coordinator  
Executive Director, Educational Programs  
9300 Imperial Highway, EC 222  
Downey, CA 90242  
Phone: (562) 803-8451  
Email Address: [velasquez\\_diana@lacoe.edu](mailto:velasquez_diana@lacoe.edu)

- (h) Complaints regarding sexual assault and sexual harassment will be investigated in accordance with LACOE Board Policy 5145.71, 5145.7, and the Uniform Complaint Procedures detailed in Attachment A.
- (i) Inquiries about the application of Title IX to LACOE may be referred to LACOE's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights ("OCR"). Additionally, you may file a complaint with OCR at the address below or by using the OCR's electronic complaint form at the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

San Francisco Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza  
Mail Box 1200, Room 1545  
San Francisco, CA 94102  
Telephone: 415-486-5555; FAX: 415-486-5570; TDD: 800-877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

## TITLE II EQUAL ACCESS

The Los Angeles County Office of Education (LACOE) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

- **Employment:** LACOE does not discriminate on the basis of disability in its hiring or employment practices and complies with all applicable federal and state law requirements.
- **Equal Access:** Upon request, LACOE will provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in LACOE's programs, services, and activities. LACOE will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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- Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a LACOE program, service, or activity, should contact the coordinator of the program, service, or activity, or the ADA Title II Coordinator as soon as possible. Requests may be verbal or written. If written, LACOE's Form # 204-005 may be used.

Complaints that a LACOE program, service, or activity **is not** accessible to persons with disabilities should be in writing and may utilize LACOE's Complaint Form # 204-003. Complaints should be directed to: Hugo Aceves, ADA Title II Coordinator, Risk Management, 9300 Imperial Highway, Downey, CA 90242 **Phone: (562) 803-8297, aceves\_hugo@lacoe.edu**

### **FREE OR REDUCED-PRICE MEALS (Amended)**

Commencing in SY 2023–24, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK– 12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. While not required, LACOE requests parents/guardians to submit a school meal application for accounting purposes and to generate important data that provides eligibility for school-related resources.

Breakfast and lunch meals that meet the US Department of Agriculture School Breakfast (SBP) and National School Lunch Programs (NSLP) requirements are offered to students at the specialized high schools (LACHSA and IPOLY) and the county community schools (Renaissance CCS) operated by LACOE.

### **MEDICATIONS**

#### **Medication Regimen – EC 49480**

If a student is regularly taking medicine for an ongoing health problem, even if the student only takes the medicine at home, the student's parent or legal guardian must provide a written notice for the school nurse [or other contact person] of the medication taken, the current dosage, and the name of the supervising physician.

With the parent/guardian's consent, the school nurse may communicate with the physician, and may counsel LACOE staff as to the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as post behavioral signs or symptoms of adverse side effects, missed medications, or overdose.

#### **Administration of Prescribed Medication at School – EC 49423, 49423.1**

At the beginning of each school year, the Principal or designee shall notify parents or guardians of the options available for students who need to take prescribed medication during the school day and the responsibilities of parents/guardians regarding those options.

#### **Options:**

Students who need to take medication during the school day may be assisted by the school nurse or designated school personnel trained by a school nurse if the school receives written statements from the student's physician and parent/guardian in accordance with the law, County Board Policy, and Administrative Regulations. The written statement must detail the name of the medication, method, amount, and time schedules by which the medication is to be taken and include a written statement from the parent/guardian of the student requesting the assistance of school personnel following the physician's written statement. A student may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication, if certain criteria for self-administration are met. Criteria include a written statement from the physician/health care provider detailing the medication, method, amount, and time schedules by which the medication is to be administered; confirmation that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication; a written statement from the parent/guardian consenting to the self-administration; providing a release for the school nurse or other designated personnel to consult with the student's health care provider regarding questions that may arise regarding the medication; and releasing the school and school personnel from civil liability for any harm resulting from the self-administered medication per EC 49423 and 49423.1.

Non-prescription medication will not be administered without a physician's statement and parent authorization.

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A written statement of instructions shall be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes. A student may be subject to disciplinary action if an auto-injectable epinephrine or inhaled asthma medication is used in a manner other than as prescribed.

**Authorization to Provide Epinephrine Auto Injectors – EC 49414**

**Pupil Health: Emergency Medical Care: Epinephrine Auto-Injectors - EC 48985.5**

Parents/guardians shall be responsible for notifying the Principal or designee, in writing, regarding any life-threatening allergies.

Education Code authorizes LACOE to provide epinephrine auto-injectors to trained personnel who volunteer to provide medical aid to persons suffering from an anaphylactic reaction. Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, latex materials, or other unknown causes. The epinephrine auto-injector is a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. The auto-injector delivers a pre-measured, sterile, injection of epinephrine through the skin. Emergency epinephrine auto-injectors must be stored in an accessible location along with a copy of written training material upon need for emergency use. Notice of location must be publicly posted.

**Pupil Health: Opioid Overdose Prevention and Treatment: Melanie's Law - EC 32282, 47605, 47605.6, 49414.4 and 49428.16**

**Pupil Safety: Parental Notification: Synthetic Drugs - EC 48985.5**

LACOE is committed to the safety of all our students. Although the long-term effects of many synthetic drugs on physical and mental health are not yet known, immediate effects on a student's education, family, and life could be long-lasting. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but with a slightly altered chemical structure created to evade existing restrictions against illegal substances. These drugs may include synthetic cannabinoids, methamphetamines, bath salts, and fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive and has been found in heroin, methamphetamine, counterfeit pills, cocaine and other drugs. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Unless tested, it is difficult to tell if drugs have been laced with fentanyl because it cannot be seen, smelled, or tasted. Additional information regarding fentanyl is available from the CDPH's Substance and Addiction Prevention Branch

**Diabetes Self-Testing and Monitoring of Blood Glucose Levels – EC 49414.5**

A student who can self-test and monitor blood glucose requires written request from the parent and physician. One or more LACOE employees may be trained to administer emergency medical assistance to a student with diabetes.

**Criteria for Self-Administration**

A student who requires medication at school may carry and self-administer emergency medication under the supervision of LACOE staff, if the student meets the following conditions:

1. The student is physically, mentally, and behaviorally capable, in the written opinion of the parent/guardian, physician, and designated LACOE staff, to assume the responsibility.
2. The student demonstrates self-administration to the school nurse or trained designated LACOE staff.

Parents/guardians shall make every effort to coordinate with their family physician so that the student need not take medications during the school day whenever possible.

**Administration of Epilepsy Medication - EC 49414.7**

Emergency medical assistance is provided for the administration of epilepsy medication in the absence of a credentialed school nurse or licensed vocational nurse who has been trained to administer emergency anti-seizure medication. LACOE may allow nonmedical employees to provide medical assistance to students with epilepsy suffering from seizures upon request by a parent or guardian. If LACOE receives a request from a parent or guardian to provide this medical assistance, the school nurse shall provide employee volunteers with voluntary emergency medical training. The trained employees should aid in accordance with County Board Policy and Administrative Regulations, the Education Code, State guidelines, and instructions provided by the student's health care provider.

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**Disposal of Unused Medications**

If the medication for a student change during the school year, the remaining medication shall be given to the parent/guardian at the time the new medication is delivered. Medications not claimed and retrieved by the parent/guardian at the end of the school year shall be discarded in accordance with recommendations by the local health officer and OSHA guidelines.

**SPECIALIZED PHYSICAL HEALTH CARE SERVICES - EC 49423.5**

Trained designated personnel provide specialized physical health services. These are health services prescribed by the student's licensed authorized health care provider requiring medically related training for the individual who performs the services, and which are necessary during the school day to enable the student to attend school. These services include catheterization, gastric tube feeding, suctioning, or other services that require medically related training.

**IMMUNIZATIONS**

To protect the health of all students and staff and curtail the spread of infectious diseases, LACOE shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. On or after July 1, 2016, the Principal shall not unconditionally admit to any public or charter preschool, elementary or secondary school for the first time, or admit or advance any pupil to the 7th grade level, unless the pupil has been immunized for age as required by the Health and Safety Code.

Students are prohibited from attending school unless immunization requirements are met for age and grade. LACOE may use funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

The following vaccinations are required: diphtheria, pertussis (whooping cough), tetanus, (DTP, DTaP, Tdap) poliomyelitis, measles, mumps, rubella (MMR), hepatitis B, varicella (chickenpox), haemophilus influenza type b, and any other diseases deemed appropriate by the California Department of Public Health. Health & Safety Code (HSC) 120335. Immunizations for Covid-19 are not required at this time.

**Proof of Immunizations**

The principal shall require documentary proof of each entrant's immunization status and record the immunizations of each new entrant in the entrant's permanent enrollment record on the Blue Card provided by the California Department of Public Health (CDPH).

The immunization record of each new entrant admitted conditionally shall be reviewed periodically by the Principal or designee to ensure that within the time periods designated by regulation, the student has been fully immunized against all the diseases listed in HSC Section 120335.

The principal of each school shall prohibit from further attendance any student admitted conditionally who failed to obtain the required immunizations within the time limits allowed in the regulations, unless the student has a medical exemption under HSC Section 120370, until the student has been fully immunized against all the diseases listed in HSC Section 120335.

State law requires that LACOE exclude any student not properly immunized and notify the parent or guardian that they have two weeks to supply evidence that the student has been properly immunized or that the student is medically exempt from the immunization requirements.

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**Transfer Students Immunizations**

For students transferring from another school or from out-of-state, the new school must review the student's immunization records to make sure all immunization requirements have been met. For students transferring from another school, a valid record may be any of the following: the Blue Card, another state's school record (provided it includes dates for all immunizations) or the child's personal immunization record. Education Code Section 49068 requires that schools send cumulative folders within 10 school days following the request from the new school. For foster students, Education Code Section 48853.5 requires that within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the last school attended by the foster child to obtain all academic and other records. The educational liaison for the school last attended shall provide all records to the new school within two business days of receiving the request. The law allows up to 30 school days for a cumulative folder from another school or another immunization record to reach your student's school.

**Foster and Homeless Youth Immunizations**

Foster youth and homeless children who do not have immunization documentation should be enrolled immediately under federal and state law. (EC Section 48853.5 and 42 USC 11431.)

Foster youth and homeless students are not exempt from immunization requirements and schools must obtain documentation of vaccination or obtaining vaccinations for these students as soon as possible. (HSC 12034.)

**Temporary Exclusion for Immunizations**

If there is good cause to believe that a child has been exposed to a disease listed in HSC Section 120335 and documentary proof of the student's immunization status does not show proof of complete immunization against that disease, that student may be temporarily excluded from school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease.

**Exemption from Immunization**

Prior to January 1, 2021, an exemption from immunization is authorized when the parent or guardian files a written statement by a licensed physician [M.D. or D.O.] that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstance, including, but not limited to, family medical history, for which the physician does not recommend immunization. A child with a physician statement indicating these specific circumstances is exempt from immunization requirements. A medical exemption may apply if there is a delayed immunization schedule or a modified immunization schedule. (HSC 120370.)

Beginning January 1, 2021, all new medical exemptions for school entry must be issued through CAIR-ME and can only be issued by a licensed physician [M.D. or D.O.] in California. Schools may only accept new medical exemptions from parents/guardians that are issued from CAIR-ME.

**Immunizations for Independent Study Students**

The CDPH has indicated that parents and guardians must continue to provide immunization records of students in independent study programs with no classroom-based instruction to their schools and schools must continue to maintain and report immunizations that have been received. Students are not required to have immunizations if they attend an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunization records for these students to their schools.

**Immunizations for Special Education Students**

Special Education students are required to be immunized. The immunization requirements may not prohibit students from accessing special education and related services required by their individualized education programs while in the process of obtaining their vaccinations.

Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption for a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016, will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade. These personal belief grandfathering provisions may apply on or after July 1, 2016, if the personal beliefs exemption was completed before January 1, 2016. These provisions may be reviewed at the Shots for Schools website on SB 277, Frequently Asked Questions. (HSC 120325, 120335, 120338, 120370, 120375.)

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**Immunizations: HPV: Cancer Prevention - EC 48980.4, 1367.66, HSC 120390, 120336, 120390.6, IC 10123.8**

LACOE believes in the health and safety of every student. Pupils in the state are advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level of any private or public elementary or secondary school. Per HSC 120336, "HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks."

**Medical Records Sharing – HSC 120440**

Immunization information may be obtained from the CAIR immunization system (California Immunization Registry):

1. Medical information may be shared with local health departments and the State Department of Health Services.
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information.
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, childcare facilities, family childcare homes, WIC service providers, county welfare departments, foster care agencies, and health care plans.
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified.
5. The student, parent, or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it.
6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting public health.

Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail.

**Medical or Hospital Service – EC 49472**

LACOE does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

**Menstrual Products – EC 35292.6 (applicable grades 3-12)**

LACOE supports period equity and now provides free and accessible menstrual products, in all women's restrooms and all-gender restrooms, and in at least one men's restroom at schools serving grades 3 to 12. Notice of this service is required to be posted in a prominent and conspicuous location in every restroom where menstrual products, available and accessible, free of cost, are required to be stocked. The posted notice will contain the name, email and phone of the person responsible for maintaining this supply at this school site.

**WELLNESS POLICY**

LACOE recognizes the important connection between health and a student's ability to learn effectively and achieve high standards in school. LACOE is committed to providing its students and employees with the knowledge, resources, and environment to make healthy nutritional choices and to be physically active. LACOE schools play a vital role in childhood nutrition and fitness, and therefore LACOE supports collaboration among the following components of coordinated school health:

- Nutrition services
- Health/nutrition education
- Physical education and physical activity
- Health services
- Mental health/counseling services
- Safe and healthy school environment
- Employee wellness

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**Electronic Nicotine Delivery Systems (e-cigarettes)**

LACOE prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that always mimic the use of tobacco products on all LACOE property and in LACOE vehicles. ENDS are often made to look like cigarettes, cigars, and pipes, but can also be made to look like everyday items such as pens, asthma inhalers, and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors, which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

**CALIFORNIA HEALTHY YOUTH ACT**

The California Healthy Youth Act requires LACOE to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

LACOE will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker

LACOE may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey.

**ABSENCE FOR CONFIDENTIAL MEDICAL SERVICES**

In accordance with Education Code 46010.1, school authorities may excuse any student in grades 7 through 12 from school to obtain confidential medical services without the consent of the student's parent/guardian. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment. For further information, please see Board Policy 5113 and Administrative Regulation 5113--Absences and Excuses.

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**Confidentiality of Medical Information Act – CC 56.10**

LACOE staff on school campuses for the purpose of health care and mental health care operations and referrals of students and their families for follow up care and treatment are appropriately credentialed and adhere to confidentiality requirements per their credentials and professional licensing. Staff (described in the statute as a “school-linked services coordinator”) include school nurses, social workers, marriage and family therapists, educational psychologists, pupil personnel services counselors, and clinical counselors, and may have access to medical information of the students without the need for a specific release of information.

**Avoiding Absences, Written Excuses**

LACOE urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling, and other appointments after school, on the weekend if possible, or during school holidays. LACOE also asks that travel or other absences be avoided during the time that school is in session. The higher the district’s daily attendance rate, the more a student will learn and the greater the amount of funding that LACOE will receive from the state for classroom instruction and academic programs. Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments, are considered excused absences. Absences without a written or verbal excuse are recorded as unexcused.

**Tardiness**

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the schoolday without a valid excuse on three occasions in one school year, or any combination thereof. EC 48260, 48262 and 48263.6. After a student has been reported as a truant three or more times in a school year and LACOE has made a conscientious effort to meet with the student’s family, the student is considered a habitual truant. Chronic Absenteeism – EC 60901 A student is considered a chronic absentee when the student is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement. Unexcused absences are all absences that do not fall within EC 48205. 14. A LACOE attendance supervisor, administrator or designee, a peace officer, or a probation officer may arrest or assume temporary custody during school hours of any minor who is found away from his/her/their home and who is absent from school without valid excuse within the county, city, or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB). Truant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654. Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the students’ continued problem of truancy, by a Probation Officer or Deputy District Attorney

**INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES**

A pupil with a temporary disability that makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil’s home for one hour a day. Please contact Project Director II, DPS Health and Wellness, Tonya Ross, DNP, RN, 562-922-8762, ross\_tonya@lacoe.edu for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school personnel in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will determine within five working days whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so determined, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

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An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill.

**Parent Engagement - School Accountability**

The Parent and Family Involvement policy is implemented by the Parent and Family Education and Consultation Program (PFCEP). To participate in LACOE learning and engagement opportunities for parents and families, and to provide input on local programs, policies, and services, please contact LACOE Educational Programs' Program Manager of Parent Education, Tosin Balogun, phone: 562-922-6030, email: balogun\_tosin@laoe.edu.

**CIVILITY ON SCHOOL GROUNDS**

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500). (EC 32210.)

It is unlawful for any person, except a parent/guardian acting toward his/her/their minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds. (CC 1708.9.)

**SCHOOL - PARENT COMPACT (EC § 51101)**

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually-supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and participate in the education of their children as follows:

1. Within a reasonable period after making the request, to observe their child's classroom(s).
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of LACOE employees, including, but not limited to, helping in the classroom with the approval, and under the direct supervision of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child's class(es).
9. To 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.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school conducts involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

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## **PARENT INVOLVEMENT**

The Los Angeles County Board of Education (the County Board) recognizes that parents, legal guardians, surrogate parents, and caregivers are their children's most influential teachers and that continued involvement by parents as partners and vital stakeholders in their children's education contributes to student academic achievement and a positive learning environment. The County Board believes that the education of its students is a responsibility shared with parents. The County Board facilitates and provides opportunities for parents to participate in their children's education and to work with the schools in a mutually supportive and respectful partnership.

### **Parent Involvement in LACOE Educational Programs**

LACOE Educational Programs continues to provide activities and procedures for involving parents in their children's education. LACOE values meaningful consultation with parents of all participating students. LACOE Educational Programs encourages all parents to actively participate and to provide input and feedback through Site Decision Meetings, (SDM), District English Learner Advisory Committee (DELAC), English Learner Advisory Committee (ELAC), District Title I Committee, and Parent Advisory Committee (PACs) among other avenues.

### **School Accountability Report Card**

Parents who are interested in obtaining their own copy of the School Accountability Report Card for their child's school should contact LACOE's testing coordinator, at 562-401-5758, or visit the LACOE website at [www.lacoe.edu](http://www.lacoe.edu), under Documents and Forms.

### **Parent Participation in Policy Development**

The development and agreement of the written parent involvement policy for LACOE is a joint venture and is available to parents of participating students. Parents provide input and feedback on the content and effectiveness of the policy, use the findings to design strategies to eliminate barriers for more effective parent involvement and, if necessary, suggest revisions to policy. Parent involvement for parents of students participating in Title I, Part A programs shall be consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA).

### **Title I, School Parent Compact**

Each school receiving funding under Title I, Part A of the ESEA must develop a written school/parent compact jointly with parents for all students participating in Title I, Part A activities, services and programs. The compact must outline how parents, school staff, and students will share responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the State's high standards.

### **Title I, Part A Funds**

LACOE offers Title I services to all eligible students attending designated Title I schools. Title I refer to federally funded resources used to support students with their academic needs especially in the areas of English/Language Arts, math, and English Language Development. The goal of Title I at LACOE is to ensure equity for students to complete their education and successfully transition to employment and another educational program.

Parent involvement is vital in the implementation of the Title I program. According to the Elementary and Secondary Education Act (ESEA) 1118 parent involvement is defined as the "participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities." LACOE Board Policy 6020 stipulates that parents/guardians of Title I schools will be consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. Parents will have a voice in the development of their schools' parent involvement policy, participate in signing a school compact, and determine how LACOE's Title I funds will be allocated to support parent involvement activities.

In carrying out the Title I parental involvement policy, LACOE will provide full opportunities for the participation of parents with limited English proficiency, parents with students of disabilities, and parents of migratory children including ensuring that all communications are in an understandable and uniform format in a language parents understand.

Parents of students served in Title I, Part A schools will be involved in decisions about how the one percent of Title I, Part A funds reserved for parental involvement will be allotted and will ensure that not less than 95 percent of the one percent reserves go directly to the schools.

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**Individualized School Parent Involvement Policy**

To support the strengthening of student academic success, the County Board requires all schools and programs operated by LACOE to adopt an individualized school parent involvement policy. Parents and guardians of Title I Schools will be consulted and participate in the planning, design, implementation, and execution of the school parent involvement policy on an annual basis (See 1118(b) of the ESEA).

**English Learners**

LACOE outreach to parents/guardians of English learners (ELs) includes the following actions:

- LACOE sends notice of and holds regular meetings for the purpose of formulating and responding to the parents'/guardians' recommendations.
- LACOE provides training activities to parents on how they can be involved and become active participants in assisting their children to:
  - Attain English proficiency
  - Achieve at high levels in core academic subjects
  - Meet challenging state academic content and achievement standards expected of all students
- If LACOE has failed to make progress on the annual measurable achievement objectives (AMAO), LACOE informs parents/guardians of ELs within 30 days after such failure occurs.
- In accordance with AB 81 (Gonzalez Fletcher) LACOE will notify parents or Education Rights Holders (ERH), using the English Language Proficiency for Assessments for California (ELPAC), if their child is a long-term English learner or an English learner at risk of becoming a long-term English learner. LACOE will send an alternative notice to comply with this requirement.

A Principal's Administrative Unit (PAU) site with 21 or more ELs has a functioning EL Advisory Committee (ELAC) that must meet the following requirements:

- (a) Parent/guardian members are elected by parents or guardians of ELs. (5 CCR 11308[b]; EC 62002.5)
- (b) Parents/guardians of ELs constitute at least the same percentage of the committee membership as their children represent of the student body. (EC 52176[b])
- (c) The school may designate an existing school level advisory committee, or subcommittee of such advisory committee to fulfill the legal responsibilities of ELAC, if the advisory body meets the criteria in (b). (EC 52176[b][c], 64001[a], 5 CCR 11308[d])
- (d) The ELAC advises the school site council (SSC) on the development of the Single Plan for Student Achievement (SPSA) except for the Division of Special Education. (EC 64001[a])
- (e) The ELAC advises the principal and staff on the school's program for EL. (EC 52176[c])
- (f) The ELAC assists in the development of the school's:
  - Needs assessment
  - Language Census Report (R30-LC)
  - Efforts to make parents aware of the importance of regular school attendance (EC 52176[c])
- (g) The ELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. (5 CCR 11308[d])
- (h) Financial resources may be allocated for reasonable expenses (which may include transportation, child care, translation services, meals, and training) of parent advisory groups on bilingual-bicultural education, at the school and school district incurred in the course of their duties as member of the parent advisory groups. (EC 52168(b)(4).)
- (i) Each ELAC has the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC) or participants in a proportionate regional representation scheme when there are 31 or more ELACs in the district. (5 CCR 11308(b); EC 35147, 52176(a), 62002.5.)

(EC 35147, 52176[a], 52168[b][4], 62002.5)

A LEA with 51 or more English learners must have a functioning DELAC or a subcommittee in which at least 51 percent of the members are parents (not employed by the district) of English learners.

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The DELAC advises on all of the following tasks:

- Development of a district master plan for educational programs and services for ELs that takes into consideration the Single Plan for Student Achievement (5 CCR 11308[c][1])
- Conducting of a PAU-wide needs assessment on a school-by-school basis (5 CCR 11308[c][2])
- Establishment of district program, goals, and objectives for programs and services for ELs (5 CCR 11308[c][3])
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements (5 CCR 11308[c][4])
- Administration of the annual Language Census Report (5 CCR 11308[c][5])
- Review and comment on reclassification procedures (5 CCR 11308[c][6])
- Review and comment on the written notifications required to be sent to parents and guardians (5 CCR 11308[c][7])
- The LEA provides training materials and training, planned in full consultation with committee members, appropriate to assist members in carrying out their legal advisory responsibilities. (5 CCR 11308[d])

(EC 35147, 52168[b][4], 52176[a], 62002.5; 20 USC 6312[g][4], 7012)

### **APPROPRIATE STUDENT PLACEMENT**

All pupils must be placed in English language classrooms. Based on LACOE criteria of reasonable fluency, English learners must be placed in one of the following programs:

- Structured English immersion (SEI), in which the language acquisition process, curriculum and instruction are designed for children who are learning the language. (EC 305, 306, 310, and 311).
- English Mainstream Instruction (EMI) In which students have met local district criteria for having achieved well-developed receptive and productive English skills and are taught the core curriculum primarily in English with additional support.

### **Language Acquisition Program Options and Parent Choice**

School districts and county offices of education must, at a minimum, provide ELs with a structured English immersion (SEI) program. (EC Section 305[a][2]) SEI programs provide nearly all classroom instruction in English, but with curriculum and a presentation designed for students who are learning English. (EC sections 305[a][2], 306[c][3])

Parents or legal guardians of students enrolled in the school may choose a language acquisition program that best suits their child. "Language acquisition program" refers to educational programs designed to ensure English acquisition as rapidly and as effectively as possible and provide instruction to students on the state-adopted academic content standards, including the ELD standards. The language acquisition programs shall be informed by research and must lead to grade level proficiency and academic achievement in both English and another language. (EC sections 306[c], 310[a]; 5 CCR Section 11309[c])

An LEA shall notify parents of the language acquisition programs and language programs available in the LEA. The notice must be included with other parent and guardian rights and responsibilities required by EC sections 48980 and 48981. Parents of pupils enrolling in an LEA after the beginning of the academic school year shall be provided the notice described above upon enrollment. The notice shall include all of the following:

- (a) A description of any language acquisition programs provided, including Structured English Immersion.
- (b) Identification of any language to be taught in addition to English, when the program model includes instruction in another language.
- (c) The information set forth in section 5 CCR Section 11309[c];
- (d) The process to request establishment of a language acquisition program
- (e) If the LEA offers language programs, the notice shall specify the language(s) to be taught, and may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

(EC sections 305, 306, 310, 48980, 48981, and 5 CCR Section 11310; 20 U.S.C. sections 1703[f], 6311 and 6318)

Schools in which parents or legal guardians of 30 students or more per school, or the parents or legal guardians of 20 students or more in any grade request a language acquisition program designed to provide language instruction must be required to offer a program to the extent possible. (EC Section 310[a])

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When the parents of 30 pupils or more are enrolled in a school, or when the parents of 20 pupils or more in the same grade level are enrolled in a school, request the same or substantially similar type of a language acquisition program, the LEA shall respond by taking actions to demonstrate the timelines and requirements in 5 CCR Section 11311[h] are met by the LEA.

**Section 11311. Parent Requests to Establish a Language Acquisition Program.**

- (a) An LEA shall establish a process for schools of the LEA to receive and respond to requests from parents of pupils enrolled in the school to establish a language acquisition program other than, or in addition to, such programs available at the school. The LEA process shall require each school to make a written record of each request, including at least the following:
  - 1. The date of the request;
  - 2. The names of the parent and pupil;
  - 3. A general description of the request; and
  - 4. The pupil's grade level on the date of the request.
- (b) Each school shall maintain a written record of verbal requests that includes the information set forth above.
- (c) Each school shall assist parents in clarifying requests, as needed.
- (d) Each school shall retain written records of parent requests for language acquisition programs for at least three years from the date of the request.
- (e) A parent whose pupil is enrolled in a school for attendance in the next school year may submit a request for a language acquisition program.
- (f) A school shall consider requests for a multilingual program model from parents of pupils enrolled in the school who are native speakers of English when determining whether a threshold specified in subdivision (h) is reached.
- (g) Each school shall monitor the number of parent requests for language acquisition programs on a regular basis and notify the LEA immediately upon reaching a threshold specified in subdivision (h).
- (h) When the parents of 30 pupils or more enrolled in a school, or when the parents of 20 pupils or more in the same grade level enrolled in a school, request the same or substantially similar type of a language acquisition program, the LEA shall respond by taking the following actions:
  - 1. Within 10 school days of reaching a threshold described in subdivision (h), notify the parents of pupils attending the school, the school's teachers, administrators, and the LEA's English learner parent advisory committee and parent advisory committee, in writing, of the parents' requests for a language acquisition program;
  - 2. Identify costs and resources necessary to implement any new language acquisition program, including but not limited to certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and
  - 3. Determine, within 60 calendar days of reaching a threshold described in subdivision (h), whether it is possible to implement the requested language acquisition program; and provide notice, in writing, to parents of pupils attending the school, the school's teachers, and administrators, of its determination;
    - i. In the case of an affirmative decision to implement a language acquisition program at the school, create and publish a reasonable timeline of actions necessary to implement the language acquisition program.
    - ii. In the case where the LEA determines it is not possible to implement a language acquisition program requested by parents, the LEA shall provide in written form an explanation of the reason(s) the program cannot be provided, and may offer an alternate option that can be implemented at the school.
- (i) Each school shall follow the process set forth in subdivision (h), even when the LEA provides the requested language acquisition program at another school of the LEA at the time the threshold specified in subdivision (h) is met.

**Section 11312. Language Programs**

If an LEA provides a language program or proposes to offer a language program, the LEA shall establish a process for schools of the LEA to receive and respond to input from parents and stakeholders regarding the non-English language in which instruction is provided.

**Section 11316. Language of Parental Notice**

All notices and other communications to parents required or permitted by these regulations must be provided in English and in the parents' primary language to the extent required under Education Code section 48985.

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In the case where the LEA determines it is not possible to implement a language acquisition program requested by parents, the LEA shall provide in written form an explanation of the reason(s) the program cannot be provided and may offer an alternate option that can be implemented at the school. (5 CCR Section 11311[h][3][B])

### **HOME HOSPITAL INSTRUCTION (HHI) SERVICES**

A student with a temporary disability which makes school attendance impossible or inadvisable shall be entitled to receive individual instruction at home or in a hospital or other residential health facility, excluding state hospitals. (Education Code 48206.3)

LACOE Educational Programs offers parents/guardians options for the service of home hospital instruction (HHI). If a determination is made that a student will require home hospital, then the student:

- may continue enrollment in the LACOE school and receive HHI from a designated LACOE teacher.
- may request the district of residence to provide the HHI services and the student will exit from the LACOE school and enroll in the district of residence.

The student may re-enroll in the LACOE school or continue in the district of residence once HHI is no longer required. LACOE is responsible for providing individual instruction to any temporarily disabled student enrolled within LACOE's Juvenile Court Schools who is hospitalized or when attending school is inadvisable.

### **PHYSICAL EXAMINATION: PARENTS' RIGHT TO REFUSE**

LACOE may require physical examinations including sight, hearing, and scoliosis screenings/tests of students enrolled in LACOE programs or activities. Any physical examination required by LACOE shall be kept confidential. If the student's parent/guardian refuses to consent to such an examination, LACOE reserves the right to temporarily exclude the student if there is a good reason to believe the student is suffering from a recognized contagious or infectious disease.

### **QUALIFICATIONS OF TEACHERS**

Parents/guardians may request information regarding the professional qualifications of their child's classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents/guardians may request from their child's teacher:

- Information on the level of achievement of their child in each of the State academic assessments, and
- Timely notice that their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not credentialed in the appropriate subject area.

Parents may obtain this information by logging on to [www.ctc.ca.gov/](http://www.ctc.ca.gov/) and looking up the child's teacher's credentials by entering the first and last name. Parents may also request this information by contacting LACOE's Executive Director, Human Resource Services at (562) 803-8348.

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**PUPIL RECORDS, NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will forward requests to the Custodian of Records. The Custodian of Records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, LACOE shall disclose education records without parental consent.

If parent/guardian or eligible student consent is given in writing, LACOE will release the following information to the identified party(ies) in the consent:

- Student's date and place of birth
- Student's major field of study if any
- Student's participation in LACOE-sponsored or recognized organizations or sports
- Weight and height of sports team members
- Student's dates of attendance in a LACOE program or activity
- Degrees and/or awards received by the student
- Most recent educational institution or program of attendance

"Student Records" do not include:

- Instructional, supervisory, or administrative notes by LACOE staff that are made only for that staff member or his/her/their substitute
- Records of a law enforcement unit that were created for use by the law enforcement unit
- Employee records made for personnel use
- Records of a doctor, psychologist, psychiatrist, or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, "treatment" does not include remedial instruction.

All parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920.

**EXCUSED ABSENCES – EC 46014, 48205**

Pupils, with the written consent of their education rights holder, parents, or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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1. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
  - Due to the pupil's illness. Including an absence for the benefit of the pupil's mental or behavioral health.
  - 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 or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
  - 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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.
  - For the purpose of participating in a cultural ceremony or event.
  - For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
  - A middle school or high school pupil absent pursuant to subparagraph (A) must be excused for only one school day-long absence per school year.
  - A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

**FREE AND REDUCED-PRICE MEALS (Amended)**

Commencing in SY 2022–23, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK – 12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. While not required, LACOE requests parents/guardians to submit a school meal application for accounting purposes and to generate important data that provides eligibility for school-related resources.

Breakfast and lunch meals that meet the US Department of Agriculture School Breakfast (SBP) and National School Lunch Programs (NSLP) requirements are offered to students at the specialized high schools (LACHSA and IPOLY) and the county community schools (Renaissance CCS) operated by LACOE.

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**BEHAVIORAL RESTRAINTS POSTED ANNUALLY IN REPORT – EC 49006**

LEAs are now required to post the restraint and seclusion data that is submitted to CDE annually on their website.

**COLLEGE AND CAREER FAIRS – EC 52770**

LEAs serving pupils in grades 9-12 are required to notify each community college district that has an overlapping jurisdiction with the LEA of planned college and career fairs.

**GUN SAFETY – EC 32221.5 (9-12) and EC 49390, 48391, and 49392**

This is a reminder that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. If there is a threat or perceived threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

**HARM OR DESTRUCTION OF ANIMALS**

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian. A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

**DIRECTORY INFORMATION**

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where LACOE receives consent as required under state law). LACOE has determined that the following individuals, officials, or organizations may receive directory information:

- Certain school publications
- Outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks
- Military recruiters
- Post-secondary educational institutions
- Outside governmental agencies

No information may be released to a private profit-making entity other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her/their pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

LACOE may disclose appropriately designated "directory information" without written consent, unless advised to the contrary in accordance with procedures. However, absent a court order and in accordance with law, "directory information" shall not be released to any agency for the purpose of immigration enforcement.

Parents/guardians must notify LACOE in writing every year if they do not want LACOE to disclose directory information from their child's education records without prior written consent. See Release Form for Directory Information, Attachment B-2.

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**RIGHT TO INSPECT**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm, or other means, must be maintained on the history of a pupil's development and educational progress. LACOE will protect the privacy of such records. Parents/guardians have the right to:

1. Inspect and review the student's educational record maintained by the school,
2. Request that a school correct record which they believe to be inaccurate or misleading, and
3. Have some control over the disclosure of information from educational records.

LACOE school officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her/their professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, LACOE shall disclose educational records without parental consent. Parents' request to access their student's educational records must be submitted in a written form to Gilbert Gaytan, Coordinator - Registrar, Custodian of Records at [gaytan\\_gilbert@laoe.edu](mailto:gaytan_gilbert@laoe.edu). The school will have five (5) business days from the day of receipt of the request to provide access to the records.

**SAFE PLACE TO LEARN ACT**

LACOE is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact Diana Velasquez, Ed.D., Executive Director, Educational Programs, 562-803-8451, [velasquez\\_diana@laoe.edu](mailto:velasquez_diana@laoe.edu).

**SCHOOL SAFETY: BULLYING**

LACOE is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Training will be provided to all staff who work with students, to prevent bullying and cyberbullying including cyberbullying on social media. If you or your child experiences any bullying on campus, at school events, or on the way to or from school, please contact Diana Velasquez, Ed.D., Executive Director, Educational Programs, 562-803-8451, [velasquez\\_diana@laoe.edu](mailto:velasquez_diana@laoe.edu)

**HAZING MISDEMEANOR**

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000) or imprisonment in the county jail for not more than one year or both. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Penal Code § 243, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison. Penal Code 245.6.

LACOE policy prohibits hazing for membership in any student organization using LACOE facilities or involving a LACOE program or activity. BP 5131.

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## **SCHOOL DISCIPLINE, RULES AND PROCEDURES**

LACOE staff will provide notice of policies, rules and regulations affecting students and student conduct to all students participating in that site's program or activity. Notice may be provided via:

- The Annual Notification
- Student conduct contracts signed at the beginning of the academic year
- Student handbooks and other site-specific materials

### **Expected Conduct**

All students participating in LACOE programs or activities will comply with LACOE policies, rules and regulations, pursue their studies, and obey the valid authority of LACOE staff. Any student who feels another participant is disrupting the student's learning environment is strongly encouraged to report that misconduct to a LACOE staff member. The LACOE staff member will, in turn, report to the designated LACOE staff member in charge of handling student complaints. LACOE staff expects all students enrolled in LACOE programs or activities to conduct themselves in a manner that enriches the educational environment and does not disrupt the learning process. LACOE believes all students enrolled in LACOE programs or activities should experience a positive learning environment. All students participating in LACOE programs or activities are expected to cooperate by respecting the rights of other participants, which includes the right to a learning environment free from disruptions. Student conduct includes conduct on school grounds, going to and from school, and during recess and lunch periods.

For a pupil subject to discipline under this section, the County Superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior.

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. LACOE may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons listed in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of section 48900 or that the pupil's presence causes a danger to persons.

### **Exemplary Conduct**

LACOE staff members are authorized to develop a progressive reward system for exemplary conduct by students. Rewards may be given for specific, consistent exemplary conduct.

Rewards may include special facilities privileges, exemplary citizenship grades, enrichment activities, or other projects or activities designated by LACOE staff. LACOE will not offer monetary rewards. A committee of LACOE staff, students, parents, and community members may develop a list of behaviors that may be rewarded as exemplary conduct. If a reward system is established, students should be given notice of the system and what conduct is to be rewarded. Rewards must be given consistently according to the system established by the program/activity site.

## **CUSTODY ISSUES**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her/their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted, and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

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## **DANGEROUS OBJECTS**

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury on others.

## **ELECTRONIC LISTENING OR RECORDING DEVICE**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

## **ELECTRONIC SIGNALING DEVICES**

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

## **PROPERTY DAMAGE**

Educational rights holders, parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

## **RELEASE OF JUVENILE INFORMATION**

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached, or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the County Superintendent or designee. The County superintendent or designee will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

## **SCHOOL SAFETY PLAN**

### **School Safety Plan: Dangerous, Violent, or Unlawful Activities – EC 32280, 32282, 47605, and 47605.**

Each LACOE school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Assessment and response to reports of dangerous, violent, or unlawful activities conducted or threatened to be conducted at school, a school activity or on a school bus. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

### **Comprehensive School Safety Plans: Individualized Safety Plans – EC 32282**

Requires that school safety plans address accommodations related to relevant federal disability laws, and the comprehensive school safety plan must be reviewed to ensure appropriate adaptations for pupils with disabilities, and authorizes parents and others to bring concerns about the comprehensive school safety plan to the school principal.

### **School Facilities: All-Gender Restrooms – EC 35292.5 and 17585**

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## **SCHOOL VISITING PROCEDURES**

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

Penal Code 627.6 requires schools to post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

## **ACCEPTABLE USE OF TECHNOOGY**

One of the adopted goals of LACOE is to assist in advancing the use of technology to enhance student learning. Access to LACOE technology is a privilege, not a right, and students enrolled in LACOE schools must follow LACOE guidelines and procedures regarding acceptable use of technology. All LACOE students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using LACOE technological resources. LACOE shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using LACOE technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

### **Misconduct**

Misconduct is behavior that disrupts or interferes substantially with the learning environment. Severe misconduct may require other means of correction, suspension, or expulsion. LACOE staff members will address student misconduct with a clearly established, progressive line of discipline.

Positive Behavior Interventions may include, where appropriate, the following steps:

- Oral reprimand/warning
- In-class and out-of-classroom time-outs, both voluntary and involuntary.
- Written reprimand/warning, to be placed in student's file
- Parent-teacher-student conference
- Student conduct/behavior contracts
- Counseling, including anger management training and a behavioral management plan
- In-school detention during break times or non-instructional time
- Community service, including graffiti clean-up or other campus beautification efforts

## **GROUND FORS SUSPENSION AND EXPULSION**

Misconduct constituting grounds for suspension and expulsion are as follows:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Willfully using force or violence on another person, unless in self-defense.
3. Possessing, selling, or providing a firearm, knife, explosive, or other dangerous object, unless the student had written permission from a certificated LACOE staff member and the site administrator or administrative designee.
4. Unlawfully possessing, using, selling, arranging to sell, offering to sell, or participating in a LACOE program or activity while under the influence of, or providing to another participant, any controlled substance, alcohol, or other intoxicant.
5. Selling, delivering, or providing a look-alike of any controlled substance, alcohol, or other intoxicant to any person.
6. Committing or attempting robbery or extortion.
7. Causing or attempting to cause damage to school or private property.
8. Stealing or attempting to steal school or private property.
9. Possessing or using any tobacco or nicotine product unless it is a prescription; student must show prescription to site administrator.
10. Committing an obscene act or continuous vulgarity or profanity.
11. Disrupting school activities or willfully defying the authority of LACOE staff, except as prohibited by EC 48900(k).
12. Receiving stolen property and knowing it was stolen.
13. Possessing an imitation firearm.
14. Committing or attempting to commit sexual assault or sexual battery, physical contact of a sexual nature.

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15. Committing sexual harassment. A pupil in grades K-3 is not subject to suspension or recommendation for expulsion for sexual harassment, per EC 48900.2.
16. Harassing, threatening, and/or intimidating a student witness to any school disciplinary proceeding to try to prevent the student's testimony and/or retaliate for the testimony.
17. Causing, attempting, threatening, or participating in hate violence against LACOE participants (violent acts whose victims are targeted out of hate for, for example, their race, gender, ethnicity, sexual orientation, or beliefs).
18. Harassing, intimidating or threatening students or a group of students that disrupts those students' educational environment and interferes with their right to an education; does not apply to students in grades K-3.
19. Threatening to commit a terrorist act against school officials or property, in writing or orally. A terrorist act is an act that would result in death, great bodily harm, or property damage over \$1,000, and is intentional, immediate, specific, and clear enough that the person threatened reasonably fears for his or her safety.
20. Aiding or abetting the infliction or attempted affliction of physical injury to another person is grounds for suspension but not expulsion.
21. Unlawfully offering, arranging to sell, negotiating to sell, or selling the prescription drug Soma.
22. Engaging in, or attempting to engage in, hazing, as defined in subdivision (b) of Section 245.6 of the Penal Code. Hazing is any method of initiation or pre-initiation into a student organization or student body, or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person.
23. Engaging in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  1. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (b) Causing a reasonable pupil to experience substantially detrimental effect on his or her physical or mental health.
    - (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  2. "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (a) A message, text, sound, or image.
    - (b) A post on a social network Internet Web site, including, but not limited to:
    - (c) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (d) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe or has reasonably believed that the pupil was or is the pupil who was impersonated.
    - (e) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (B) Notwithstanding paragraph (1) a and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  3. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
24. In addition to Grounds for Suspension or Expulsion – 1-23, all students enrolled in a specialized LACOE school or program will receive a written notice of the possibility of involuntary release if the following student's continued misconduct has not changed despite notice to the parent/guardian and school or program assistance:
  - The student is habitually truant.
  - The student is irregularly absent.
  - The student is on arts probation and fails to satisfy department criteria.
  - The student is on academic probation and fails to meet requirements.

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**Suspension and Expulsion Procedures**

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law in LACOE policy, and in LACOE's administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her/their behavior is related to a school activity or school attendance occurring within any LACOE school or another school district, regardless of when it occurs, including, but not limited to, the following:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, while going to, or coming from a school-sponsored activity

LACOE staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the LACOE nondiscrimination policies.

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher from his/her/their class for a period suspension pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

**On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the County Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct.

However, if the student is assigned to more than one class per day, the suspension applies only to that class unless the site administrator suspends the student as set forth below.

1. A site administrator or designee may suspend or expel a student from school, or all classes, for up to five (5) consecutive school days for misconduct listed under the Grounds for Suspension or Expulsion. The site administrator or designee shall immediately suspend a student, pursuant to EC § 48911, for any of the following acts committed at school-site or at a school activity off school grounds:
  - (a) Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
  - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))
  - (c) Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
  - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
  - (e) The student commits a mandatory expellable offense enumerated in Education Code section 48915.
  - (f) Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

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- (g) Stole or attempted to steal school property or private property (Education Code 48900(g))
- (h) Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her/their own prescription products (Education Code 48900(h)) (*cf. 5131.62 - Tobacco*)
- (i) Stole or attempted to steal school property or private property (Education Code 48900(g))
- (j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
- (k) Knowingly received stolen school property or private property (Education Code 48900(l))
- (l) Possessed an imitation firearm Education Code 48900(m))

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. (Education Code 48900(m))

- (m) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
- (n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
- (o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug (Education Code 48900(p))
- (p) Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

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

- (q) Engaged in an act of bullying (Education Code 200, 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her/their physical or mental health; or cause the student to experience substantial interferences with his/her/their academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her/their age, or for a person of his/her/their age with his/her/their disability. (Education Code 48900(r))

- (r) Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
- (s) Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

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**Additional Grounds for Suspension and Expulsion**

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

A student in grades 9-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she/they:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

3. Intentionally engaged in harassment, threats, or intimidation against LACOE personnel or students 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 school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

**Suspension from Class by a Teacher**

A teacher may suspend a student, excluding a grade K-8 student, from class for the remainder of the day and the following day for any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-8" above. (Education Code 48910)

When a teacher suspends a student from his/her/their classroom, this shall be considered an absolute last resort. The teacher shall provide at minimum, 3 other means of correction before choosing to suspend. Other means of correction may be in the form of a verbal warning using positive language, changing the student's seat, and/or conferencing with the student. Teachers shall make every effort to employ positive behavior intervention support strategies within the classroom.

Once all other interventions have been exhausted, only then shall the teacher initiate a classroom suspension. Once initiated, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If located at a LACOE school that serves incarcerated youth, the teacher shall also notify the appropriate probation staff.

If that action requires the continuing presence of the student at school, he/she/they shall be appropriately supervised during the class periods from which he/she/they has/have been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she/they shall ask the student's education rights holder to attend a conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the education rights holder or teacher so requests. (Education Code 48910) Moreover, the teacher must document the incident along with the other means of correction into the LACOE-wide student information system.

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

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A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she/they was/were suspended. (Education Code 48910)

The teacher of any class from which a student is suspended shall assign classwork for the student to complete during the removal. (Education Code 48913)

At LACOE facilities that serve incarcerated youth, both LACOE and probation staff shall collaborate to determine the appropriate placement during the course of a classroom suspension.

**Suspension by County Superintendent, Principal or Principal's Designee**

The County Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in LACOE policy under "Authority to Expel" and for which he/she/they is/are required to recommend expulsion. (Education Code 48915(c))

The County Superintendent, principal, or designee may impose a suspension for a first offense if he/she/they determine(s) that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the County Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the County Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

For LACOE schools serving incarcerated youth, LACOE administration is expected to collaborate with probation staff to determine an appropriate location to house students during the course of a suspension.

The County Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in LACOE policy under "Authority to Expel" and for which he/she/they is/are required to recommend expulsion. (Education Code 48915(c))

The County Superintendent, principal, or designee may impose a suspension for a first offense if he/she/they determine(s) that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the County Superintendent, principal or designee has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the County Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

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**LACOE Expulsion and Involuntary Transfers**

At LACOE, students are generally not expelled but rather, returned to the district of residence. This action is called an involuntary transfer.

1. Should LACOE move forward to expel, the grounds for expulsion are as follows:
  - (a) The student commits an act of misconduct enumerated in Education Code sections 48900, 48900.2, 48900.3, 48900.4, and 48900.7.
  - (b) The student commits a mandatory expellable offense enumerated in Education Code section 48915(c).
  - (c) The student is habitually truant or absent, and interventions have failed to bring out student improvement.
  - (d) For students attending a specialized LACOE school, additional grounds for involuntary transfer include failure to pass arts probation, behavior probation, or academic probation.

A decision to involuntarily transfer a student shall be made within ten (10) days after it is determined that grounds exist. Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may attend a meeting with the principal or designee.

At the meeting, the student and parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student and parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her/them at the meeting. The decision to involuntary transfer shall be made by the principal.

Written notice of the decision, stating the facts and reasons for the transfer, shall be sent to the student and parent/guardian. The notice shall include where the student will be released, either the district of residence, or if the student qualifies, another LACOE program. The student's district of residence shall be sent a copy of the decision.

For students eligible under the IDEA or Section 504 of the Rehabilitation Act, the manifestation determination process will be used

- The student or parent/guardian may appeal an involuntary transfer decision within ten (10) school days to Compliance Support Services or designee.
- Compliance Support Services or designee will convene an impartial panel to review the decision of the principal.
- The panel shall be comprised of three members, all of whom are not employed at the site from which the student was removed.
- The panel shall meet with the parent and staff from the school to review the specific facts and reasons for the proposed transfer, the student's record, and all documents considered during the involuntary transfer meeting.
- The panel shall determine whether appropriate procedures were followed and whether the evidence supports the findings made by the principal in rendering the decision. The panel may consider new evidence if such evidence could not have been produced at the involuntary transfer meeting with reasonable diligence.
- Each appeal panel member has a single vote. A vote of at least two out of three panel members constitutes adoption of the recommendation to either:
  - Uphold the principal's decision in whole;
  - Revise and require specific conditions for the student that is allowed to remain at the school; or
  - Reverse the decision.
- The decision letter must be prepared with the signatures of all three (3) appeals panel members regardless of each individual member's decision. The signed decision letter will be given to the parent and the principal.
- The panel's decision may be appealed to the County Board of Education pursuant to the procedures stated in LACOE Board Policy 5144.1.

**Expulsion by Student's District of Residence**

A student may be expelled by the student's district of residence for misconduct listed under Grounds for Suspension or Involuntary Transfer. LACOE staff shall provide the district of residence with documentation and evidence related to the misconduct if the misconduct occurred while the student was enrolled in a LACOE-operated program. Parents should contact the district of residence for its policies on suspensions and expulsions. Refer to the LACOE website for the most current Board policies (5116.2; 5144) pertaining to involuntary transfers and suspensions.

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**NOTICE OF PESTICIDE USE**

Parents/guardians of LACOE sites can register with the site's designee to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application. Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code Section 13184, can do so by accessing the Department's website at [www.cdpr.ca.gov/](http://www.cdpr.ca.gov/) See Annual Pesticide Notification Request, Attachment B-3.

Below are all pesticide products expected to be applied at LACOE facilities during the upcoming year, including the active ingredient or ingredients in each pesticide product.

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| LACOE Pesticide Products List       |                                                    |                 |                                                           |                         |                   |                |
|-------------------------------------|----------------------------------------------------|-----------------|-----------------------------------------------------------|-------------------------|-------------------|----------------|
| PESTICIDE NAME                      | ACTIVE INGREDIENT                                  | PHYSICAL FORM   | APPLICATION METHOD                                        | TARGET PEST             | TOXICITY CATEGORY | EPA REG.NO.    |
| 4 the Birds                         | polybutene 80%                                     | Gel             | Sticky bird repellent                                     | Pigeons                 | 3                 | 8254-1-56      |
| Avert                               | Abamectin B1 0.050%                                | Powder          | Placement                                                 | Roaches                 |                   | 499-294        |
| Avitrol Whole Corn                  | 4-aminopyridine 0.50%                              | Grain Bait      | Mixed with cracked corn for pigeon disbursement           | Pigeons                 | 3                 | 11649-7        |
| Catalyst                            | Propetamphos 18.9%                                 | Liquid          | Spray                                                     | Roaches, Fleas          | 2                 | 2724-450       |
| Catalyst                            | Propetamphos 18.9%                                 | Liquid          | Spray                                                     | Fleas, Roaches          |                   | 2724-450       |
| CB Purge II                         | Pyrethrins 1%                                      | Aerosol         | Used in Fly Mist Machine                                  | Flies, gnats, mosquitos | 3                 | 9444-161       |
| CB Purge III                        | Pyrethrins 1%                                      | Aerosol         | Used in Fly Mist Machine                                  | Flies, gnats, mosquitos | 3                 | 9444-33        |
| CB-80 Extra                         | Pyrethrins 0.5% Piperonyl Butoxide, Technical 4.0% | Aerosol         | According to Label                                        | Various pests           | 3                 | 9444-175       |
| Cynoff W.P                          | Cypermethrin 40.0%                                 | Powder          | Spray                                                     | Various Insects         |                   | 279-3070       |
| Cynoff WP                           | Cypermethrin 40%                                   | Wettable Powder | Spray                                                     | Various Insects         | 2                 | 279-3070       |
| Delta Dust                          | Deltamethrin 0.05%                                 | Powder          | Dusting enclosed spaces                                   | Various pests           | 3                 | 432-772        |
| Delta Dust                          | Deltamethrin 0.05%                                 | Powder          | Duster                                                    | Bees, Roaches           |                   | 432-772        |
| Delta Guard                         | Deltamethrin 0.1%                                  | Granules        | Broadcast onto soil areas                                 | Various Insects         |                   | 432-836        |
| DeltaGard G                         | Deltamethrin 0.1%                                  | Granules        | Broadcast outdoors                                        | Various pests           | 3                 | 432-836        |
| Demand C S                          | Lambda - Cyhalothrin 9.7%                          | Liquid          | Spray                                                     | Various pests           | 3                 | 10182-361      |
| Dragnet SFR                         | Permethrin 36.8%                                   | Liquid          | Spray                                                     | Various pests           | 3                 | 279-3062       |
| Dragnet SFR                         | Permethrin 36.8%                                   | Liquid          | Spray                                                     | Various Insects         |                   | 279-3062       |
| Durham Metaldehyde                  | Metaldehyde 7.5%                                   | Granules        | Outdoor Broadcast                                         | Snails                  | 3                 | 5481-103       |
| Fumitoxin                           | Aluminum Phosphide 55%                             | Tablets         | Underground use in burrows                                | Gophers                 | I                 | 5857-1         |
| Generation Mini-Block               | Difethialone 0.0%                                  | Solid           | Bait used in bait station only                            | Rodents                 | 3                 | 7173-218       |
| Gentrol IGR Concentrate             | Hydroprene 9%.                                     | Liquid          | Crack and Crevice Spray                                   | Roaches                 | 2                 | 2724-351-50809 |
| Gentrol Point Source                | Hydroprene 90.6%                                   | Ampule          | Break ampule                                              | Roaches                 | 3                 | 2724-469       |
| Maxforce Ant Bait Station           | Fipronil .01%                                      | Bait Puck       | Placement only                                            | Ants                    | 3                 | 64248-10       |
| Maxforce Ant Granular Bait          | Hydramethylnone 1%                                 | Granules        | Interior and Exterior Bait                                | Ants                    | 3                 | 64248-6        |
| Maxforce FC Roach Bait Station      | Fipronil .05%                                      | Bait Puck       | Placement only                                            | Roaches                 | 3                 | 64248-11       |
| Maxforce Roach Killer Bait Gel      | Hydramethylnone 2.15%                              | Gel             | Crack and Crevice Gel                                     | Roaches                 | 3                 | 64248-5        |
| Phantom Termiticide/Insecticide     | Chlorfenapyr 21.45%                                | Liquid          | Spray                                                     | Various Pest            | 3                 | 241-392        |
| Precor                              | Methoprene 1.2%                                    | Liquid          | Spray                                                     | Fleas                   |                   | 2724-352       |
| Propoxur 2% Bait                    | 2-(1-methylethoxy) phenol Methylcarbamate 2.00%    | Granule         | Indoor/Outdoor bait                                       | Roaches and Crickets    | 3                 | 10370-174      |
| PT 515 Wasp Freeze                  | Phenothrin 0.12% d-trans allethrin 0.13%           | Aerosol         | Outdoor spray directly to wasps and bees                  | Wasps and Bees          | 3                 | 499-362        |
| Purge III                           | Prethrins 0.975%                                   | Aerosol         | Aerosol Dispensor                                         | Flies                   |                   | 9444-158       |
| Suspend SC                          | Deltamethrin 4.75%                                 | Liquid          | Spray                                                     | Various Insects         | 3                 | 432-763        |
| Talstar CA Granular                 | Bifenthrin 0.2%                                    | Granules        | Broadcast onto soil areas                                 | Ants                    | 3                 | 279-3168       |
| Talstar Termiticide/Insecticide     | Bifenthrin 7.9%                                    | Liquid          | Spray                                                     | Various Insects         | 3                 | 279-3206       |
| Termidor Termiticide/Insecticide    | Fipronil 9.1%                                      | Liquid          | Spray                                                     | Ants                    |                   | 7969-210       |
| Termidor SC Termiticide/Insecticide | Fipronil 9.1%                                      | Liquid          | Spray                                                     | Ants                    | 3                 | 7969-210       |
| Wilco "Gopher Getter" Bait          | Strychnine Alkaloid 1.8%                           | Pellets         | Underground, only in burrows                              | Gophers                 | I                 | 36029-50005-AA |
| Wilco Ground Squirrel Bait          | 2-[(pchlorophenyl)] 11, 3-indandione 0.005%        | Pellets         | Underground in burrows or in tamper proof bait station(s) | Ground Squirrels        | 3                 | 36029-50004-AA |
| ZP Rodent Bait                      | Zinc Phosphide 2%                                  | Pellets         | In tamper proof bait station                              | Rodents                 | 3                 | 12455-18       |

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**2024-2025 UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE**

Los Angeles County Office of Education annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

Los Angeles County Office of Education is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

**PROGRAMS AND ACTIVITIES SUBJECT TO THE UCP:**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health And Safety Issues In LEAs Exempt From Licensing

**PUPIL FEES**

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

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A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

**ADDITIONAL INFORMATION**

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

**COMPLIANCE CONTACT INFORMATION**

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Name or title: Diana Velasquez

Unit or office: Special Programs Support and Transformation

Address: 9300 Imperial Hwy. Downey CA, 20242

Phone: (562) 922-8768

Email address: Velasquez\_Diana@laoe.edu

**Uniform Complaint Policy and Procedure**

5 CCR 4600 et seq. Please visit the CDE website for more detailed guidelines to meet compliance on Uniform Complaint Procedures Monitoring: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

Complaints shall be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with the UCP policies and procedures. The complainant has a right to appeal to the CDE, in any of the listed programs offered as found in the Appendix, by filing a written appeal within 15 days of receiving the decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the LEA decision. Copies of the Uniform Complaint Procedures process shall be available free of charge. The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report. Please contact Diana Velasquez at [velasquez\\_diana@laoe.edu](mailto:velasquez_diana@laoe.edu) if you would like more information on how to file a complaint with the school or district, prior to appealing to the CDE. For more information you may go to the CDE website: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

**Williams Uniform Complaint Procedures**

LACOE shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, and 4683)

1. Textbooks and instructional materials
  - (a) A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
  - (b) A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
  - (c) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - (d) A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials. (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

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2. Teacher vacancy or misassignment

- (a) A semester begins and a teacher vacancy exists.
- (b) A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- (c) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Facilities

- (a) A condition poses an emergency or urgent threat to the health or safety of pupils or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)
- (b) A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

**Filing of Complaint**

All complaints alleging any deficiency specified in items 1 – 3 in the section entitled "Types of Complaints" above shall be filed with the County Superintendent's designee, Diana Velasquez, Executive Director, Special Programs Support and Transformation. Such complaints may also be filed at the county office or with the principal or designee at the school in which the complaint arises. The principal or designee shall forward all complaints to Compliance Support Services (CSS) in a timely manner, but not to exceed ten working days. (Education Code 35186, 5CCR 4680)

**Investigation and Response**

The CSS Project Director shall make all reasonable efforts to investigate any problems within his or her authority. He or she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685).

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she/they would like a response to the complaint, the compliance officer shall report the resolution of the complaint to him/her/them within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the compliance officer shall report the same information to the County Superintendent. (Education Code 35186; 5 CCR 4680, 4685)

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When Education Code 48985 is applicable (i.e., when 15 percent or more of the pupils enrolled in a particular school speak a single primary language) and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she/they has/have the right to describe the complaint to the County Superintendent and the County Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

If the complaint involved a condition of a facility that poses an emergency or urgent threat, as described in item #3 above under "Types of Complaints," an unsatisfied complainant has, in addition to the right to appeal to the County Superintendent and the County Board, the right to file an appeal to the State Superintendent within fifteen (15) days of receiving the report, who shall provide a written report to the State Board of Education describing the basis for the complaint and, as appropriate, a proposed remedy for the issue described in the complaint. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)  
(cf. 1340 - Access to District Records)

### **Reports**

The County Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the County Board and the County Superintendent on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled County Board meeting. (Education Code 35186; 5 CCR 4686)

### **Forms and Notices**

The County Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint (Education Code 35186; 5 CCR 4680).

A copy of the Williams complaint form shall be available on the LACOE website.

The County Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her/their complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she/they wish(es). (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

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**NONDISCRIMINATION/HARASSMENT**

**BP 5145.3**

The County Board desires to ensure equal opportunities for all students in admission and access to LACOE's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. LACOE programs and activities shall be free from discrimination, including harassment, with respect to a student's race, color, ancestry, national origin, ethnicity, ethnic group identification, citizenship and immigration status, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. These terms are defined by state or federal statute.

The County Board prohibits discrimination, intimidation, harassment, or bullying of any student by any employee, student, or other person within LACOE. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

The County Board also prohibits any form of retaliation against any student who files a complaint or report or participates in the investigation of a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision. In Juvenile Court Schools, the County Office shall work with the County Probation Department on practices and procedures for incarcerated students.

The Principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

The County Superintendent or designee shall facilitate students' access to the educational program by annual notification publicizing LACOE's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. The County Superintendent or designee shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The County Superintendent or designee shall regularly review the implementation of LACOE's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. The County Superintendent or designee shall report his/her/their findings and recommendations to the County Board after each review.

Students who engage in discrimination or harassment in violation of law, County Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or involuntary release to the student's district of residence. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

**General Provisions**

1. Definitions:
  - (a) LACOE participant: any individual involved in LACOE programs or activities. This includes employees, students, contractors, vendors, guests, and volunteers.
  - (b) LACOE staff member: any LACOE employee.
  - (c) Principal or designee: supervisor or site administrator.
  - (d) Complaint: a statement regarding how a LACOE program or activity is run or how a LACOE participant was treated while involved in a LACOE program or activity. A complaint alleges a violation of state or federal laws or regulations. Complaints point to specific misconduct, behavior, or practices that violate law.
    - (1) Examples of complaints based on discriminatory behavior:
      - (a) Sexual harassment, assault, battery

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- (b) Harassment: includes unwelcome verbal, visual, or physical contact that, when directed at any person, would be considered inherently likely to provoke an extremely negative or intimidating reaction. Such contact includes, but is not limited to, those terms or actions widely recognized as negative or derogatory references to race, ethnicity, religion, sex, gender, sexual orientation, disability and other characteristics uniquely a part of the individual or group. "Harassment" occurs when these words or conduct create a hostile or intimidating environment that prevents the target of harassment from being able to pursue educational goals or to participate fully in LACOE programs or activities.
    - (1) Denial of educational opportunities
    - (2) Abuse or neglect
    - (3) Inaccurate student records
  - (2) In accordance with the Uniform Complaint Procedure, LACOE will assist in referring certain complaints to specified agencies.
- 2. Lauren Sheahan, Title IX Coordinator, is responsible for coordinating LACOE's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and for answering inquiries regarding LACOE's nondiscrimination policies. She also serves as the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures and is the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 234.1; 5 CCR 4621) The coordinator/compliance officer may be contacted at:

Lauren Sheahan, Coordinator III, Human Resources Services  
12830 Columbia Way, ECW-500  
Downey, CA 90242  
(562) 803-8506  
sheahan\_lauren@laoe.edu
- 3. To prevent discrimination, harassment, intimidation, and bullying of students at LACOE schools' programs or in school activities and to ensure equal access of all students to the educational program, the County Superintendent or designee shall implement the following measures:
  - (a) Provide to employees, volunteers, and parents/guardians training and information regarding LACOE's nondiscrimination policy; what constitutes prohibited discrimination, harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
  - (b) Provide to students a handbook that contains age-appropriate information that clearly describes LACOE's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
  - (c) Annually notify all students and parents/guardians of LACOE's nondiscrimination policy and of the opportunity to inform the Coordinator whenever a student's participation in a sex-segregated school program or activity together with another student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her/their right to privacy. In such a case, the Coordinator shall meet with the student and/or parent/guardian to determine how best to accommodate the student. The notice shall inform students and parents/guardians that LACOE will not typically notify them of individual instances of transgender students participating in a program or activity.
  - (d) Publicize LACOE's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on LACOE's web site and other locations that are easily accessible to students. (Education Code 234.1)
  - (e) Each LACOE site shall provide notice of this Nondiscrimination Policy along with the name, title, address, and phone number of the site administrator in charge of handling complaints and investigations and the Coordinator for Nondiscrimination

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This notice shall also include a statement of policy, definitions, and the potential disciplinary consequences of substantiated complaints. See below.

- (f) The County Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in LACOE's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

This notice shall also include a statement of policy, definitions, and the potential disciplinary consequences of substantiated complaints. See below.

- (g) At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so. (Education Code 234.1)
- (h) At the beginning of each school year, inform each principal or designee of LACOE's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.
- (i) At the beginning of each school year, inform each principal or designee of LACOE's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

### **Pupil Swimming Safety (New)**

Our school is committed to the safety of all our students at our planned events, including around swimming pools. There is already a requirement for pool sports coaches to be fully trained in CPR (Cardiopulmonary resuscitation) in case of accidental drowning in the pool. If there is any event on-campus or hosted at a swimming pool facility, at least one adult with a valid certification of CPR training will be present throughout the duration of the event.

### **Enforcement of LACOE Policy**

The County Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond
3. Disseminating and/or summarizing LACOE's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community
5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she/they knew was not true

### **SOCIAL SECURITY NUMBER**

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

### **Transgender and Gender-Nonconforming Students**

Gender identity means a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

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Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, are prohibited under state and federal law. Examples of types of conduct which are prohibited within LACOE and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her/their gender identity
2. Disciplining or disparaging a transgender student because his/her/their mannerisms, hairstyle, or style of dress correspond to his/her/their gender identity, or a non-transgender student because his/her/their mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her/their gender or are perceived as indicative of another sex or gender
3. Blocking a student's entry to the bathroom that corresponds to his/her/their gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she/they participate(s) in an athletic activity more typically favored by a student of another sex or gender
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her/them because of his/her/their gender, gender identity, or gender expression

LACOE's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by LACOE of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and County Board policy, LACOE shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her/their private information and LACOE will only disclose the information to others with the student's prior consent, except when the disclosure is otherwise required by law or is necessary to preserve the student's physical or mental well-being. Any LACOE employee to whom a student discloses his/her/their transgender or gender-nonconforming status shall seek the student's permission to notify the Coordinator for Nondiscrimination. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she/they is/are required to disclose or report the student's information pursuant to law or LACOE policy and shall inform the student that it may be impossible to accommodate the student's needs related to his/her/their status as a transgender or gender-nonconforming student. If the student permits the employee to notify the Coordinator, the employee shall do so within three school days.
2. As appropriate, the Coordinator shall discuss with the student any need to disclose the student's transgender or gender-nonconformity status to his/her/their parents/guardians and/or others, including other students, teacher(s), or other adults on campus. Any decision to disclose the student's status to others shall be based on the student's best interest.
3. Determining a Student's Gender Identity: The Coordinator shall accept the student's assertion unless LACOE personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the Coordinator shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her/their parents/guardians.

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4. **Addressing a Student's Transition Needs:** The Coordinator shall arrange a meeting with the student and, if appropriate, his/her/their parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Coordinator shall identify specific school site employee(s) to whom the student may report any problem related to his/her/their status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it.
5. **Accessibility to Sex-segregated Facilities, Programs, and Activities:** LACOE may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her/their gender identity. In addition, a student shall be permitted to participate in accordance with his/her/their gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. However, a student's right to participate in a sex-segregated activity in accordance with his/her/their gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
6. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her/their parents/guardians, LACOE shall use the student's preferred name and pronouns consistent with his/her/their gender identity on all other LACOE-related documents.
7. **Names and Pronouns:** If a student so chooses, LACOE personnel shall be required to address the student by a name and the pronouns consistent with his/her/their gender identity, without the necessity of a court order or a change to his/her/their official LACOE record. However, inadvertent slips or honest mistakes by LACOE personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying LACOE policy.
8. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her/their gender identity, subject to any dress code adopted on a school site.

**Process for Initiating and Responding to Complaints**

Any student who feels that he/she/they has/have been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the target files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported or who otherwise learns or suspects of an incident shall immediately report the incident to the Coordinator or principal, whether or not the target files a complaint.

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she/they shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the County Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the LACOE's uniform complaint procedures specified in AR 1312.3.

**LACOE Resources & Contact Information**

**Contact information for**

Los Angeles County Office of Education  
9300 Imperial Highway  
Downey, CA 90242  
562-922-6111

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**For questions about specific programs, contact:**

- Special Programs Support and Transformation  
Erin M. Simon, Ed.D., *Associate Superintendent* • 562-922-6900
- Special Programs Support and Transformation  
Diana Velasquez, Ed.D., *Executive Director* • 562-922-8768
- LACOE SELPA and LAC Charter SELPA  
Damali Thomas, *Executive SELPA Director* • 562-803-8338
- Division of Student Programs  
Jose Gonzalez, Educational Programs *Director III* • 562-401-5367
- Human Resource Services  
Thomas Leveron, Human Resources *Director II* • 562-922-6553
- For student complaints including CDE, Office of Civil Rights, Uniform Complaint Procedure, Title VI, Title IX, School Lunch Program, Williams Legislation, and Section 504 Complaints:  
Diana Velasquez, Ed.D., *Executive Director*, Special Programs Support and Transformation • 562-922-8768
- For personnel-related complaints: LACOE Employee Relations • 562-922-6552
- For other types of complaints: IA&A, LACOE • 888-777-8242

Copies of County Board Policies are available Free of Charge at [www.lacoe.edu/about/board/policies](http://www.lacoe.edu/about/board/policies) or by contacting LACOE staff or the Public Affairs, Equity and Innovation Department • 562-922-6369.

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## **Type 2 Diabetes Information**

LACOE provides the following information to parents and guardians of incoming seventh grade students pursuant to California Education Code Section 49452.7 regarding type 2 diabetes:

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

### **Description**

**Type 2 diabetes is the most common form of diabetes in adults.**

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

**Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.**

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### **Risk Factors Associated with Type 2 Diabetes**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

#### **Risk Factors**

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **Warning Signs and Symptoms Associated with Type 2 Diabetes**

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired

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- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

### **Type 2 Diabetes Prevention Methods and Treatments**

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

### **Type 2 Diabetes Screening Tests**

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes). The primary test used to diagnose type 1 diabetes in children is the:

- **Random blood sugar test.** A blood sample is taken at a random time. Blood sugar values are expressed in milligrams per deciliter (mg/dL) or millimoles per liter (mmol/L). Regardless of when the child last ate, a random blood sugar level of 200 mg/dL (11.1 mmol/L) or higher suggests diabetes.

If the child's random blood sugar test results don't suggest diabetes, but the doctor still suspects it because of the child's symptoms, the doctor may do a:

- **Glycated hemoglobin (A1C) test.** This blood test indicates an average blood sugar level for the past two to three months. It works by measuring the percentage of blood sugar attached to hemoglobin, the oxygen-carrying protein in red blood cells.

The higher the blood sugar levels, the more hemoglobin that has sugar attached. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Another test a doctor may use is a fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL (5.6 mmol/L) is normal. A fasting blood sugar level from 100 to 125 mg/dL (5.6 to 6.9 mmol/L) is considered prediabetes. If it's 126 mg/dL (7.0 mmol/L) or higher on two separate tests, the child will be diagnosed with diabetes.

If a child is diagnosed with diabetes, the doctor will also run blood tests to check for autoantibodies that are common in type 1 diabetes and help doctors distinguish between type 1 and type 2 diabetes. The presence of ketones – by products from the breakdown of fat – in the child's urine also suggests type 1 diabetes rather than type 2.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse or health care provider if you have questions.

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**WRITTEN NOTIFICATION REQUIREMENT OF PARENTAL RIGHTS REGARDING THE USE OF PUBLIC BENEFITS OR INSURANCE**

In a memorandum dated June 11, 2013, the United States Department of Education provided a suggested model for the Written Notification of Parental Rights requirement of the Individuals with Disabilities Education Act (IDEA), as it pertains to the use of public benefits or (public) insurance. This model notice meets the requirements of the amendments made to Title 34, Code of Federal Regulations (34 CFR) Section 300.154 (d), governing the use of public benefits or insurance. While local educational agencies (LEAs) do not need to use the exact model notice provided by the Office of Special Education and Rehabilitative Services and the Office of Special Education Programs in the previously mentioned memorandum, LEAs must provide written notification containing four essential elements, per 34 CFR Section 300.154(d)(2)(v), informing parents of:

1. The parental consent provisions in 34 CFR Section 300.154(d)(2)(iv)(A–B) (see 34 CFR Section 300.154[d][2][v] [A]).
2. The "no cost" provisions of 34 CFR Section 300.154(d)(2)(i)–(iii) (see 34 CFR Section 300.154[d][2][v][B]).
3. The parent's right under 34 CFR part 99 and part 300 to withdraw their consent to the disclosure of their student's personally identifiable information to the agency responsible for the administration of Medi-Cal (including, in the case of mental health services, the county mental health plan, or CMHP) at any time (34CFR Section 300.154[d][2][v][C]).
4. The parent's right to withdraw consent or refusal to provide consent under 34 CFR part 99 and 300 to disclose personally identifiable information to the agency (including the CMHP) responsible for the administration of Medi-Cal does not relieve the public agency (LEA) of its responsibility to ensure that all required services (under IDEA) are provided at no cost to the parents (34 CFR Section 300.154[d][2][v][D]).

**Notification Requirement**

Parents must be provided with the written notification before the LEA may seek to access the child's or parent's Medi-Cal benefits for the first time (and prior to obtaining the one-time parent consent described below) and annually thereafter (34 CFR Section 300.154[d][2][iv],[v]). The notification must be written in a language that is understandable to the general public and in the native language, or in another mode of communication used by the parent; unless it is clearly feasible not to do so (34 CFR Section 300.503[c]).

**Parental Consent**

If the LEA **has not previously accessed Medi-Cal benefits** to pay for related services that it was required to provide to the student under the IDEA at no charge, it must obtain a one-time written consent from the parent. The consent requirement has two parts per 34 CFR Section 300.154(d):

1. Consent for disclosure of the student's personally identifiable information to the state agency (Department of Health Care Services) administering Medi-Cal. The LEA is required to obtain written consent prior to disclosing personally identifiable information for billing purposes. The consent must specify the personally identifiable information that the LEA may disclose (for example, records or information about the services provided to the student), the purpose for disclosure (billing for special education and related services), and the agency to which the LEA may disclose the information (for example, county mental health plan) (34CFR Section 300.154[d][2][iv] [A]).
2. A statement to access Medi-Cal. Consent must include a statement specifying that the parents understand and agree that the LEA may use the student's Medi-Cal benefits to pay for special education and related services under 34 CFR part 300 (IDEA) (34 CFR Section 300.154[d][2][iv][B]).

If the parent previously provided consent to the LEA to access the student's Medi-Cal benefits to pay for special education and related services under the IDEA prior to March 18, 2013, the effective date of the amendments to 34 CFR Section 300.154, the LEA is not required to obtain new consent from the parents as long as the following two conditions are present:

1. There is no change in the type of service to be provided to the student, the amount or duration of services to be provided, or the cost of the services.
2. The LEA has on file the previous consent that met the requirements that were in effect at the time that consent was provided.

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Even if the LEA is not required to obtain a new written consent from the parent, it must provide the annual notification to the parent, prior to continuing to bill Medi-Cal for special education and related services.

**No Cost Provisions**

The “no cost” provisions include:

- A LEA may not require a parent or student to enroll in Medi-Cal (or any other public benefit or insurance) in order for the student to receive a free appropriate public education. The LEA cannot make enrollment in Medi-Cal a condition for providing special education and related services required under the IDEA at no charge to the student and his/her/their parent (34 CFR Section 300.154[d][2][i]).
- A LEA cannot require the student or his/her/their parent to pay for out-of-pocket expenses, such as a co-pay or deductible, for filing a claim for services that the LEA is required to provide as special education or related services free of charge (34 CFR Section 300.154[d][2][ii]).
- A LEA may not use a student’s Medi-Cal benefits if using the benefits would:
  - Decrease the available lifetime coverage or any other insured benefit, such as the allowable amount of a service (for example, number of sessions of mental health services)
  - Cause the student or his/her/their parent to pay for services otherwise covered by Medi-Cal that the student requires outside the time that the student is at school
  - Cause an increase in the premium or lead to cancellation of Medi-Cal benefits
  - Cause the parent to risk the loss of the student’s eligibility for home and community-based waivers that are based on total health related expenditures. (34 CFR Section 300.154[d][2][iii] [A-D])

**Withdrawal of Consent**

In this context, consent means:

- The parent has been fully informed of all information relevant to the activity for which consent is sought (Medi-Cal billing), in his/her native language or other mode of communication.
- The parent understands and agrees in writing to the implementation of the activity for which consent is sought, and the consent describes that activity and lists the records that will be released and to whom.
- The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.
- If a parent revokes consent, that revocation is not retroactive. (34 CFR Section 300.9).

Under 34 CFR part 99 and 34 CFR part 300, parents have the right at any time to withdraw consent for the use of their, or their student’s, public benefits or insurance (Medi-Cal) (34 CFR Section 300.154[d][2][v][C]. If a parent no longer wishes to allow a LEA to bill the student’s Medi-Cal benefits for special education and related services, consent can be withdrawn for the LEAs to disclose the student’s personally identifiable information for Medi-Cal billing. As Family Educational Rights and Privacy Act and IDEA regulations do not contain procedures for withdrawal of consent for disclosure of a student’s personally identifiable information, each LEA should consider developing local policies and procedures to cover parental and student withdrawal of consent.

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Attachment B-1

**Los Angeles County Office of Education (LACOE)**  
**2024-2025 Acknowledgment of Receipt and Review**

APPLICABLE ONLY FOR THE CURRENT SCHOOL YEAR.

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW  
AND RETURN IT TO YOUR SCHOOL PRINCIPAL

Dear Parent/Guardian:

The Los Angeles County Office of Education (LACOE), like all California schools, is required to annually notify students, parents and guardians of rights and responsibilities in accordance with EC §48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact your site administrator. S/he will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgment of Receipt and Review" form below and return it to your student's educational program site.

---

**LACOE Acknowledgment of Receipt and Review**

Pursuant to EC § 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that s/he has been informed of her/his rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

|                      |          |
|----------------------|----------|
| STUDENT NAME         |          |
| PARENT/GUARDIAN NAME |          |
| ADDRESS              |          |
| CITY                 | ZIP CODE |
| TELEPHONE NUMBER     | GRADE    |
| SCHOOL/LOCATION      |          |

|                                                       |                                                  |
|-------------------------------------------------------|--------------------------------------------------|
| SIGNATURE OF PARENT/GUARDIAN (IF STUDENT IS UNDER 18) | SIGNATURE OF STUDENT (IF STUDENT IS 18 OR OLDER) |
|-------------------------------------------------------|--------------------------------------------------|

## ANNUAL NOTIFICATION

Attachment B-2

2024-2025

Los Angeles County Office of Education  
Special Programs Support & Transformation

**Los Angeles County Office of Education (LACOE)**  
**2024-2025 Release Form for Directory Information**

APPLICABLE ONLY FOR THE CURRENT SCHOOL YEAR.

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW  
AND RETURN IT TO YOUR SCHOOL PRINCIPAL

|                  |               |
|------------------|---------------|
| STUDENT NAME     | DATE OF BIRTH |
| ADDRESS          |               |
| CITY             | ZIP CODE      |
| TELEPHONE NUMBER | GRADE         |
| SCHOOL/LOCATION  |               |

The primary purpose of directory information is to allow LACOE to include this type of information from your child's education records in certain school publications. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where LACOE receives consent as required under state law). Directory information is names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released. The Family Educational Rights and Privacy Act (FERPA) permits LACOE to disclose appropriately designated "directory information" without written consent, unless you have advised LACOE that you do not want your student's directory information disclosed without prior written consent by completing and submitting this form.

**However, absent a court order and in accordance with law, "directory information" shall not be released to any agency for the purpose of immigration enforcement.**

Student Directory Information

- ☐ 1. I do not wish to have any directory information released to any individual or organization.
- ☐ 2. I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:
- |                                                               |                                                                                         |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> <u>United States Armed Forces*</u>   | <input type="checkbox"/> <u>Universities or Other Institutions of Higher Education*</u> |
| <input type="checkbox"/> <u>School Publications</u>           | <input type="checkbox"/> <u>Outside Vendors: Manufacturers of rings/yearbooks</u>       |
| <input type="checkbox"/> <u>Outside governmental agencies</u> |                                                                                         |

**Note: Student directory information shall not be released to any agency for the purpose of immigration enforcement.**

Media Release

- ☐ The student may be interviewed, photographed, or filmed by members of the media.\*\*
- ☐ The student may NOT be interviewed, photographed, or filmed by members of the media.

|                                                       |                                                  |
|-------------------------------------------------------|--------------------------------------------------|
| SIGNATURE OF PARENT/GUARDIAN (IF STUDENT IS UNDER 18) | SIGNATURE OF STUDENT (IF STUDENT IS 18 OR OLDER) |
|-------------------------------------------------------|--------------------------------------------------|

**Note to Site Administrator:**

File original, forward one (1) copy to:  
Compliance Support Services Unit  
LACOE, 9300 Imperial Hwy., Downey, CA 90242 EC 2164

\* for 11th or 12th grade students only

\*\* I fully authorize and grant the Los Angeles County Office of Education, and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above-named pupil on audio, video, film, slide, or any other electronic and printed formats, currently or later developed (known as "Recordings"), for the purposes stated or related to above. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian. I understand and agree that the Los Angeles County Office of Education and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings. I understand and agree that the Los Angeles County Office of Education and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to above. I hereby release and hold harmless the Los Angeles County Office of Education and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

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Attachment B-3

**Los Angeles County Office of Education (LACOE)  
2024-2025 Annual Pesticide Notification Request**

APPLICABLE ONLY FOR THE CURRENT SCHOOL YEAR.

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW  
AND RETURN IT TO YOUR SCHOOL PRINCIPAL

Parents/guardians of students at LACOE sites can register with the site's designee to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code Section 13184, can do so by accessing the Department's website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov)

|                  |               |
|------------------|---------------|
| STUDENT NAME     | DATE OF BIRTH |
| ADDRESS          |               |
| CITY             | ZIP CODE      |
| TELEPHONE NUMBER | GRADE         |
| SCHOOL/LOCATION  |               |

- ☐ I would like to be pre-notified every time a pesticide application is to take place at the school in addition to the annual notification of Approved Products. I understand that the notification will be provided at least seventy-two (72) hours before the application.
- ☐ I do not need to be notified every time a pesticide application is to take place at the school. I understand that the Annual Notification lists the Approved Products that may be used that year. I understand that the notification will be posted at least 24 hours before the application.

|                                                       |                                                  |
|-------------------------------------------------------|--------------------------------------------------|
| SIGNATURE OF PARENT/GUARDIAN (IF STUDENT IS UNDER 18) | SIGNATURE OF STUDENT (IF STUDENT IS 18 OR OLDER) |
|-------------------------------------------------------|--------------------------------------------------|

**Note to Site Administrator:**

File the original in the main office. If the first box above is checked, forward one (1) copy to:

Maintenance Operations Officer  
Building Services Section, ECW 139  
LACOE 12830 Columbia Way, Downey, CA 90242

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Attachment B-4

**Los Angeles County Office of Education (LACOE)**  
**2024-2025 Parental Options**

APPLICABLE ONLY FOR THE CURRENT SCHOOL YEAR.

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW  
AND RETURN IT TO YOUR SCHOOL PRINCIPAL

|                  |               |
|------------------|---------------|
| STUDENT NAME     | DATE OF BIRTH |
| ADDRESS          |               |
| CITY             | ZIP CODE      |
| TELEPHONE NUMBER | GRADE         |
| SCHOOL/LOCATION  |               |

**Physical Examination**

LACOE may require physical examinations of students enrolled in LACOE programs or activities. Any physical examination required by LACOE shall be kept confidential. A parent or guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which s/he is enrolled a statement in writing, signed by the parent or guardian, stating that s/he will not consent to a physical examination of the child.

- ☐ I do **not** want my child to undergo a physical exam for LACOE programs or activities.
- ☐ I grant consent for my child to undergo a physical examination for LACOE programs or activities.

**Right to Refrain From Harmful or Destructive Use of Animals**

Pursuant to EC 32255, et seq., any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

- ☐ I would like my child **excused** from participation in an education project involving the harmful or destructive use of animals.
- ☐ My child may participate in an education project involving the harmful or destructive use of animals.

|                                                       |                                                  |
|-------------------------------------------------------|--------------------------------------------------|
| SIGNATURE OF PARENT/GUARDIAN (IF STUDENT IS UNDER 18) | SIGNATURE OF STUDENT (IF STUDENT IS 18 OR OLDER) |
|-------------------------------------------------------|--------------------------------------------------|


**Los Angeles County  
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators

**AUXILIARY AID/SERVICE FORM**

Please type or print and return completed form to:

 Office of Risk Management – ADA Title II Coordinator  
 Los Angeles County Office of Education  
 9300 Imperial Highway  
 Downey, CA 90242  
 (562) 803-8297

TODAY'S DATE

NAME

ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE)

TELEPHONE NUMBER

EMAIL ADDRESS

What specific auxiliary aid and or service are you requesting?

Please list the date, time, and location of the program/meeting you are attending for which you need the auxiliary aid or service.

| Program/Meeting Attending | Date | Time | Location |
|---------------------------|------|------|----------|
|                           |      |      |          |
|                           |      |      |          |
|                           |      |      |          |
|                           |      |      |          |
|                           |      |      |          |

Please provide any additional information that might be useful in processing your auxiliary aid or service request:

SIGNATURE

DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators

## **AMERICANS WITH DISABILITIES ACT COMPLAINT FORM**

Please type or print and return completed form to:

Office of Risk Management - ADA Title II Coordinator  
Los Angeles County Office of Education  
9300 Imperial Highway  
Downey, CA 90242  
(562) 803-8297

|                                                                                              |            |                  |
|----------------------------------------------------------------------------------------------|------------|------------------|
| TODAY'S DATE                                                                                 |            |                  |
| NAME OF PERSON FILING THIS COMPLAINT                                                         |            |                  |
| COMPLAINANTS' ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE)                            |            |                  |
| TELEPHONE NUMBER                                                                             | FAX NUMBER | EMAIL ADDRESS    |
| NAME OF THE PERSON DISCRIMINATED AGAINST, IF OTHER THAN THE PERSON FILING THE COMPLAINT FORM |            |                  |
| ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE)                                          |            | TELEPHONE NUMBER |

|                         |                                                     |
|-------------------------|-----------------------------------------------------|
| Nature of Complaint is: |                                                     |
| DEPARTMENT              | ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE) |
| Additional Information: |                                                     |

|                          |
|--------------------------|
| Accommodation Requested: |
|--------------------------|

|                                                                                          |                               |
|------------------------------------------------------------------------------------------|-------------------------------|
| SIGNATURE OF PERSON FILING THIS COMPLAINT                                                | PRINTED NAME OF PERSON FILING |
| SIGNATURE OF PERSON DISCRIMINATED AGAINST, IF DIFFERENT THAN THE PERSON FILING COMPLAINT | PRINTED NAME OF PERSON        |

## ANNUAL NOTIFICATION

Attachment D

2024-2025

Los Angeles County Office of Education  
Special Programs Support & Transformation

**Los Angeles County Office of Education (LACOE)****2024-2025 CAL GRANT PROGRAM OPTION***(For students in the 11th grade)*

PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL BY  
FEBRUARY 1, 2025

|                  |               |
|------------------|---------------|
| STUDENT NAME     | DATE OF BIRTH |
| ADDRESS          |               |
| CITY             | ZIP CODE      |
| TELEPHONE NUMBER | GRADE         |
| SCHOOL/LOCATION  |               |

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant. Unless the school is notified while the student is in the 11th grade that he/she/they do(es) not want to be considered a Cal Grant applicant, the student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official before October 1 of the student's 12th grade year.

Please indicate below whether or not you would like the school to electronically send CASC the student's GPA when he/she/they is/are in the 12th grade. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

☐ I do not want my/my student's GPA to be sent to CASC in the 12th grade.

☐ I grant consent for my/my student's GPA to be sent to CASC in the 12th grade.

|                                                       |                                                  |
|-------------------------------------------------------|--------------------------------------------------|
| SIGNATURE OF PARENT/GUARDIAN (IF STUDENT IS UNDER 18) | SIGNATURE OF STUDENT (IF STUDENT IS 18 OR OLDER) |
|-------------------------------------------------------|--------------------------------------------------|