

2023-2024 School Year

Annual Notification of Parent or Guardian & Student Handbook



LAWNDALE
ELEMENTARY SCHOOL DISTRICT

School Year 2023-2024

Dear Lawndale Families,

Welcome to the 2023-2024 school year! It is an honor to serve you and your students, providing them with a high-quality education and appropriate social and emotional support to ensure their future success. Below is a short list of district-wide programs and resources

- Counseling and mental health [resources](#)
- [Early Childhood Education](#)
 - State Preschool
 - LEAP and Peer Partners
 - Full Day Transitional Kindergarten (TK)
 - Spanish Dual Immersion K-8th Grades
- Makerspaces and TREC program" - Technology, Robotics, Engineering and Computers.
- Comprehensive TK-8 arts and music Program
- Free before and after school program known as [R.A.P.](#) (6:45 AM to 6:00 PM)
- Spanish [Dual Immersion](#) at Mark Twain Elementary, Billy Mitchell Elementary and Rogers Middle School
- Computers and iPads for all students
- [Libraries](#) at Elementary Schools and Library Media Centers at Middle Schools
- [Wellness and School Gardens Program](#)

As your child's first teacher, we recognize that parents are partners in the educational process. As we begin registration for the 2023-2024 school year, I encourage you to be engaged with your children's teachers through regular communication and by attending school events. Please visit our [Family University webpage](#) for ways you can volunteer, develop as a leader, and partner in decision-making at the school and/or district level.

Please read the information in this Annual Notification/Parent Handbook, and discuss it with your student, so that everyone understands and benefits from the school district's policies and services.

I am looking forward to a fabulous school year, and cannot wait to meet you.

Sincerely,



Virginia Castro
Superintendent

Board of Trustees Cathy Burris Bonnie J. Coronado Adim Morales Ann M. Phillips Shirley Rudolph

Administration Virginia Castro, J.D.
Superintendent

Howard Ho, Ed.D.
Assistant Superintendent
Business Services

Tracy Pumilia
Asst. Superintendent
Educational Services

Lisa Cooper, Ed.D.
Asst. Superintendent
Human Resources



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SCHOOLS AND PROGRAMS

WILL ROGERS MIDDLE SCHOOL (6-8)

Emilie Leigh, Principal
Esmeralda Rosas, Assistant Principal
4110 W. 154th Street, Lawndale CA 90260
310.676.1197 FAX 675-0489
R.A.P. 310.973.1300 ext. 56241

F.D. ROOSEVELT SCHOOL (TK-5)

Jennie Whitaker, Principal
Kevin Corrinet, Assistant Principal
3533 Marine Avenue, Lawndale CA 90260
310.675.1121 FAX 310.219.3180
R.A.P.: 310.973.1300 ext. 57243
L.E.A.P. 310.973.1300 ext. 50113
Preschool 310.973.1300 ext. 53232

WILLIAM ANDERSON SCHOOL (TK-5)

Amaris Rivas, Principal
Sara Diaz, Assistant Principal
4130 W.154th Street, Lawndale CA 90260
310.676.0197 FAX 310.676.8053
R.A.P. 310.973-1300 ext. 52241
Preschool 310.973-1300 ext. 50089

MARK TWAIN SCHOOL (TK-5)

Michael Bosler, Principal
Vacant, Assistant Principal
3728 W. 154th Street, Lawndale CA 90260
310.675.9134 FAX 310.675.6367
R.A.P. 310.973.1300 ext. 59244
Preschool 310.973.1300 ext. 50089

EARLY START PROGRAM

Nadia Guajardo, Assistant Principal
3530 W. 147th Street, Lawndale CA 90250
Early Start 310.263.6830 Ext 50015
L.E.A.P. 310.973.1300 Ext 50013

PRESCHOOL PROGRAM

Tia Belt-Brown, Director
3530 W. 147th Street, Lawndale CA 90250
310.644.8458 FAX 310.978.2960

JANE ADDAMS MIDDLE SCHOOL (6-8)

Jami Valentine, Principal
Jessica Chumentowski, Interim Assistant Principal
4535 W. 153rd Place, Lawndale CA 90260
310.676-4806 Fax: 310.676.8621
R.A.P. 310.973.1300 Ext 51244

WILLIAM GREEN SCHOOL (TK-5)

Laura Quane, Principal
Ammie Ibarra, Assistant Principal
4520 W. 168th Street, Lawndale CA 90260
310.370.3585 FAX 310.370.0522
R.A.P. 310.973.1300 ext. 54241
Preschool 310.973.1300 ext. 50089

BILLY MITCHELL SCHOOL (TK-5)

Dr. Dalia Coronel, Interim Principal
Marysol Perez, Assistant Principal
14429 Condon Avenue, Lawndale CA 90260
310.676.6140 FAX 310.676.7616
R.A.P. 310.973.1300 ext. 55241
Preschool 310.973.1300 ext. 50089

LUCILLE SMITH SCHOOL (TK-5)

Cristal Moore, Principal
4521 W. 147th Street, Lawndale CA 90260
310.970.2915 FAX 310.675.7584
R.A.P. 310.973.1300 ext. 58241

REALIZING AMAZING POTENTIAL (R.A.P.)

Before and After School Program
Dennis Howard, Director
Maggie Guillen, Program Manager
Michael Miranda, Program Manager
3530 W. 147th Street, Lawndale CA 90250
310.644.8458 FAX 310.978.2960

DISTRICT CALENDAR 2023-2024

AUGUST

21,22,23 Teacher Prep Days
24 Student's First Day of School (Min. Day)

SEPTEMBER

4 Labor Day Holiday

OCTOBER

11 Minimum Day
13 Parent Conferences (Student Free Day)

NOVEMBER

10 Veterans Day Holiday
20 - 24 Thanksgiving Recess

DECEMBER

25 - January 5 Winter Recess

JANUARY

8 School Resumes
15 Martin Luther King, Jr. Holiday

FEBRUARY

2 Middle School Parent Conferences (Student Free Day)
12 Lincoln Day Holiday
19 Presidents' Day Holiday

MARCH

15 Elementary School Parent Conferences (Student Free Day)
29 Cesar Chavez Holiday

APRIL

1 - 5 Spring Recess
8 School Resumes

MAY

27 Memorial Day Holiday

JUNE

11 School Ends (Minimum Day)

Starting August 24, 2023 and every Thursday shall be a minimum day for students.



Education Code Section 48980 requires that governing boards of school Districts notify parents or guardians of their rights at the beginning of each regular school term. This summary of Education Code sections concerned with these rights and school policies is sent for your review. If you have any questions regarding any of the items covered, please call your school Principal or Thelma Gonzalez, Director - Student Support Services at 310.973.1300 ext. 50128

PARENTS

Parents/guardians are their children's first and most influential teachers. Parental involvement in the education of children contributes greatly to student achievement and a positive school environment. In order to engage parents/guardians positively in their children's education staff members at each school shall:

1. Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society.
2. Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home.
3. Initiate consistent and effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities.
4. Receive training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home.
5. Encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles. School plan shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural, language or other barriers which may inhibit such participation. [BP 6020]

❖ Parent Engagement – School Accountability

To participate in the District offerings of parent education and to provide parental input to the local training programs for parents, please visit our [Family University webpage](#). To stay informed of district-wide events and committees meetings, please visit our [Family University calendar](#).

❖ Visitors

All visitors **MUST** check in through the front office. A picture ID is required, and your name will be verified on the student emergency card before permission is given to enter school areas. A picture ID will also be required when picking up student records or grades. This rule is for the safety of our students. Requests by a parent/guardian for a visitation must be made in writing to the school site administrator or Director of Student Support Services 24 hours in advance of the visit. Visits will be for a maximum of 30 minutes in length and only two individuals may visit a classroom in any given time frame, accompanied by administrative staff or designee. Use of recording devices during the visit requires prior approval. Visitors may not interrupt the school program. Parents, guardians and family members are not allowed in the cafeteria or student eating area during lunch except during special events and activities approved by the school administrator.

❖ Civility

The District is committed to maintaining an orderly educational and administrative process that keep our schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Any person who willfully disturbs a public school meeting is guilty of a misdemeanor and may be punished by a fine of not more than \$500. It is unlawful for any person, except a parent/guardian acting toward his/her 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; EC 32210]

❖ 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. EC 51512

❖ Custody Issues

Parents are asked to make every attempt not to involve school sites in custody matters. The courts must handle custody disputes. The school has no legal jurisdiction to refuse a biological parent access to 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 that 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 will be 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.

❖ Release of Students from School

No student shall be picked up or taken from school during school hours by any persons other than the parent/guardian, an adult listed on the emergency card, a school employee, or authorized law enforcement representatives. The adult must provide a picture ID. For the protection of the child, parents/guardians must advise the school of changes on the emergency card as often as they occur. Under all circumstances, children, must be picked up from the school office.

❖ Safe Ingress & Egress

Safe Ingress and Egress procedures are documented on a site-by-site basis by the District. Each school site defines the procedures for the safe ingress and egress of students as well as details regarding the nature and hours of campus supervision. Parents are informed of procedures for student drop-off and pick-up. Also, safety procedures and expectations are described for those students who ride their bikes and walk to and from school. In addition, the principals' school newsletters and other communications provide frequent reminders about traffic, campus safety, and the Safe Routes to Schools (SRTS) program. For more information, click [here](#).

At the beginning of each school year, school personnel takes the time to discuss school rules and safety procedures including safe ingress and egress of students. There are contracted crossing guards provided both before and after school so that students can safely cross major streets. Adult supervision is also provided at dismissal -when students are waiting to be picked up. Staff members are vigilant about visitors on campus, and all school guests are asked to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, law enforcement is notified.

ATTENDANCE

The Lawndale Elementary School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written verification from home when returning to school. In order for an absence to be excused, the reason(s) for the absence must meet the criteria specified under EC 48205 (see full text on the next page). All other absences with a written verification will be considered Parent Withheld and absences without a written verification are recorded as unexcused.

❖ Excused Absences

Students, with the written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction no more than four days per school month. [EC 46014] No student shall have his/her grade reduced or lose academic credit for any excused absence or absences if missed assignments and tests that can be reasonably provided are satisfactorily completed within a reasonable period of time. [EC 48205] EC 48205. (a) Notwithstanding Section 48200, a student shall be excused from school when the absence is

❖ 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. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year. [EC 48260 (a)]

❖ Truancy Definitions – EC 48260, 48262 and 48263.6:

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

❖ Chronic Absenteeism – EC 60901

A student is considered a chronic absentee when he/she 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.



❖ Excused Absences (continued)

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. 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 the pupil's 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.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. 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 Section 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.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
 - a. 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 therefore. 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.
 - b. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 - c. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 - d. "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.
12. For the purpose of participating in a cultural ceremony or event.
13. (A) 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. (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
 - b. (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

❖ School District Attendance Policy

Students should be in attendance at all times. This includes virtual learning, being at school every day, on time and for the complete school day. Picking up your student early from school more than two times, other than for an illness or doctor's appointment is a violation to this policy. The higher the district's daily attendance rate, the more a student will learn. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. 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 excuse are recorded as unexcused.

. Any student subject to compulsory education who is absent without a valid excuse more than three (3) days or tardy in excess of thirty (30) minutes on each of more than three days in one school year shall be classified as a truant and shall be reported to the Supervisor of Attendance. A student is considered a chronic absentee when he/she 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.

Continued absences and/or tardies will result in parent conferences and may result in a referral to one or all of the following:

ACT Abolish Chronic Truancy Program places hearing officers from the District Attorney's Office at school sites to meet with parents/guardians of students with attendance concerns.

SART The Student Attendance Review Team is the last attempt of the school site to try and resolve attendance concerns before the case is referred to SARB.

SARB The Student Attendance Review Board summons parents and students who have been unable to resolve attendance concerns at the school site level or who have established a pattern of excessive absences or tardies. Our goal is to assist families in resolving attendance concerns. However, failure to adequately improve attendance can result in a meeting with the Los Angeles Sheriff's Department and/or with the Los Angeles County District Attorney's Office. Students will not be excused for absences due to family vacation, business trips or personal trips unless arrangements are made with the Principal to place a student on Independent Study and the student completes and returns all assignments upon return to school. To learn more about LESD attendance, please visit the [Student Support Services Attendance webpage](#).

❖ Parents Consequences for Non-Attendance

Parents who fail to send their children to school or who contribute to their child's absences and/or tardies can be ordered to attend parent education, fined and/or criminally prosecuted. The fines and penalties can range from \$50 to \$2,500, plus the adult can be sentenced to a misdemeanor and up to a year in jail. [EC 48291-48293, 48453- 48454 and Penal Code 272]

❖ Minimum & Student-Free Staff Development Days

Each Thursday of the school year is a minimum day. Students are dismissed early so that staff development activities can be held for teachers. Parents will be notified of any other minimum days and student-free days at least one month before the scheduled day. [EC 48980(c)] ENROLLMENT



ENROLLMENT

❖ Attendance Options/Permits

Residency [EC 48200, 48204, 48204.3, 48204.4, 48204.6, 48204.7, 48207]

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A student may alternatively comply with the residency requirements for school attendance in a school district, if he/she is any of the following: a student placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a student who is a foster or homeless child who remains in his/her school of origin; a migratory child or a child of a military family who continues to attend his/her school of origin; an emancipated student who resides within the boundaries of the school district; a student who lives in the home of a caregiving adult that is located within the boundaries of the school district and the caregiving adult submits an affidavit to that effect; a student residing in a state hospital located within the boundaries of the school district; a student confined in a hospital or other residential health facility within the boundaries of the school district for treatment of a temporary disability; a student whose parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent's/guardian's departure; a student whose parent/guardian resides outside of the boundaries of the school district but is employed within the district's boundaries and lives with the student at the place of employment for a minimum of three days during the school week; or a student whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

❖ School Transfers [EC 35160.5(b), 46600]

Residents of the Lawndale School District may apply to other schools that serve the same grade levels within the District on a space available basis. For students who have been determined to have been a victim of bullying, the District shall approve a school transfer unless the requested school is at maximum capacity, in which case, the District shall accept an intra-district transfer request for a different school in the District. Information on each school within the District is provided on the District website.

Transportation to any other school is the responsibility of the parent. Parents/guardians who wish to enroll their child in a school other than their home school can complete a School Transfer Application. The application is available year-round. This application is available on our website or by calling the Student Support Services office at 310.973.1300 ext. 50129. No student who currently resides in the attendance area of a school can be displaced by students transferring from outside the attendance area.

❖ **Inter-district Permits** [EC 46600 et seq]

The parent/guardian of a student may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the inter-district transfer of one or more students for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Regardless of whether an agreement exists, no school district will prohibit the transfer of a student who is a child of an active duty military parent to another school district if the receiving district approves the application for transfer. Unless otherwise specified in the agreement, a student will not have to reapply for an inter-district transfer, and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. No student who currently resides in the attendance area of a school can be displaced by students transferring from outside the attendance area.

If the home district has only one school offering the grade level of the victim of an act of bullying and therefore has no options for an intradistrict offer, the victim of an act of bullying may apply for an interdistrict transfer and the home district shall not prohibit the transfer if the receiving district approves the application for transfer. Additionally, a student who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying shall, at the request of the parent/guardian, be given priority for inter-district attendance. The term “bullying” is defined under EC 48900(r), and a student is determined to be a “victim of an act of bullying” through an investigation of a complaint and the bullying was committed by a student in the home district, and the parent/guardian had filed a written complaint regarding the bullying with the school, District personnel, or a local law enforcement agency.

Upon request by the parent/guardian, a receiving district shall provide transportation assistance to a student who is both eligible for free or reduced-price meals and either a victim of an act of bullying or a child of an active duty military parent.

Parents/guardians who wish to enroll their child in a school district other than the Lawndale Elementary School District can complete an Inter-District Permit Application. Applications for a transfer in the current school year are accepted year-round, and applications for a transfer in the next school year are available beginning February 1. This application is available on the [districts Permit and School Transfers webpage](#) or by calling the Student Support Services office at 310.973.1300 ext. 50129.

For all future year requests (applications submitted up until 15 calendar days before the start of the school year for which the transfer is sought), the Lawndale Elementary School District has until 14 calendar days into the new school year to determine whether to approve or deny a request. For current year requests (applications submitted 15 calendar days before the start of the school year for which the transfer is sought), the District will make its final decision within 30 calendar days from the date a request was received. A denial of the request by the District may be appealed to the Los Angeles County Board of Education within 30 calendar days from the date of denial.

❖ Residency Changes

Students who move within the Lawndale Elementary School District during the school year may remain at the school of enrollment if space permits unless frequent tardies or absences occur. A student, who moves outside the District during the school year, may be permitted to stay if an inter-district permit is obtained, space is available, and the student meets the reasons for which the District approves a permit request.

❖ Address Verification

Any parent/guardian enrolling a student in the District must provide proof that he/she lives within the District's boundaries. Acceptable proof are a parent's name and address on utility bills, personal mail, cable bill, bank statement, credit card statement, California I.D. with current address, CA Driver's license with current address, post office change of address card, car registration, car insurance, and voter registration card. [EC 48204.1(a)]

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury by the care-giving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a)(5), 48980(g)]

❖ Home Visits

The Lawndale School District may conduct home visits to verify a student's address and/or to determine that he/she lives in the caregiver's home. Home visits may occur before or after school, over weekends and holidays. Home visits may be conducted by school staff and/or private investigator. [EC 48204(c), 48980(g)]

❖ Homeless Youth Education [42 United States Code 11432]

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; may be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; or are migratory children who qualify as homeless because of similar living circumstances.

The District's educational liaison for homeless youth is Thelma Gonzalez, Director of Student Support Services at thelma_gonzalez@lawndalesd.net or 310.973.1300 ext. 50128. The role of the educational liaison is to:

1. ensure that homeless students are identified so that they have access to and receive educational services for which they are eligible;
2. assist homeless students when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades;
3. ensure that homeless families and students receive referrals for services, such as health care, dental, mental health, and housing;
4. assist, facilitate, or represent a homeless student who is undergoing disciplinary proceeding that could result in his/her expulsion;
5. participate in an individualized education program or Section 504 team meeting to make a manifestation determination regarding the behavior of a student with disability; and
6. address any disputes over school selection or enrollment.

The following is a brief summary of a homeless youth's rights:

1. Right to attend either the "school of origin" or the current school of residence. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the homeless youth attended in the last 15 months. Transportation may be provided.
2. Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
3. Right to automatically qualify for child nutrition programs.
4. Right to file a complaint through the Uniform Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of homeless youth. Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent/guardian.

❖ **Foster Youth Education** [EC 47605, 47605.6, 48204, 48432.5, 48853, 48853.5, 48911, 48911.1, 48915.5, 48918.1, 51215.1, 51225.2]

A foster youth means a child who has been removed from his or her home pursuant to WIC 309, is the subject of a petition filed under WIC 300 or 602, or has been removed from his/her home and is the subject of a petition filed under WIC 300 or 602, or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in WIC 450, who satisfies the criteria specified in EC 42238.01.

The District's educational liaison for foster youth is Thelma Gonzalez, Director of Student Support Services at thelma_gonzalez@lawndalesd.net or 310.973.1300 ext. 50128. The role of the educational liaison is to: 1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster youth; 2) assist foster youth when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades; 3) notify a foster youth's attorney and county welfare agency representative(s) when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination review, when he/she is a student with a disability; and 4) address any disputes over school selection or enrollment.

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, 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.

The California Department of Education has posted on its Web site a standardized notice of the rights afforded to foster youth. The notice can be obtained by visiting the following link: <https://www.cde.ca.gov/ls/pf/fy/fyedrights.asp>

STUDENT CONDUCT

❖ **School Safety: Bullying** [EC 234.1, 32283.5]

The Lawndale Elementary School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. All school staff 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 District school may be subject to disciplinary action up to and including expulsion. Annual training will be provided to all staff who work with students to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training, as well as a list of statewide resources, including community-based organizations, that provide support to youth, and their families, who have been subjected to school-based discrimination, harassment, intimidation, or bullying at: www.cde.ca.gov/ls/ss/se/bullyres.asp.



If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact Dr. Maria Ruelas, District Social Worker, who is available to assist you in identifying and stopping this behavior at 310.973.1300 ext. 50130. To file a complaint alleging unlawful discrimination, harassment, intimidation, or bullying against any student, employee, or other person participating in District programs and activities, please contact the Principal or submit a report anonymously at <https://www.lawndalesd.net/departments/student-support-services/family-resources/bullying>. Each complaint shall be investigated and resolved through the Uniform Complaint Procedures, as described in this document.

❖ School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980(a)]

❖ Dress Code

In cooperation with teachers, students and parents/guardians, the Principal or designee shall establish school rules governing student dress and grooming, which are consistent with law, Governing Board policy, and administrative regulations. For everyone's safety, the site administrator has discretion for resolving dress code issues. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times and must have closed toe and closed heel. Thongs, backless shoes, or sandals are not acceptable. "High" heels on shoes should not be over 1" (inch) high.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are obscene, vulgar, profane, or sexually suggestive; or which bear gang, drug, alcohol, or tobacco advertising, promotions, and/or likenesses; or which advocate racial, ethnic, or religious prejudice.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through fabrics; low-cut tops; bare midriffs; backless; and skirts or shorts shorter than mid-thigh are prohibited.
4. Students may not wear any clothing or jewelry that can be gang, crew or "click" affiliated.
5. Pants must be worn at the waist. Underwear may not be visible.
6. Students may not wear belts with initial belt buckles. Belts or jewelry cannot be spiked or present a danger to self or others.
7. Gym shorts may not be worn in class other than physical education, except when directed by a staff member.
8. Wallet chains or chains of any other type may not be worn.
9. Hats, caps, and visors may be worn only for sun protection and only outdoors. There may be exceptions for religious or medical reasons.
10. Sunscreen may be used during the day. School sites may determine specific rules for application.
11. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs and safety precautions of certain sports and/or classes. For example, large hoop earrings or piercings on the face present a danger to students while performing physical activities.

No physical education grade shall be adversely affected if the student does not wear the standard physical education apparel due to hardship or circumstances beyond the student's control.

The Principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations including regulations for times when students are engaged in extracurricular or other special school activities. Parents shall be notified of changes in writing. [BP/AR 5132]

❖ Suspension

Including supervised suspension, as described in EC 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the student's record, which may be accessed pursuant to Section 49069.7.

However, a student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in EC 48900 upon a first offense, if the principal determines that the student violated subdivision (a), (b), (c), (d), or (e) of section 48900 or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Teachers may suspend students for up to one full day. The suspension must be reported to the Principal, and teachers are required to ask the parent/guardian to attend a conference. Reasonable effort will be made to notify parents in person or by telephone of all suspensions.

Whenever a student is assigned to supervised suspension (in-school suspension), a school employee shall notify the parent in person or by telephone. If the student is assigned to supervised suspension for longer than one class period, a school employee shall notify parents or guardian in writing. [EC 48911.1(d)]

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [EC 48900.1]

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

❖ Homework Assignments during a Suspension [EC 48913, 48913.5]

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. However, a teacher shall provide a student that has been suspended from school for two or more days the homework that the student would otherwise have been assigned if the student or the student's parent, guardian, or other person holding educational rights makes a request to the teacher. Whenever homework assignment that is requested and turned into the teacher either upon the student's return to school from suspension or by the deadline prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment cannot be included in the calculation of the student's overall grade in class.

❖ Grounds for Suspension and Expulsion [EC 48900, 48900.2, 48900.3, 48900.4, 48900.7]

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. A student shall not be suspended or expelled for any acts listed below unless that act is related to school activity or school attendance that occur at any time, including, but not limited to, any of 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 campus.
4. During, or while going to or coming from, a school sponsored activity.

❖ **Harassment, Threats or Intimidation [EC 48900.4]**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

❖ **Suspension and Expulsion [EC 48900] and Mandatory Expulsion Violations [EC 48915]** **(Optional as applicable)**

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive. The school board shall order the student expelled upon finding that the student committed the act.



Additional grounds for suspension and expulsion for students in grades 4 through 8 include:

1. Committed sexual harassment. 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.
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Hate violence includes 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.
3. Intentionally engaged in harassment, threats, or intimidation against district 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. Any student in kindergarten through grade 8 may be suspended from class by a teacher, but not recommended for expulsion by a principal, 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.

❖ **Circumstances for Recommending Expulsions [EC 48915]**

A student who is found to have committed any of the following acts shall immediately be suspended from school and recommended for expulsion:

1. Possessed, sold, or otherwise furnished a firearm.
2. Brandished a knife at another person.
3. Unlawfully sold a controlled substance.
4. Committed or attempted to commit a sexual assault or committed a sexual battery.
5. Possession of an explosive.

For all other acts, a decision to recommend a student for expulsion must be based upon a finding of either or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

❖ **Expulsion and Special Education Students**

In matters involving students who have been identified as needing special education services, the Governing Board may order such students expelled ONLY if all of the following conditions are met: the parent must be notified in writing prior to conducting a pre-expulsion assessment, and the parent must make the student available for testing without delay. An IEP meeting must be held pursuant to the education code; the IEP team must have determined that the misconduct was not a function of the student's handicap; and it must be determined that the conduct was not the result of the district's failure to implement the IEP. [EC 48915]

The following are grounds for which a student in kindergarten through grade 8 may be suspended or expelled:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon another person, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, 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.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. 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.
14. Committed or attempted to commit a sexual assault or committed a sexual battery.
15. 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.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. 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.
18. Engaged in an act of bullying. 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 his/her person or property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
19. Aided or abetted the infliction or attempted infliction of physical injury on another person.
20. Made terrorist threats against school officials and/or school property. 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.

❖ **Gun Safety** [EC 32221.5 (9-12) and EC 49390, 48391, 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.

❖ **Gun-Free School Zone Act** - [PC 626.9, 30310 (optional as applicable)]

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

❖ **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 to others.

❖ **Student Search**

The School Principal or designee may search the person of a student, the student's locker, desk, backpack or purse if there is reasonable suspicion that the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v T.L.O. (1985) 469 U.S. 325; BP/AR 5145.12]

❖ **Notification to Law Enforcement**

When a student is being considered for suspension as a result of weapons possession, assault with a deadly weapon, narcotics violation, or assault on an employee of the District, the School Principal is required to report the violation to the local police within one day of suspension. [EC 48902]

❖ **Release of Student to Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. [EC 48906; Penal Code 11165.6]

❖ **Property Damage**

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, and for school property loaned to the student and willfully not returned. Parents'/guardians' liability may be as much as \$17,593 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [EC 48904]

❖ Electronic Signaling Devices/Cell Phones

Districts may regulate the possession or use of any phone, pager, or electronic signaling devices while students are on campus, attending school-sponsored activities or under the supervision and control of school district employees. The use by any person, including a pupil, of any electronic signaling device in any classroom or on campus 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.

Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a school site and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population, but must be in writing and kept on file in student records for confidential record keeping and reasons. Cellular phones and other personal electronic and/or wireless devices shall be turned off at all times and unable to receive or send any communications during school. This includes and specifically prohibits the following:

- Text-messaging or any type of instant messaging.
- Photographing, audio taping or videotaping other individuals at school or at school-sponsored activities without the knowledge and consent of the individual being photographed, videotaped, or audiotaped, except for activities considered to be in the public arena such as sporting events or public performances.
- E-mailing, posting to the Internet, or otherwise electronically or wirelessly transmitting images of other individuals taken at school.
- Using cellular phones or other electronic and/or wireless devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- Using cellular phones or other personal electronic and/or wireless devices that violate any other District policy including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies, acceptable use, or harassment/cyber bullying. No student shall be prohibited from possessing or using a smartphone or other electronic signaling device under the following circumstances: [EC 48901.5, 48901.7]
- In case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician and surgeon determines it is necessary for the student's health or well-being.
- When it is required in a student's individualized education program or Section 504 plan.

❖ Electronic Listening or Recording Device

The use by any person, including a student, 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 student, willfully in violation shall be guilty of a misdemeanor. Any student in violation shall be subject to appropriate disciplinary action. [EC 51512]

SOCIAL MEDIA AGREEMENT

The Lawndale Elementary School District uses Social Media to improve communication with parents and the school community. The Social Media Agreement reads as follows:

I hereby give permission to the Lawndale Elementary School District (the "District") and its officers, agents, and employees, to photograph, message, record, film, or videotape my child/ward for the purpose of educating students on how to properly use social media (Twitter, Facebook, etc.)

I understand that any photograph, message, sound recording, or video taken of my child/ward under this pilot project is for the purpose of collecting and/or presenting factual information in the interest of serving the District's mission of education and public service, and for promoting the public good.

I hereby assign to the District all rights, title, and interest, including copyright, in and to any and all such photographs, messages, sound recordings, or videos, and I hereby irrevocably authorize the District, its officers, agents, and employees, without limitation, to reproduce, copy, exhibit, publish, or distribute, in any medium now known or later developed, including social media, any and all such photographs, messages, sound recordings, or videos in perpetuity for the purposes expressed above.

I further release and forever discharge the District, its officers, agents, and employees from any and all claims and demands arising out of or in connection with the use of said photographs, messages, sound recordings, or videos, including but not limited to any and all claims for invasion of privacy, defamation, or infringement of copyright. I have read and understood the provisions of this agreement and understand that I am free to obtain advice from legal counsel of my choice, at my expense, to interpret these provisions.

If you would like your child to be exempt from the Social Media, please write a letter and give to the Principal.



NUTRITION SERVICES

For the 2023-2024 school year, every student in the Lawndale Elementary School District will continue to receive no cost meals.

Serving Times Breakfast and lunch are served daily, and serving times vary between schools. Generally, breakfast is served from 8:00 - 8:20, though some sites may offer breakfast as early as 7:45. Elementary school sites also offer second chance breakfast during morning recess for students who did not have breakfast with us before the beginning of the instructional day. Lunch is typically served between 11:20 and 12:45, but there are variations in service times among school sites. Please check with your school for the most current bell schedule. Nutrition Services also provides supper meals to students involved in afterschool learning opportunities, such as Realizing Amazing Potential.

Allergies/Meal Accommodations If a child has a special dietary need such as a food allergy or other medical dietary restriction, a [Medical Statement to Request Specials Meals and/or Accommodations form](#) (available on the Food Services website or through the School Nurse/Health Clerk) MUST be filled out completely and signed by a licensed physician, a physician assistant or a nurse practitioner. If your child is unable to consume regular cow's milk, we can offer lactose free cow's milk or soy milk may be based on availability. If your child cannot consume regular cow's milk, please complete and submit the [Parental Request for Fluid Milk Substitution form](#). LESD Food Services can only accommodate special dietary needs stated on the complete Meal Accommodation form and the Parental Request for Fluid Milk Substitution form. Please be sure to submit this documentation during the enrollment process so that Nutrition Services and our School Nurses/Health Clerks can be ready to support your child's needs.

Wellness Policy The Wellness Policy is a state and federally mandated requirement for Districts who participate in the National School Lunch Program (NSLP). The current policy (BP 5030) can be found on our [Wellness Policy & Regulations webpage](#) along with the current annual assessment. Please contact your school to learn more about specific campus wellness initiatives.

For questions, please call the Food Services Department at 310.973.1300 ext. 50051. If you have any questions regarding Nutrition Services and medical accommodations, please contact the Director of Nutrition Services, Lissette Rooney at 310-973-1300 ext. 50048.

HEALTH SERVICES

❖ Entrance Health Screening (Transitional Kindergarten, Kindergarten and First Grade)

State law requires that the parent/guardian of each student provide the school documentary proof that the student has received a health screening examination by a doctor within 90 days after entrance to first grade. Students may be excluded up to 5 days from school for failing to comply or not providing a waiver. [Health and Safety Code 124085, 124100, 124105]

Please contact your child's physician. If you do not have health insurance, free health screening is available through the local health department or you may contact: South Bay Family Health Care Center 742 W. Gardena Blvd. (310) 802-6170.

❖ Oral Health Assessment (Transitional Kindergarten, Kindergarten and First Grade) [EC 49452.8]

Many things influence a child's progress and success in school – and one of the most important is their health. Children must be healthy to learn and children with cavities are not healthy. Cavities are preventable, but they affect more children than any other chronic disease. Additionally, dental disease is one of the most common reasons for school absences, and children in pain, even when they attend class, are unable to concentrate and learn.

Baby teeth are very important – they are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school. Tooth decay is an infection that does not heal and can be painful if left without treatment. If cavities are not treated, children can become sick enough to require emergency room treatment, and their adult teeth may be permanently damaged.

To make sure children are ready for school, state law requires that children have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his/her first year in public school. Assessments that have happened within the 12 months before the child enters school also meet this requirement.

The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. The school and District shall maintain the privacy of all students' health information. A student's identity shall not be associated with any report produced as a result of this requirement.

For children with Medi-Cal/Denti-Cal insurance, parents/guardians can find a dentist who takes this insurance by calling (800) 322-6384 or by visiting the Denti-Cal website at <https://www.denti-cal.ca.gov>. To find a low, or no-cost clinic in the community, visit www.californiahealthplus.org or www.211.org, or call 2-1-1.

❖ Immunizations

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The District shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The District may use any 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.

As of January 1, 2016, parents of students in any school, are not allowed to submit a personal beliefs exemption to 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. [Health and Safety Code 120335]

A student who has a medical exemption issued before January 1, 2020 shall be allowed continued enrollment until the student enrolls in the next grade span at kindergarten or 7th grade. Beginning January 1, 2021, schools may only accept the standardized, statewide form used by licensed physicians and surgeons as documentation of a medical exemption, and as of July 1, 2021, the District shall not unconditionally admit or readmit to any school, or admit or advance any student to the 7th grade, unless the student has been properly immunized or the parent/guardian files a compliant medical exemption form. [Health and Safety Code 120370, 120372]

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents/guardians must continue to provide immunizations records for these students to their schools and upon returning to in person.



The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

State law requires the following immunizations before a child may attend school:

- A. All students, in transitional kindergarten through grade 8, to the Lawndale Elementary School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella and varicella immunizations.
- B. All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- C. All 7th grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above. Students who are missing any doses will be informed by the school health office and will have 10 school days to obtain the needed immunizations. After 10 days the student will be excluded from attending school until documentation is provided.

Free immunizations for children are available in the Lawndale Elementary School District. Please call your child's school health office for information or to schedule an appointment.

❖ **Sight and Hearing Test** [EC 49455, 49452]

All students' sight and hearing shall be tested when they first enroll in elementary and every three years thereafter until the student completes grade 8.

Parents/guardians may refuse any health screening (vision, hearing, or dental) of their student by notifying the school health office in writing within two weeks of enrollment. Parents/guardians may file a copy of their own doctor's reports. The nurses must report to parents any noted visual or other health deficit and ask parents/guardians to cure or correct the deficit.

However, when parents/guardians refuse and there is a good reason to believe that a child is suffering from a recognized contagious or infectious disease, the child may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451]

❖ Medication Regimen

The parent/guardian of any student taking medication on a regular basis must inform the school nurse of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the student. [EC 49480]

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he/she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it.
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor.
4. As parent/guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The 1 container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. The parent/guardian must pick up all discontinued and expired medications and replace with non-expired medications when asked by the Health Staff. At the end of the school year, the parent/guardian must pick up all medications from the Health Office. Any medication left at the school site after the last day of school will be discarded. Medication orders must be re-ordered by the student's physician every school year. Medications cannot be sent home with students.
8. Students are not permitted to have any drugs or medications (prescription or over-the-counter) in their possession without a written order from the physician and written parent permission. Administration of Prescribed Medication for Students Any student who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled or asthma medication if the school district receives both a written statement of instructions from the physician detailing the name of the medication, method, amount, and time schedules by which such medication is to be taken and a written statement from the parent/guardian requesting school personnel to assist the student with prescribed medication as set forth in the physician statement. [EC 49423 and 49423.1]

❖ Student Illnesses at School

Each school site has a health office staffed with a Health Clerk who evaluates and manages health problems and injuries. A School Nurse is available to each school site. Students who are too sick to be in school as measured by high fever, vomiting, diarrhea or potentially contagious illness will be sent home. If the child's illness is suspected to be serious and/or contagious, a written note from the child's physician may be required for the student to be readmitted to school. Any student who comes to school with a cast, crutches, wheelchair, or sutures may be required to have a physician's note. [EC 49451]

❖ Emergency Treatment for Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. EC 49414 requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. [EC 49414]

❖ Concussion and Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed healthcare provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent/guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. [EC 49475]

❖ Sudden Cardiac Arrest

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases.

As such, a student who passes out or faints while participating in or immediately following a school sponsored athletic activity, or who is known to have passed out or fainted while participating in or immediately following an athletic activity, must be removed from participation at that time by the athletic director, coach, athletic trainer, or authorized person. A student who is removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not be permitted to return to participate in an athletic activity until the student is evaluated and cleared to return to participate in writing by a physician and surgeon.

On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the student and the student's parent/guardian before the student participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course. [EC 33479]

❖ Type 2 Diabetes

Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if he/she has type 2 diabetes or pre-diabetes. Please refer to "Appendix A" in this document for more information about Type 2 diabetes. [EC 49452.7]

❖ CSNO Diabetes

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated. The guidance provided in [this informational letter](#) is intended to raise awareness about this disease among our LESD families. Should you have any questions or need further advice, please contact your site's District Nurse.

❖ Mental Health

To initiate access to mental health services available to the student, you may contact the following mental health provider: Dr. Maria Ruelas, District Social Worker, at (310) 973-1300 ext. 50130. Our school district, will notify students and parents/guardians at least twice a school year as follows: newsletters, e-mail, texts and/or social networks. [EC 49428]

❖ Suicide Prevention Policies - EC 215

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students. Please contact your school's Social Worker for resources.

❖ Confidential Medical Services

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

❖ Medical or Hospital Services

The Lawndale Elementary School District may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to students arising out of accidents related to school activity or attendance. No student is required to accept such services without the consent of his/her parent/guardian. [EC 49472]

❖ Health Care Coverage

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact Jocelyn Rivera, Medi-Cal Outreach Specialist, at (310) 973-1300 ext. 50134 or go to www.CoveredCA.com. [EC 49452.9]

❖ Instruction for Students with Temporary Disabilities

A student with a temporary disability which makes attendance impossible or inadvisable may receive individual instruction provided in the student's home for one hour a day. Please contact Student Services at (310) 973-1300 ext. 50129 for further information. [EC 48206.3, 48207-48208]



A student with 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/guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a student with temporary disability. Upon receipt of the notification, the district will, within five working days, determine whether the student should receive individual instruction. If determined that individual instruction is appropriate, the instruction will begin within five working days from the date the determination was made. The school district may enter into an agreement with the student's previous school district to have that district provide the student with individual instruction.

A school district or charter school may continue to enroll a student with a temporary disability who is receiving individual instruction in a qualifying hospital to facilitate the timely reentry of the student in his/her prior school after the hospitalization has ended, or to provide a partial week of instruction at school or at home to a student who is no longer confined to the hospital setting. The total days of instruction may not exceed the maximum of five days in the combined setting, and attendance may not be duplicated. The supervisor of attendance will ensure that absences from the regular school program are excused until the student is able to return to that program.

❖ **Married, Pregnant and Parenting Students** [EC 222.5, 46012, 48980(a)]

The Lawndale Elementary School District supports pregnant and parenting students by providing them with the opportunity to succeed academically while protecting their health and the health of their children in the following ways:

1. The District will not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.
2. The District will not exclude or deny any student from an educational program or activity, including any class or extracurricular activity, solely on the basis of his/her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery; the District will treat pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery in the same manner and under the same policies as any other temporary disabling condition.
3. Pregnant and parenting students have the right to participate in the regular education program and will not be required to participate in a pregnant minor program or alternative education program. Students who voluntarily participate in an alternative education program must be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.
4. The District may require a pregnant or parenting student to obtain the certification of a physician or nurse practitioner that he/she is physically and emotionally able to participate, or continue to participate, in the regular education program or activity.
5. The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to:
 - a. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
 - b. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
 - c. Access to a power source for a breast pump or any other equipment used to express breast milk
 - d. Access to a place to store expressed breast milk safely
6. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child
 - a. infant child
7. A pregnant or parenting student will be excused from school when the absence is due to the illness or medical appointment of his/her child, including absences to care for a sick child.

8. During the school year in which the birth of the student's infant takes place, a pregnant or parenting student is entitled to eight weeks of parental leave, which the student may take before childbirth if there is a medical necessity and after childbirth to care for and bond with the infant. If deemed medically necessary by the student's physician, parental leave may be extended beyond eight weeks.
9. Specific to parental leave:
 - a. No student is required to take all or part of the parental leave.
 - b. A student on parental leave cannot be required to complete academic work or other school requirements but has the right to make up work missed upon return to school.
 - c. The student has the right to return to the school and course of study in which he/she was enrolled before taking parental leave.
 - d. The District's Supervisor of Attendance will ensure that absences from school, as a result of the parental leave, are excused until the student returns to school. A student cannot be penalized for exercising the rights listed above. A complaint of noncompliance by the District can be filed through the Uniform Complaint Procedures, as described in this document.

❖ Child Abuse and Neglect Reporting [PC 11164 et seq]

The Lawndale Elementary School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District 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/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 the District of an incident by contacting the Assistant Superintendent of Human Resources, Dr. Lisa Cooper at 310.973.1300 ext. 50060. 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 control of a student.
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning.



❖ Employee Interactions with Students [EC 44050]

The Governing Board expects employees of the Lawndale Elementary School District to maintain the highest ethical standards, exhibit professional behavior, follow District policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the District, advance the goals of the District's educational programs, and contribute to a positive school climate. All employees are to exercise good judgement and maintain professional standards and boundaries when interacting with students both on and off school property. In fulfillment of the obligation to the student, the employee shall not:

1. Engage in any conduct that endangers students, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engage in harassing or discriminatory behavior towards students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abuse, sexually abuse, neglect, or otherwise willfully harm or injure a student
4. Engage in inappropriate socialization or fraternization with a student, or solicit, encourage, or maintain an inappropriate written, verbal, or physical relationship with a student.
5. Possess or view any pornography on school grounds, or possess or view child pornography or other imagery portraying children in a sexualized manner at any time.
6. Use profane, obscene, or abusive language against students.
7. Use tobacco, alcohol, or an illegal or unauthorized substance, or possess or distribute any controlled substance, while in the workplace or at a school-sponsored activity.
8. Be dishonest with students.
9. Divulge confidential information about students to persons not authorized to receive the information.
10. Cause damage to or engage in theft of property belonging to students.
11. Wear inappropriate attire.

❖ Tobacco-free Campus

Tobacco use is prohibited at any time in District buildings, on District property and in District vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event. Information about smoking cessation programs or counseling is available to all students and adults. Please contact the school health office or Student Support Services at (310) 973-1300 ext. 50128. [EC 48901 and Health Safety Code 104420]

❖ Asbestos-containing School Material in Buildings

The Lawndale Elementary School District maintains and annually updates its management plan for asbestos containing material in school buildings. For a copy of the asbestos management plan, please contact Jorge Ramirez, Director of Maintenance, at (310) 973-1300 ext. 50082. [40 CFR 763.93]

❖ Pesticide Products

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact Jorge Ramirez, Director of Maintenance at (310) 973-1300 ext. 50082. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan. [EC 17612, 48980.3]

❖ School Safety Plan

Each Lawndale Elementary School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school. [EC 32280 et seq]

INSTRUCTIONS AND PROGRAMS

❖ Parent's Right to Know: Staff Qualifications

The Lawndale Elementary School District takes pride in the educational opportunities provided by our staff. The staff is committed to providing cutting edge instructional practices that are grounded in research and delivered with a focus on student achievement.

It is our desire that as a parent you will become involved and actively engaged in all aspects of your child's educational program. As part of your ongoing engagement, we encourage you to take the time to engage your child's teacher and learn the classroom routines and expectations.

At the beginning of each school year, local educational agencies receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA) are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including a minimum:

1. Whether the student's teacher: Has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact the Assistant Superintendent of Human Resources, Dr. Lisa Cooper at 310.973.1300 ext. 50060. You may also contact your child's principal to identify the Human Resource Technician that supports your child's school site staffing needs.

❖ Availability of Prospectus/District Courses

Each school must annually compile a prospectus/curriculum to include titles, descriptions and instructional goals for every course offered by the school. The prospectus is available at each school site and may be reproduced at cost. [EC 49063, 49091.14]

❖ Course Selection and Career Counseling

Commencing grade 7, school personnel shall assist students with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the student and not on the student's gender. Parents/guardians are notified so that they may participate in such counseling sessions and decisions. [EC 221.5(d)]

❖ Statewide Testing [5 CCR 852; EC 60615]

The California Assessment of Student Performance and Progress (CAASPP) is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. CAASPP includes computer adaptive tests in English language arts (ELA) and mathematics for grades 3 through 8 as well as an online assessment in science for students in grades 5 and 8.

A parent/guardian may annually submit a written request to excuse his/her student from any or all parts of the CAASPP assessments for the school year. Please refer to "Appendix B" in this document for descriptions of each statewide test that will be administered to applicable students.

The Student Score Report shows scores for ELA and mathematics. Students in grades 4 through 8 who took the test in previous years can view past scores and their progress over time. To learn more about your child's scores, go to the new parent web page called Starting Smarter, available at <https://ca.startingsmarter.org/>. This site includes:

- Resources to help understand results on the student score reports
- Access to sample test questions and practice tests
- No-cost resources to support learning
- A guide for parent-teacher conferences

In the Lawndale Elementary School District, the test results are just one way to look at how well our students are doing. We use the results to find areas where students are doing well and areas in which they need help. It is also important to know that the test results are not used to determine whether a student moves to the next grade. Helpful links:

- California Assessment of Student Performance and Progress (online practice and training tests portal) – www.caaspp.org/practice-and-training/index.html
- California Department of Education, CAASPP Information – www.cde.ca.gov/ta/tg/ca/
- Lawndale Elementary School District, [Understanding Assessments & Standards webpage](#)

❖ **School Accountability Report Card**

A hard copy of the School Accountability Report Card is available on request, and is available on the Internet at <http://www.lawndale.k12.ca.us> under the Educational Services Department's "Federal and State Projects" link. It contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals. [EC 33126, 32286, 35256, 35258]

❖ **Promotion, Retention, and Acceleration Policy**

The Lawndale Elementary School District has adopted a board policy for the promotion, retention, and acceleration of students. Parents/guardians of students who are "At Risk of Being Retained" or "Recommended for Retention" will be notified and invited and supplemental instruction. A parent/guardian may appeal a student's recommendation for retention by submitting a request to the Superintendent. Parents/guardians may recommend that their child be retained or accelerated by submitting a request in writing to the Principal. [EC 48980(c), 48070.5]

❖ **Gifted and Talented Education (GATE) Program**

The District offers formal testing each spring for students enrolled in 3rd grade and up, to determine eligibility for the GATE program. Parents/guardians may refer their child for GATE testing. Parents/guardian of students who have been identified as GATE must give permission for their child to participate in or be removed from the GATE program. Additional information regarding the GATE program is available in the office of the Assistant Superintendent of Educational Services, Travis Collier, at (310) 973-1300 ext. 50036.

❖ **English Learners Identification Notice [EC 313.2]**

Parents/guardians are to be notified by schools of their child's English proficiency status, using the English Language Proficiency for Assessments for California (ELPAC), and if their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner".



❖ Available Language Programs and Language Acquisition Programs

The Lawndale Elementary School District offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (*EC* Section 310[a]).

- **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content. *Education Code (EC)* sections 305(a)(2) and 306(c)(3).
- **Dual-Language Immersion (DLI) Program: Also referred to as Two-Way Immersion:** A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of Spanish, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Kindergarten and continues through eighth grade. *EC* Section 306(c)(1).

❖ How to Enroll Your Child in a Language Acquisition Program

Any family who wishes to enroll a student in Dual Immersion Kindergarten must submit an application during the application window (January - Feb.). Applications are available on our [web page](#) and at each school's main office during the application window. New enrollees in other grades or kinders who enroll after the application window should contact the English Learner Instructional Resource Teacher (ELIRT) at their site and fill out the application or interest form on the Dual Immersion program webpage

❖ How to Request the Establishment of a New Program at a School

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

To request a new language acquisition program, submit a verbal or written request to the office at your local school.



❖ About Language Acquisition and Language Programs

Program Type	Characteristics
Language Acquisition Program (English Learners)	<p>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</p> <ul style="list-style-type: none"> • Be designed using evidence-based research and include both Designated and Integrated English Language Development; • Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, 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 • Within a reasonable period of time, lead to: <ul style="list-style-type: none"> ✓ Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and ✓ Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state adopted academic content standards in that other language.
Language Program (non-English Learners)	<ul style="list-style-type: none"> • Language programs offer students who are not English learners opportunities to be instructed in languages other than English • May lead to proficiency in languages other than English



❖ Receiving and Tracking Parent Request

Each school maintains written records of parent requests (including verbal requests) which include:

- Date of request
- Parent and child names
- Description of request
- Grade level

5 CCR section 11311 requires that schools:

- Assist parents in clarifying their request
- Maintain records of each request for three years
- Accept requests from students enrolled for the current year as well as the following school year
- Monitor the number of parent requests for language acquisition or language programs on a regular basis throughout the year
- 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 is reached

❖ Reaching a Threshold

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 enrolled in a school, request the same or substantially similar type of a language acquisition or language program, the school responds by notifying the district office immediately and taking the following three actions:

Communication

- Within 10 school days of reaching a threshold described above, LESD notifies the parents of pupils attending the school, the school's teachers, administrators, and the LESD's English learner parent advisory committee (DELAC) and parent advisory committee (DPAC), in writing, of the parents' requests for a language acquisition program.

Cost and Resource Analysis

- LESD then identifies costs and resources necessary to implement any new language acquisition or language program, including but not limited to:
 - Certificated teachers with the appropriate authorizations
 - Necessary instructional materials
 - Pertinent professional development for the proposed program
 - Opportunities for parent and community engagement to support the proposed program goals



Determination

Having completed the costs and resource analysis, LESD determines, within 60 calendar days of reaching a threshold described above, whether it is possible to implement the requested language acquisition or language program. At that time, LESD provides notice, in writing, to parents of pupils attending the school, the school's teachers, and administrators of its determination.

- **Determination to implement a program at the school:**
 - In the case that the LEA determines it can implement the requested program, LESD creates and publishes a reasonable timeline of actions necessary to implement the program. As a part of the implementation, LESD confers with school personnel, including administrators, and teachers with the authorizations required to provide or oversee programs and services for English learners, regarding the design and content of language acquisition programs.
- **Determination not to implement a program at the school:**
 - In the case that LESD determines it is not possible to implement the program requested by parents, LESD provides a written explanation of the reason(s) why the program cannot be provided. Further, LESD may offer an alternate option that can be implemented at the school.

Each school follows the process described above, even if the district, at the time the threshold is met, provides the requested language acquisition or language program at another school.

Citations: EC sections 305 and 310; 5 CCR section 11311 and 11312.

❖ Parent and Community Engagement

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program from those listed above, please contact Dr. Julie Kane, Director of Special Projects, at julie_kane@lawndalesd.net to ask about the process.

An LEA may decide to provide notice to parents at additional times throughout the year. For example, many LEAs provide an additional notification in January or February to allow parents to choose programs for the following year. This provides valuable planning time for LEAs in advance of possible expansion of current programs and the possible implementation of new programs.

❖ California Healthy Youth Act [EC 51930-51939]

The purpose of the California Healthy Youth Act is to require schools to offer comprehensive, comprehensive, accurate, and unbiased sexual health and human immunodeficiency virus (HIV) prevention education at least once in middle school and once in high school to ensure that students are provided with the knowledge and skills necessary to protect them from the risks posed by sexually transmitted infections, unwanted pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to have healthy, positive and safe relationships and behaviors. Lawndale Elementary School District will provide instruction by District staff in comprehensive sexual health, HIV prevention education, and/or conduct assessments on student health behaviors and risks in the upcoming school year. Parents/guardians can:

Inspect written and audiovisual educational materials used in comprehensive sexual health and HIV prevention education.

1. Request in writing that your child not receive comprehensive sexual health or HIV prevention education (see page 32).
2. Request a copy of Education Codes 51930 through 51939.
3. Be informed if comprehensive sexual health or HIV prevention education will be provided by district staff or outside consultants.
4. When the district decides to use outside consultants or hold an assembly with guest speakers to provide comprehensive sexual health or HIV prevention education, it should be informed of:
 - a. The date of the instruction.
 - b. The name of the organization or affiliation of each guest speaker.
 - c. The right to receive a copy of Education Codes 5193, 51934 and 51938

❖ Animal Dissection

If your child chooses not to participate in animal dissection, and if the teacher believes that an appropriate alternative educational project is possible, the teacher may work with the student to develop and agree on an alternative educational project, providing your child with an alternative pathway. to obtain the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

❖ Surveys

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 the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent/guardian: 1) is notified in writing that this test, questionnaire, or survey is to be administered, 2) is given the opportunity to review the test, questionnaire, or survey, and 3) 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. [EC 51513, 51514]

❖ R.A.P. (Realizing Amazing Potential)

The R.A.P Program now offers before school (6:45 a.m.-8:30 a.m.) and after school programs (close of school to 6:00 p.m.) at all Lawndale Schools. Both the a.m. and p.m. programs include academic and enrichment activities and tutoring. The R.A.P. Program is free to all families. Enrollment limits vary from site to site. Notices about these programs will be sent out the first week of school. For more information, please call 310 973-1300 ext. 50107. Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact Thelma Gonzalez, Director of Student Support Services, at 310.973.1300 ext. 50128. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment. [EC 8482.6, 8483(e), 8483.1(e), 8483.95]

❖ Early Education Program

The Lawndale School District's Early Education Program provides the following school readiness programs for children ages 0-5 and their families: The State Preschool Program operates at all elementary schools, except Smith, and a classroom at the north end of Jane Addams MS. It provides center-based preschool classes for three- and four-year-olds. Most of the sites enroll 24 children in the morning class and 24 in the afternoon class. The program is free except for a small fee for meals. For more information, call (310) 644-8458. Transitional Kindergarten (TK) provides an important opportunity to give our younger students a better start in school. TK is the first year of a two-year kindergarten program that uses a curriculum that is age and developmentally appropriate. A child is eligible for TK if they will have their fifth birthday between September 2nd and December 2nd .

❖ Notice of Alternative Schools

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

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

In the event any parent, student, or teacher is interested in further information concerning alternative schools. The County Superintendent of Schools, the administrative office of the District, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

❖ Child Find System

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools in order to provide a free and appropriate education. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10) (A) (ii); 34 CFR 300.121]



❖ Special Education

Federal and State laws require that students with special needs (between the ages of 3 and 21) receive a free, appropriate education in the least restrictive appropriate environment; early intervention services are available for qualified “at-risk infants and toddlers.” Parents/guardians have the right to initiate a referral for services, to obtain an independent assessment at public expense, to participate in the development of an individualized education program, and to provide written consent for assessment and for special education services prior to the initiation of these services. Parents/guardians shall be provided written notice of parents’ rights and responsibilities, to include the right to receive a copy of the findings of an assessment and to participate in an individualized education program team conference to discuss such findings and recommendations. The District shall maintain procedures for the provision of all special education services available for public inspection. [EC 56301, 56389, 56380, 56506] After a referral to special education has been made, a written assessment plan must be presented to the parent/guardian within 15 calendar days. A notification of parent’s rights will be included with the written assessment plan. The written assessment plan shall be given in the primary language of the parent/guardian. The parents may request that the IEP (Individualized Education Plan) be translated into their primary language. [EC 56321] Both parents/guardians and the Lawndale Elementary School District have the right to electronically tape record IEP meetings. Proper notice must be given prior to recording these meetings. [EC 56321.5]

STUDENT RECORDS [EC 234.7, 49063, 49069.7]

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a student’s development and educational progress. Per State and Federal law, the District shall keep the following mandatory permanent records indefinitely: student’s legal name, date and place of birth, sex, enter and leave date each school year, subjects taken, marks or number of credits toward graduation, verification of or exemption from required immunization, date of high school graduation or equivalent, and parent’s/guardian’s name and address (including the student’s address if different, and the annual verification of residency for both the student and the parent/guardian). The District shall also keep the following mandatory interim records until three years after the student leaves or graduates, or their usefulness has ceased: log identifying persons or agencies who have requested or received information from the student record, health information, information on participation in special education programs, language training records, progress slips/notices, parental authorizations/restrictions/ waivers, rejoinders to challenged records, results of standardized tests administered within the past three years, expulsion orders, and independent study evaluation and findings. The District will protect the privacy of such records.

The Director of Student Services has been designated as the custodian of records at the district level, and at each school site, the principal shall act as the custodian of records for students enrolled at his/her school. The custodian of records is responsible for implementing the policies and procedures related to student records; in particular, he/she must protect the student and the student's family from invasion of privacy by ensuring only authorized persons may access student records. Access means personal inspection and review, request and receipt, and oral description or communication of any record. A log shall be maintained for each student's record which lists all persons, agencies, or organizations that have requested or received information from the records and the legitimate educational interest of the requester.

Parents/guardians have the right to:

1. Inspect and review the student's education record maintained by the school,
2. Request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. 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 professional responsibility. School officials and employees also include contractors, consultants, volunteers, or other parties to who the District has outsourced district functions and who perform services for which the District would otherwise use employees. Upon request from officials of another school, school system, or postsecondary institution in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

A student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order. Parents' request to access their student's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of the request to provide access to the records. Copies are available for parents at a cost of 10¢ per page. If you cannot afford the cost of copies and provide acceptable evidence of your inability to pay for the copies, they will be provided free of charge.

Any challenge to school records must be submitted in writing to the school principal or Director of Student Support Services. A parent/guardian challenging school records must show that the records are:

1. Inaccurate,
2. An unsubstantiated personal conclusion or inference,
3. A conclusion or inference outside the observer's area of competence,
4. Not based on the personal observation of a named person with time and place of the observation noted,
5. Misleading, or
6. In violation of the privacy or other rights of the student. You have the right to request that your written challenge be attached and included in the student's record. Parents/guardians have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

❖ Directory Information

“Directory information” means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes the student’s name, address, telephone number, email address, date of birth, major field of study, participation record in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended. Directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems as long as the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user

The primary purpose of directory information is to allow the school and the District to include this type of information from the student’s education records in certain school and/or District publication (e.g., honor roll or other recognition lists, annual yearbook, promotion programs, sports activity sheets showing weight and height of team members). Additionally, the District has determined that the following individuals, officials, or organizations may receive directory information: any school or District parent organization; school resource officers, LA County Department of Public Health; agencies that provide health screenings such as Vision to Learn and South Bay Children’s Health Center; and Lifetouch Photography. **You may have the District withhold any of this information by submitting a request in writing by September 30.** Written notification received after the date specified will be honored, but the student’s information may have been release in the interim. Directory information regarding student(s) identified as a homeless child or youth shall not be released unless a parent, or student given parental rights, has provided written consent that directory information may be released. Additionally, the District shall not include the directory information or the personal information of a student or the parent/guardian of a student in the minutes of a meeting of the Governing Board, except as required by judicial order or federal law, if the parent/guardian has provided a written request to the secretary or clerk of the Board to exclude his/her personal information or the name of his/her minor child from the minutes of a Board meeting. [EC 49061, 49073, 49073.2]

❖ Social Security Numbers

Local educational agencies are prohibited from collecting or soliciting social security numbers or the last four digits of social security numbers from students or their parents/guardians. [EC 49076.7]

❖ Nondiscrimination Statement

The Lawndale Elementary School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District’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, national origin, immigration status, ethnic group identification, age, religion, political beliefs, marital or parental status, pregnancy, 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 gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District 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.



❖ Educational Equity

All students, regardless of their immigration status or religious beliefs, have the right to a free public education. As such, the Lawndale Elementary School District:

1. prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status;
2. shall receive and investigate related complaints based on immigration status in accordance with its Uniform Complaint Procedures;
3. prohibits the collection of information or documents regarding the citizenship or immigration status of students or their family members unless required to administer a state or federal program;
4. requires reporting to the Governing Board any requests to gain information or access to a school site by an officer or employee of a law enforcement agency for immigration enforcement purposes; and
5. shall first exhaust parents'/guardians' instruction concerning a student's care in the emergency contact information in the parents'/guardians' absence and to avoid contacting Child Protective Services unless the District is unable to arrange for care based on parental instruction. The "know your rights" information regarding immigration-enforcement actions provided by the California Attorney General can be found in "Appendix C" of this document. [EC 234.7]

❖ Sex Equity: Title IX Notifications

The Lawndale Elementary School District is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who reports, files a complaint, testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a District compliance officer. For more information regarding Title IX and sex equity in education, please contact the Non-discrimination, Equity and Title IX coordinator, Dr. Lisa Cooper at (310) 973-1300 ext. 50059 or 4161 W. 147th St. Lawndale, CA 90260.

❖ Victim of a Violent Crime [20 USC 7912]

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact Thelma Gonzalez, Director of Student Support Services at 310-973-1300 extension 50128.

UNIFORM COMPLAINT POLICY AND PROCEDURE

LESD 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 our Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available on our website.

We are 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 and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- 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 Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

❖ Filing a UCP Complaint

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

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

❖ Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Lisa Cooper, Ed.D.
Assistant Superintendent of Human Resources
4161 West 147 Street
Lawndale, CA 90260
(310) 973-1300 EXT 50059
Lisa_Cooper@lawndalesd.net

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in LESD.

❖ Responsibilities of LESD

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the California Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations* (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

❖ Williams Complaint Policy and Procedures

Parents/guardians should use the District's Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks and instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from the School District Office. Parents/guardians, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns. [EC 35186]

Policies and procedures were adopted by the LESD Board of Trustees and include the following:

- (a) Williams Complaints shall be filed with the principal of the school or his or her designee, in which the complaint arises.
- (b) A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but not to exceed 10 working days, to the appropriate school district official for resolution.
- (c) Williams Complaints may be filed anonymously.
- (d) If a response is requested, the response shall be made to the mailing address of the complainant indicated on the complaint.
- (e) If Section 48985 of the EC is applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.
- (f) The school shall have a complaint form available for such Williams Complaints.
- (g) The Williams Complaints form shall identify the place for filing the complaint.
- (h) The Williams Complaints form will include a space to indicate whether a response is requested.
- (i) The complainant need not use the Williams Complaint form to file a complaint.
- (j) The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.
- (k) The principal, or, where applicable, district superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.
- (l) The principal, or where applicable, district superintendent or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if the complainant identifies himself or herself and requested a response.
- (m) The principal makes this report; the principal shall also report the same information in the same timeframe to the district superintendent or his or her designee.
- (n) A complainant who is not satisfied with the resolution of the principal or the district superintendent or his or her designee, has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the governing board.
- (o) The school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.
- (p) The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district.
- (q) The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.
- (r) The complaints and responses shall be available as public records.

A complainant who is not satisfied with the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of EC Section 17592.72, has the right to file an appeal to the SSPI within 15 Calendar days of receiving the report. The complainant shall comply with the appeal requirements of 5 CCR Section 4632.

Further information regarding District schools, programs, policies, and procedures is available at the Lawndale Elementary School District office.

SUPERINTENDENT

Virginia Castro, J.D. 310.973.1300 ext. 50002

GOVERNING BOARD

Cathy Burris * Bonnie J. Coronado * Adim Morales * Ann M. Phillips * Shirley Rudolph

Appendix A. Type 2 Diabetes Information Sheet

Developed by the California Department of Education (CDE) in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

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

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. 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 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 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 ▪ 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 fat levels

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. 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).

Types of Diabetes Screening Tests That Are Available

▪ Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes. ▪ Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test. ▪ Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes. ▪ Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes. 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.

References: American Diabetes Association Clinical Journal; Helping Children with Diabetes Succeed: A Guide for School Personnel; KidsHealth; Mayo Clinic; National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine; US Centers for Disease Control and Prevention

Appendix B. Statewide Testing California Assessment of Student Performance and Progress The California Assessment of Student Performance and Progress (CAASPP) is a system that includes a number of assessments that are administered each spring to students in grades 3 through 8. These tests were created specifically to gauge each student's performance and progress in English language arts, mathematics, and science. The assessments measure the skills called for by the standards, including the ability to write clearly, think critically and solve problems. CAASPP tests are given statewide and therefore provide an opportunity to measure the skills of all students against the same academic standards.

The CAASPP system consists of the following assessments:

- Smarter Balanced Assessments (SBAC) The SBA computer-based assessments are aligned with the new California State Standards (CCSS) in English Language Arts (ELA) and Mathematics and are administered in grades 3 through 8 to measure whether students are on track to college and career readiness.
- California Science Tests (CAST) The computer-based CAST measures student acquisition of the Next Generation Science Standards (NGSS) and is administered in grades 5 and 8.
- California Alternate Assessments (CAA) The computer-based CAA for ELA and CAA for mathematics are administered to students with the most significant cognitive disabilities in grades 3 through 8. Test items are aligned with the CCSS and based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades 5 and 8.
- California Spanish Assessment (CSA) California offers the optional online CSA, which is aligned with the California CCSS en Español. This assessment is for students in grades 4th and 7th in our Dual Immersion Schools and measures their performance and progress in Spanish.

A parent/guardian may annually submit to the District a written request to excuse his/her student from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. For more information or questions regarding the right to excuse a student from any or all part of the assessments administered, please contact the school principal.

- English Language Proficiency Assessment for California (ELPAC) The ELPAC is aligned with the new California English Language Development Standards. It consists of two separate English Language Proficiency assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.
- Physical Fitness Test (PFT) The PFT for students in California schools is administered in the spring. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades 5, and 7 take the fitness test which consists of identified areas of fitness such as aerobic capacity, strength and flexibility.

KNOW YOUR EDUCATIONAL RIGHTS

Your Child has the Right to a Free Public Education

- All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status.
- All children in California: – Have the right to a free public education. – Must be enrolled in school if they are between 6 and 18 years old. – Have the right to attend safe, secure, and peaceful schools. – Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation. – Have equal opportunity to participate in any program or activity offered by the school without discrimination. Information Required for School Enrollment
- Schools must accept a variety of documents from the student's parent/guardian to demonstrate proof of child's age or residency.
- Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment. Confidentiality of Personal Information
- Federal and state laws protect student education records and personal information.



These laws generally require that schools get written consent from parents/guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student “directory information.” If so, the school district must provide parents/guardians with written notice of the directory information policy and provide the option to refuse release of your child’s information. Family Safety Plans if You Are Detained or Deported
- You can update your child’s emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.
- You can complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child. Right to File a Complaint
- Your child has the right to report a hate crime or file a complaint to the school district if he/she is discriminated against, harassed, intimidated or bullied because of his/her actual or perceived nationality, ethnicity, or immigration status.

CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

You do not have to share the following information with school officials:

- You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
- You do not have to provide Social Security numbers (SSN) or cards.
 - When completing the “Free and Reduced-Price Meals” form, only provide the last four digits of the SSN of the adult household member who signs the application.
 - If the family meets the income eligibility requirements and no adult household member has a SSN, your child still qualifies. Check the “No SSN” box on forms where applicable, to ensure that applications are complete.
 - If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her SSN to qualify the student for free or reduced-price meals at school.
- When providing information for proof of a student’s residency or age, you do not have to use documents that could reveal information related to immigration status.

Take steps to protect student information:

- Ask for the school’s written privacy policies regarding student information.
- Review the school’s policy for “directory information”— which allows for public release of basic student information— and consider whether to opt out of releasing of that information.

Take steps to prepare for situations where one or more parents or guardians are detained or deported:

- Develop and keep in a safe place a “Family Safety Plan” that includes the following information:
 - Name of a trusted adult to care for your child if no parent or guardian can.
 - Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.).
https://www.lirs.org/assets/2474/bna_beinformed_safetyplanningtoolkit.pdf (example plan)
- Make sure that your child’s school always has current emergency contact information, including alternative contacts if no parent/guardian is available.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact: Bureau of Children’s Justice, California Attorney General’s Office P.O. Box 944255, Sacramento, CA 94244-2550 Phone: (800) 952-5225 ♦ E-mail: BCJ@doj.ca.gov <https://oag.ca.gov/bcj/complaint>