

ANNUAL NOTICE TO PARENTS/GUARDIANS

2017 - 2018 School year
Inglewood Unified School District
Dr. Thelma Meléndez de Santa Ana
State Administrator

This is the Annual Notice to parents or guardians of students enrolled in the Inglewood Unified School District. This notice, which is required by Education Code 48980, at the time of enrollment, provides important information pertaining to each student's enrollment, including rights and responsibilities of parents or guardians. Please carefully review this notice and contact the school principal for clarification or further information. If needed, additional copies of this notice are available at each school. The abbreviations at the end of each section refer to the Board Policy (B.P.) sections where you will find more information. Education Code reference material is also available at each school (student handbook, etc.).

ADMISSION

School Accreditation (EC § 35178.4)

Requires a school board to give official notice, at a scheduled meeting, if a school elected to be accredited by the Western Association of Schools and Colleges loses its accreditation status; also, requires to written notification to parent(s), guardian of pupils of the loss status and potential consequences. (*Added by AB 1725, Ch. 598, Statutes of 2001*)

Immunization Required for Admission (Education Code 46010.5) B.P. 5111.5141.33

The school district may not unconditionally admit any pupil, unless prior to his/her first admission, he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella and Hepatitis B, in the manner and with immunizing agents approved by the state department, except that all students who have reached the age of seven shall not be required to be immunized against pertussis or mumps. All children entering Kindergarten must be fully immunized against Hepatitis B. Effective July 1, 1999 all students entering 7th Grade.

Immunization Requirements (Education Code 46010.5)

The District is required to exclude pupils from attendance when immunization requirements are not met. Districts are to refer parents/guardians to the usual sources of medical services to obtain such immunization.

Admissions to School (Education Code 48000) B.P. 5111

- Kindergarten attendance is not required.
- Most students enter public schools in kindergarten provided they meet the age requirements.

Children with fifth birthdays on or before November 1st may be admitted the first month of school or later.

- Earlier admission is prohibited by Education Code 48210, which states, "children under age 6 are excluded from public schools" except as provided in this code.
- After 1 year of kindergarten or by turning age 6 on or before November 1st, the student has a right to be promoted to first grade, ref. Education Code 48011.

Admittance to First Grade from Kindergarten (Education Code 200)

It is the policy of the State of California to afford all persons in public schools, regardless of their sex, ethnic group identification, race, national origin, religion mental or physical disability, equal rights and opportunities in the educational institutions of the state. The purpose of this chapter is to prohibit acts, which are contrary to that policy, and to provide remedies therefore.

Establishing Residency (Education Code 48204(b)) B.P. 5111.1

Residency – EC 48200 and 48204 and 48204.3

A minor between the ages 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 pupil complies with residency requirements if his or her parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active military duty pursuant to an official military order. The school must accept enrollment applications by electronic means, and the parent must provide proof of residence within 10 days after the published arrival date provided on official documentation.

A pupil may also comply with the residency requirements for school attendance in a school district if he or she is any of the following:

- (1) *Placed within the boundaries of the school district in a regularly established licensed children's institution or licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.*
- (2) *A foster child who remains in his or her school of origin.*
- (3) *An emancipated youth who resides within the boundaries of the school district.*
- (4) *Living in the home of a caregiving adult that is located within the boundaries of the school district.*
- (5) *Residing in a state hospital located within the boundaries of the school district*
- (6) *Living with a parent or legal guardian at his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.*

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both parents and legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours

during the school week. *Once the student is deemed to comply with the residency requirements in this manner, the student does not have to reapply each year as long as at least one parent or legal guardian continues to be physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.*

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

ATTENDANCE

Attendance Options (Education Code 48980 (h))

The notification shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and special program options available on an inter-district and intra-district basis. This notification component also shall include description of all options, a description of the procedure for applying for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of appeals process available, if any, for parents denied change of attendance. Note: Section further requires State to produce explanation of existing statutory attendance options, include EC §§ 35160.5, 46600 *et seq.*, 48204(b), and 48300 *et seq.* and 48350 *et seq.* (Re-lettered by SB 512, Ch. 677, Statutes of 2005).

The school district will request that the parent or legal guardian provide reasonable evidence that a pupil meets the residency requirements for school attendance. If an employee of the school district reasonably believes that the parent or legal guardian has provided false or unreliable evidence of residency, the district may make reasonable efforts to determine that the pupil actually meets residency requirements. The Inglewood Unified School District has adopted a board policy regarding the process it follows for conducting investigations to determine whether a pupil meets the

residence requirements. A copy of the board policy can be obtained by _____

Grade Reduction, Loss of Academic Credit (Education Code EC § 48980 (j))

Requires annual notification to advise the parent that *no* pupil *may* have his/her grade reduced or lose academic credit for any absence or absences excused pursuant to EC § 48205, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of EC § 4820. (Re-lettered by SB 512, Ch. 677, Statutes of 2005)

Grade Reduction/Loss of Credit/Absences (Education Code 48205)

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

- (a) Notwithstanding Section 42800, a pupil shall be excused from school when the absence is:
- (1) Due to his/her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his/her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (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 his/

her religion, attendance at religious retreats, or 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 EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) *For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.*
- (b) 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.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

(Re-lettered by SB 71, Ch. 650, and Statutes of 2003).

**Compulsory School Attendance
B.P. 5113**

Every person between the ages of 6 and 18 years not exempted, must attend school full-time, ref. Education Code Section 42800.

These students may be exempted from the public school attendance:

- Students aged 16-18 who are attending a continuation school or ROC/P, ref. Education Code Section 48400 ET seq.
- Valid private schools, ref. Education Code Section 48222.
- Tutoring by a credential person.

**Truancy
B.P. 5113**

Truancy is 3 absences and/or 3 tardies, or any combination thereof.

An absence for truancy purposes is one without a valid excuse.

Tardies are defined as being absent, without a valid excuse, for more than 30 minutes at any time during the day.

A valid excuse for compulsory education means there exists a justifiable personal reason for being absent.

School districts are obligated to notify parents about a pupil's truancy, ref. Education Code Section 48260.5

Parents who willfully fail to respond to a truancy situation can be criminally charged and fined up to \$500 for 3 or more convictions, reference Education Code Section 48290 et seq.

**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. The text of EC 48205 is provided on page 3 .

**Arrest of Truants/School Attendance Review Boards
(EC 48263 and 48264)**

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a **habitual** truant may be referred to a School Attendance and Review Board (SARB).

**Absences for Religious Purposes
(Education Code 46014)
B.P. 6113**

Pupils may be excused from school to participate in religious exercises or to receive moral and religious instruction at suitable places away from school property designated by the religious group, church or denomination. This instruction shall be in addition and supplementary to the instruction in manners and morals required by the Education Code of California. These absences shall not be deemed absences for the purpose of computing daily attendance.

- each pupil excused under these provisions shall attend school at least the minimum school day
- no pupil may miss more than four days in any given month for such purposes
- prior written request for such absence is required.

Avoiding Absences, Written Excuses

Inglewood Unified 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 higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. 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.

**Excused Absences
(Education Code 48205)
B.P. 5113**

A student will be excused from school for justifiable personal reasons including, but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, or a conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal of a designated representative. A pupil absent from school under these conditions shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and upon satisfactory completion shall be given full credit therefore.

DISCIPLINE

**Duties of Pupils
5CCR Section 300**

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment, be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language.

**Report of Missing Children
(Education Code 49370)**

It is the intent of the legislature that specified persons, including school teachers, administrators, aides, playground workers and bus drivers, be required to report missing children to a law enforcement agency in a timely manner.

**Discipline Rules
(Education Code 35291, 35291.5,
35291.7)
B.P. 5114**

The rules for each school in the Inglewood Unified School District are on file with the governing board and in the principal's office at each school site. Any questions regarding site discipline rules should be directed to the site administrator. Individual school sites shall annually inform parents and students.

**Notice of Occurrence of a
Violent Crime**

(Education Code § 32281(e))

Provides that the principal or designee may send a written notice of the occurrence and general nature of a crime to each pupil’s parent or legal guardian, following verification with law enforcement of the occurrence of a violent crime on an elementary or secondary school site.

Formerly EC § 35294.1. (Renumbered by SB 719, Ch, 828, Statutes of 2003).

**Persistently Dangerous School, Victim of Violent Criminal Offense, Option to Transfer
20 USC § 7912**

NCLB requires district that has school identified as persistently dangerous to notify parents of each pupil attending school of the identification and offer pupils option to transfer to a safe school within the district. Notification regarding status of school and offer to transfer may be made simultaneously. Notification to be timely, e.g., within ten school days from date district learns school has been identified as persistently dangerous. Under 5 CCR § 11992, persistently dangerous defined as specified sum of firearm violations by non-pupils on school grounds or during school-sponsored activities plus expulsions for certain violations of EC § 48915(a) and (c) and § 48900.3 over course of three school years. A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact Pupil Personnel Services /Child Welfare and Attendance. (5 CCR § 11992 added by Register 2005, No. 25).

**Disaster preparedness
(Education code 32282.5)**

Requires the California Department of Education to electronically distribute disaster preparedness educational materials to school districts, and county offices of education in, at least, the three most dominant primary languages spoken by English learners in California.

**Attendance of Suspended Pupil’s Parent or Guardian for Part of School Day
(Education Code 48900.1)**

B.P. 5131

Districts may adopt board policy Authorizing teacher to require parent of pupil, suspended for violating EC § 48900 (i) or (k), to attend portion of school day in classroom. Parents to be notified of policy

prior to implementation. Note: If district adopts policy under EC § 35291, annual notification required under EC § 48980(a). Separate notification to parent required of principal under EC § 48900.1(c). (Amended by AB 2855, Ch. 895, Statutes of 2004). The following circumstances pertain:

- (a) suspension must be for offenses described in Education Code 48900 (i) or (k) on page 3.
- (b) attendance of parent is limited to the class from which the student is suspended.
- (c) Attendance may be required on the day the pupil is scheduled to return to class with or within a reasonable period of time thereafter.

**Appropriate Clothing and Grooming
(Education Code 35183)**

B.P. 5132

The Board of Education expects all students attending district schools to be suitably groomed and to wear clothing that is neat, clean safe and appropriate for school activities. Although the school is responsible for enforcing the dress code, it is the parent’s responsibility to make sure the students come to school properly groomed.

In keeping with this philosophy, the Board of Education specifically prohibits items of dress, which contributes to the following:

- 1) Gang Identification: such as, hairnets, bandannas, hats, spiked collars, belt buckles with gang symbol, and other gang type apparel.
- 2) Immodesty, such as, halter-tops, short shorts, see through blouses, and other items.
- 3) Criminal, immoral, anti-social behavior.
- 4) Profanity or abusive language.
- 5) Drug, alcohol, and tobacco use.
- 6) Lack of safety, such as jewelry or other paraphernalia that could cause injury.
- 7) Appropriate footwear must be worn at all times.

It is the responsibility of the school administration to determine the extent to which the dress disrupts the educational program as listed in items 1-7.

**Sun Protective Clothing
(Education Code 35183.5)**

Authorizes district to adopt reasonable dress code that requires pupils to wear a school-wide uniform or prohibits the wearing of gang-related clothing. EC § 35183.5 further requires school sites to allow for outdoor use during school day

articles of sun-protective clothing. Authorizes sites to set policy regarding type of clothing to be allowed. Further provides for the use of sunscreen by students during the school day, without a physician’s note or prescription. Authorizes school sites to establish a policy regarding the use of sunscreen.

Be advised that the Inglewood Unified School District has adopted mandatory school uniforms for all students in Grades K-8.

**Hazing Prohibited
(Education Code 32051)**

B.P. 5145.10

No student, or other person in attendance at any public institution shall inspire to engage in hazing, or commit any act that injures, degrades, or disgraces, or tends to injure, degrade or disgrace any fellow student or person attending the institution. Since now also basis for suspending or expelling pupil, recommend include in annual notification to parents and students regarding student behavior. (Amended by AB 1411, Ch. 21, and Statutes of 2003).

**Civility on School Grounds-CC 1708.9,
EC 32210**

Any person who willfully disturbs any public school or any public school meetings is guilty of misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$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 public attempting to enter or exit any public or private school grounds.

**Electronic Listening
or Recording Device
EC 51512**

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

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

The Inglewood Unified School District prohibits the use of electronic nicotine

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

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

**Electronic Signaling Devices
(Beepers)
(Education Code 48901.5)
B.P. 5131.6**

- a) No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment.
- b) The governing board of each school district shall take all steps it deems practical within existing resources to discourage pupils from possessing or using electronic signaling devices, except where the use of an electronic signaling device is essential for the health of a pupil. (Added Stats. 1988, Ch. 506)

**Firearms: Schools
(Penal Code, Section 626.9)
B.P. 5131.7**

Any person, except a peace officer, who brings or possesses a firearm upon the ground of any public school unless it is with the permission of the school authorities, shall be punished by imprisonment in the county jail for a period of not more than one year, a fine of not more than one thousand dollars (\$1000), or both such imprisonment and fine, or by imprisonment in the state prison for a period of not more than five years.

**Gun-Free School Zone
PC 626.9 and 30310**

Reorganizes those exceptions: deletes the exemption that allows a person to

carry ammunition or reloaded ammunition onto school grounds if the person is licensed to carry a concealed firearm. Creates an additional exception to that prohibition by authorizing a person to carry ammunition or reloaded ammunition onto school grounds if it is in a motor vehicle at all times and is within a locked container or within the locked trunk of the vehicle.

**Imitation Firearms
PC §§ 12550, 12556**

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. Changes effective September 20, 2004. (Added by SB 1858, Ch. 607, Statutes of 2004). Annual notification, under standards of conduct, recommended.

**Grounds for Suspension or Expulsion
(Education Code 48900)
B.P. 5114**

A pupil may not be suspended from school or recommended for expulsion unless the principal or the superintendent of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous objects, unless in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from the certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or any intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.

- (f) Caused, or attempted to cause, damage to school property or private property.
- (g) Stolen or attempted to steal, school property or private property.
- (h) Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) (1) Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in Kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in Kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm, a replica of a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery, as defined in section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely

to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation *or* transmission originated on or off the school site, by means of an electronic device, including, but not limited to,

a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:

(i) A message, text, sound, *video*, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who

was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) or (D), inclusive, of paragraph (I). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "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.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or 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.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.

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

Students in grades 4-12 are also subject to suspension or recommendation for expulsion for any of the following:

.2 Committed sexual harassment

.3 caused, or attempted to cause, threatened to cause or participates in an act of hate violence

.4 Intentionally harassed, threatened or intimidated a student or group of students to the extent of disrupting class work, creating disorder, and invading student rights by creating an intimidating or hostile educational environment

.5 Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct.

.7 Terrorist threat against a school official or school property.

Expulsion Appeal Written Request for Transcript (Education Code 48919)

County Board Rules on Appeal shall include a notice to appellant that a request to the district for a copy of a written transcript of the local hearing and

supporting documents shall be in writing. Added by AB 1721, Ch. 147, and Statutes of 2000.

**Reporting to Teacher
(Education Code 49079)**

Mandates notification to teachers regarding classroom pupils who have committed violations pursuant to EC § 48900, (except 48900(h), tobacco). Amended to include acts of pupils in violation of Sections 48900.2, sexual harassment; 48900.3, hate violence; 48900.4, harassment, threats. Intimidation; or 48900.7, terroristic threats against school officials, school property or both. Amended by AB29, Ch. 345, Statutes of 2000.

**Teacher Suspension
(Education Code 48910)
B.P. 5114**

- 1) A teacher may suspend any pupil from his/her class for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal for appropriate action. As soon as possible, the teacher shall ask the parent/guardian of the pupil to attend a parent/teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference if the teacher or the parent/guardian so requests. The pupil shall not be returned to the class from which he/she was suspended, during the period of the suspension, without the concurrence of the teacher and the principal. A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal for consideration of the suspension from the school.

**Suspension Procedure
(Education Code 48911)
B.P. 5114**

- a) The principal of the school may suspend a pupil from the school for the reasons enumerated in Section 48900 and pursuant to Section 48900.5 for no more than five consecutive school days.
- b) Suspension by the principal shall be preceded by an informal conference between the pupil, the principal or the principal's designee, and, whenever practicable, the teacher or supervisor

who referred the pupil to the principal. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence in his/her defense. (A principal or his/her designee may suspend a pupil without affording the pupil an opportunity for a conference, only if the principal or his/her designee determines that an emergency situation exists).

All laws and regulations surrounding the treatment of suspension and expulsion of the special education students are observed.

**Suspension by Principal
(Education Code 48900.5)
B.P. 5114**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when the 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 pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons property or threatens to disrupt the instructional process. (CEC 48900.5)

**Circumstances for Recommending
Expulsion
(Education Code 48915)
B.P. 5114**

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance, listed in Chapter 2 (commencing with Section 11053) of division 10 of the Health and Safety Code, except for either of the following:

- (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee
(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d) or (e) of Section 48900. A decision to expel shall be based on a finding of one 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 pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an

imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
 - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the school site attended by the pupil at time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, 48900.4, and either of the following:
 - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the

conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

- (g) As used in this section, “knife” means only any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

**Notification of Law Enforcement
Authorities If Student Commits Assault
with Deadly Weapon
(Education Code 48902)
Federal Gun – Free Act of 1994
B.P. 5114**

The chief administrative employee at a school shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, about any student possession of weapons and any acts of assault by a student with a firearm or other deadly weapon or instrument. Referral must be made to law enforcement. One (1) year expulsion is required.

**Report of Assault by the Pupil
Against School Employee: Failure and
Misdemeanor
(Education Code 44014)
B.P. 4120**

- a) Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted or menaced, by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of

such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred.

**Willful Damage to School Property;
Liability of Parent
(Administration Code Title V,
Section 305)
B.P. 5131.5**

Any minor who willfully, cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, is subject to suspension or expulsion, and the parent/guardian shall be liable for all damages so caused by the minor.

**Possession of Pepper Spray
B.P. 5131.7**

The governing board recognizes that students’ age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, to prevent potential misuse that may harm students or staff, students are prohibited from carrying such items on campus or at school activities.

**Laser Pointers:
Prohibitions on Sales
Possession and use
(Penal Code §417.27)**

Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. Although not a mandatory notification requirement, it is recommended that the provisions of PC §417.27 be included in annual notices related to student behavior and discipline.

ENROLLMENT

**Inter-district Open Enrollment
(Education Code 35160.5(b))
B.P. 5118**

Residents of the School District may apply to other schools that serve the same grade levels within the district. Information on each school within the District is provided on the District website. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area.

Open Enrollment Act

(Education Code 48350 et seq.)

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a “random and unbiased” process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

Education Code 48980(i)

It is the intent of the Legislature that the governing board of each district annually review the enrollment options available to the pupils within *its district* and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of California.

**Inter-District Enrollment
B.P. 5118**

The Board of Education allows parents/guardians who desire that their child attend outside the school district to file an application for a permit. The permit application shall be processed under the following reasons: 1) Continuing enrollment 2) child Care 3) Health & Safety (4) Sibling (5) Specialized Program (6) Parent Employment.

**Inter-District Attendance Agreement
(Education Code 46600)
B.P. 5118**

The parent or legal guardian of a pupil may seek release from the *school* district of *residence* 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. Unless otherwise specified in the agreement, a pupil will not have to reapply for an inter-district transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

A pupil who has been determined by personnel of either the *school district of residence or the district of proposed enrollment* to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for inter-district attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an inter- district attendance agreement.

District of choice – EC 48300 et seq.

Some school districts choose to become a district of choice that is a district that accepts transfer *pupils* from outside the district under the terms of a resolution. A

School board that decides to become a district of choice must determine ***and adopt*** the number of transfers it is willing to accept. ***Pupils are*** selected through ***an unbiased*** process, which generally means a lottery process, ***without consideration of their academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code section 200 (i.e., race, gender, religion, sexual orientation, etc.), and family income. A school district of choice must give priority for attendance in the following order: 1 siblings of children already in attendance in that district; 2) pupils eligible for free or reduced-price meals; and 3) children of military personnel. An application requesting transfer for the following school year must be submitted to the district of choice by January 1.*** A modified application process is available for ***children of*** relocated military personnel. A pupil attending a school in a district of choice complies with the residency requirements for school attendance.

**District Choice: Notice of Acceptance or Rejection
(Education Code § 48308)
B.P. 5118**

Provides for permissive notice (within 90 days of receipt by school district of choice of application for transfer) of provisional acceptance or rejection. In event of acceptance, notice may also be provided to school district of residence. **Formerly EC § 48209.9. (Added by AB 97, Ch. 21, Statutes of 2004).**

**Informational Hearings on Educational Program
(Education Code § 48302)**

Encourages school districts of choice to hold informational hearings on current educational programs district is offering to allow parents input on methods to improve current program and to make informed educational decisions. **Formerly EC § 48209.2. (Added and amended by AB 97, Ch. 21, Statutes of 2004).**

**Child Health and Disabilities Prevention Program
Health and Safety Code (HSC) Sections 124085, 124100 and 124105**

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not provide a waiver. Free health screening is available through the local health department.

HEALTH & SAFETY

**Notification of Pesticides
(EC § 48980.3)**

Notification to identify the active ingredient(s) in each pesticide product, an internet address on pesticide use and reduction developed under Food and Agricultural Code 13184 and provide an opportunity for staff and parents or guardians to register with the school if they wish to receive notification of individual pesticide applications at the school. To obtain a copy of all pesticide products and expected use at the school facility during the year, please contact the home school. **EC §17610.1** added in 2005 to prohibit application of certain pesticides on school sites. (AB 405, Ch. 566, Statutes of 2005). Added by AB 2260, Ch. 718, and Statutes of 2000.

Medication Regimen – EC 49423

The Parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or school principal of the medication being taken, the current dosage, and the name of the supervising physician with the consent with the school personnel regarding the possible effects of the medication on the pupil.

Inhaled Asthma Medication (Education Code 49423 – 49423.1)

Any pupil 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-injectable epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.

Administration of Epilepsy Medication EC 49414.7

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

Continuing Medication of Pupils (Education Code 49480) B.P. 5141.21

The parents or guardians of any public school pupil are required to notify the school of any continuing medication and shall inform the school nurse or other designated certificated school employee.

The following notifications are related to 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 or 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 (EC 49480).

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 (EC 49423).
4. As parent or 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 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. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

Physical Examination: Parent's Refusal to Consent (Education Code 49451) B.P. 5141.3

The parent or guardian of any child enrolled in the public schools may file annually with the principal of the school a statement in writing, signed by the parent or guardian, stating that they will not consent to a physical examination of their child. The child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Sight and Hearing Test (Education Code 49452) B.P. 5141.3

The school district shall provide for the testing of the sight and hearing of each pupil enrolled in the district. Vision and hearing tests shall take place every three years for students in grades K through 8th. Vision color discrimination testing is for male students.

Screening for Scoliosis (Education Code 49452.5) B.P. 5141.3

The school district shall, in addition to the physical examinations, provide for the screening of every female pupil in grade 7 and every male pupil in grade 8 for the condition known as scoliosis. The screening shall be in accord with standards established by the Department of Education.

Screening Pupils for Type 2 Diabetes Mellitus (Education Code 49452.6)

Requires district participating in pilot program to notify parent/guardian of any pupil suspected of being at elevated risk for developing type 2 diabetes mellitus. Notification to be culturally and linguistically appropriate and shall include, among other things, explanation of meaning of being at elevated risk. (Added by AB 766, Ch. 745, Statutes of 2003)

Fingerprinting EC 32390 and 48980(f)

Requires each school district that elects to provide a fingerprinting program under EC 32390 to inform parents or guardians of the program as specified in Section 32390.

Public Health, Oral Health Assessment (Education Code 49452.8)

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by **May 31st** of the pupil's first school year. (*AB 1433, Chapter 413, Statutes of 2006*).

Child Health and Disability Prevention (Health and Safety Code i24100) B.P. 5111

Requires that children entering Kindergarten must have received a health screening evaluation within one year before entering Kindergarten or first grade.

Confidential Medical Service (Education Code 46010.1) B.P. 5113

A November 2004, California Attorney General Opinion concludes that a district may not adopt a policy under which the district will notify a parent, nor may a district require a student obtain written parental consent prior to releasing student from school to receive confidential medical services. School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

**Insurance
(Education Code 49472)
B.P. 5143**

The school district may provide, or make available, medical or hospital service, or both, through nonprofit membership corporations defraying the cost of medical service or hospital service, or both, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils of the district arising out of accidents occurring while in or on buildings and other premises of the district during the time such pupils are required to be therein or thereon by reason of their attendance upon a regular day school of such district or while being transported by the district to and from school or other place of instruction, or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places. No pupil shall be compelled to accept such service without his/her consent, or if a minor, without the consent of his/her parent or guardian.

Such insurance may be purchased from, or such membership may be taken in, only such companies or corporations as are authorized to do business in California.

**Emergency Treatment for Anaphylaxis
EC 49414**

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 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. Recent changes to EC 49414 now require school districts to

provide epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

**Concussion and Head Injuries
(Education Code 49475)**

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 athletic programs 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 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 or guardian before the athlete's initiating 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.

**Sudden Cardiac Arrest
(EC 33479 et seq.)**

Each school year, before a pupil participates in an athletic activity governed by the California Interscholastic Federation (CIF), the school shall collect and retain a copy of the sudden cardiac arrest information sheet required by the CIF for that pupil. Before a pupil participates in an athletic activity not governed by the CIF, the pupil and the pupil's parent or guardian shall sign and return an acknowledgement of receipt and review of the information sheet posted on the California Department of Education's Internet Web site after July 1, 2017; until then, a sample information sheet is provided in the Annual Legal Notice.

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. In a school, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil 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.

**Insurance for Athletic Teams
(Education Code 32221.5)**

“Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally - sponsored health insurance programs. Information about these programs may be obtained by calling (310) 419-2700, Ext. 2767. (*AB 2684, Chapter 108, Statutes of 2006*).

**School Safety Plan
(EC 32280 et seq.)**

Each Inglewood Unified 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.*

**School Bus: Passenger Safety
(Education Code 39831.5)**

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of responsibilities of passengers seated next to an emergency exit.

**Tobacco Free Campus
(Education Code BPC 22950.5: HSC
104420, 104495, 104559)**

HSC 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

IMMUNIZATION

**Immunization Requirements
(Education Code 46010.5)
B.P. 5141.33**

The District is required to exclude pupils from attendance when immunization requirements are not met. Districts are to refer parents/guardians to the usual sources of medical services to obtain such immunization.

**Cooperation in Control of
Communicable Diseases and
Immunization of Pupils
(Health and Safety Code 49403)**

B.P. 5141.33

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met.

The school district cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school 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.

**Immunizations
HSC 120325, 120335, 120338, 120365,
120370, 120375**

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade.

The school 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.

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 must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized educational programs.

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.

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

- (a) All new students, in transitional kindergarten through grade 12, to the IUSD School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second immunizations for measles, mumps, rubella, and a pertussis booster vaccination.

Free- or low-cost immunizations for children are available at Curtis Tucker. Please call Student Support Services for information. Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at Student Support Services.

INSTRUCTION

**Home Instruction to Pupils with
Temporary Disability
(Education Code 48206.3; 48207; 48208)
B.P. 6183**

It is the primary responsibility of the legal guardian to notify a school district that he/she has a pupil with temporary disability residing in a hospital or a residential health-care facility located within the boundaries of that district. The district is then required to make arrangements for providing individualized instruction. A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Student Support Services for further information.

**Notices at Beginning of Term
(Education Code 48980 (a))**

At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 46014 and 48205. A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the

school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. Also, Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of *Division 1 of Title 1. (Amended by SB 71, Ch. 650, Statutes of 2003). Note: Former §§ 51240 and 51550 removed. Consolidated under § 51938.*

**Career Counseling & Course Selection
(Education Code 221.5)
B.P. 6000.4**

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in counseling sessions and decisions. (Note: § 221.5 was formerly § 40).

**College & Career Technical Education
(EC 51229)**

In order to attend a community college you need only be high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college.

www.ccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Student can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

Cal Grant Program-EC 69432.9

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

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted *by the October 1 deadline* to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent *or* guardian of a student under 18 years of age, may complete a form to indicate that he *or* she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent *or* guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself *or* herself out, and can opt in if the parent *or* guardian had previously decided to opt out the student. *Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year.*

**Harm or Destruction of Animals
(Education Code 32255)
B.P. 5147.71**

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may Work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

**AIDS Education
(Education Code 51201.5)
B.P. 6001.1**

- a) The school district shall ensure that all pupils in grade 7 to 12 receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in middle school and once in high school.

The Inglewood Unified School District shall provide the parent or guardian of each pupil in grades 7 to 12, with written notice explaining the purpose of AIDS prevention instruction. The notice shall specify that any parent or guardian may request that his/her child or ward not receive instruction in AIDS prevention.

**Comprehensive Sexual Health
Education: course criteria
(Education §51933)**

Requires school district that elects to offer comprehensive sexual health education to provide pupils with information on the law on surrendering physical custody of a minor child 72 hours old or younger pursuant to § 1255.7 of the HSC and § 271.5 of the PC

**Sexual Health and HIV/AIDS
Prevention Education Parent/Guardian
Notification
(Education Code § 51938)**

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect

their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

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

Parents or guardians May:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
3. Request a copy of Education Codes 51930 through 51939.
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants.
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction.
 - b. The name of the organization or affiliation of each guest speaker.

The District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration.

Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered. **(Amended by AB 1925, Ch. 323, Statutes of 2004).**

**Foster youth exemption from local graduation requirements
EC 48853, 49069, and 51225.2**

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school,

partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

**Graduation Requirements
(Education Code 51225.3)
B.P. 5128**

Requirements for graduation and alternative modes for completing the prescribed course of study are available for students, parents, and community at each of the high schools.

**Career Technical Education Course
(Education Code 48989(m))**

Requires a school district that elects to allow a career technical course to satisfy the graduation requirement imposed by EC 51225.3(a)(1)(E) to provide the following notifications:

1. Information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California.
2. A complete list of career technical education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

**Internet
(Education Code 448940)
B.P. proposed 6163.4**

The governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

Before using on-line services, the student and parent/guardian shall sign the district's

user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

The superintendent or designee shall establish administrative regulations governing use of the district's on-line services. He/she shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities. To ensure proper use of the system, students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

Commencing July 1, 1998, the notification shall include a copy of the written policy of the school district adopted, pursuant to Section 51870.5, regarding access by pupils to Internet and on-line sites. **(Re-lettered by SB 512, Ch. 677, Statutes of 2005).**

**Online Classroom Pilot Program
(Education Code 51705)**

Requires school site operating online course to develop policy addressing, among other things, procedure for obtaining informed consent from parent and pupil prior to enrollment. **(Added by AB 294, Ch. 429, Statutes of 2003).**

**Staff Development Days
(Education Code 48980(c))**

The notification advises the parents and guardians of all pupils attending a school within the district of the availability of the schedule of minimum days and pupil-free staff development days at the school, and if minimum or pupil-free staff development days are scheduled thereafter, the governing board shall notify parent and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

**Advanced Placement Examination Fees
(Education Code 48980(k))**

Requires annual notification to advise parent(s) or guardian(s) of the availability of state funds to cover costs of advanced placement examination fees pursuant to EC § 52244. **(Re-lettered by SB 512, Ch. 677, Statutes of 2005)**

**Education Code
(I)**

The Notification to the parent or guardian of a minor enrolled in any of grades 9 to

12, inclusive, also shall include the information requires pursuant to Section 51229.

**California High School Exit Exam
(Education Code 60850, 48980 (e))**

All California public school students, except eligible students with disabilities, must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. Students also must meet all other state and local graduation requirements. All students, including English Learners, will take the exam for the first time in grade ten. There are two parts of the CAHSEE. English language arts and mathematics. Students must earn a score of 350 or higher on each part of the CAHSEE to pass the exam. Students who do not pass the exam in grade ten will have more opportunities to retake the part(s) not passed in grades eleven and twelve. Students with disabilities who are eligible for the exemption must still take the CAHSEE in grade ten. This is due to federal laws and is not a condition of graduation. The following are the designated CAHSEE testing dates for the 2015-2016 school year (includes testing dates below).

**California High School Proficiency Exam
(5 CCR 11523)**

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. *The Certificate of Proficiency is equivalent to a high school diploma;* however, *it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.*

A pupil is eligible to take the CHSPE only if he or she meets one of the

following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>

**California High School Exit Exam
(Education Code 60840)**

The California High School Exit Exam (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

**CAHSEE Intensive Instruction and Services
(Education Code 37254)**

Requires school districts that receive intensive instruction funds under Education Code 37254 to ensure that all pupils who have not passed one or both parts of the CAHSEE by the end of grade 12 are notified in writing at the last known address before the end of each school term of the availability of intensive instruction services in sufficient time to register for or avail themselves of those services each term for two consecutive academic years. Students must also be notified in writing of their right to file a complaint pursuant to the district's Uniform Complaint Process. This notice must be posted in each school and district office and on the internet website of the school district. Further, the notice must comply with the translation requirements of *EC 48985*.

**School Accountability Report Card
(Education Code 35256, 35358)
B.P. 0510**

Content of report card defined under EC § 33126, as amended for 2006-2007, to include revised estimated expenditures per

pupil and types of services funded, e.g., personnel salaries; schools identified by governing board as having insufficient textbooks or instructional materials including percentage of pupils lacking sufficient standards aligned textbooks or instructional materials by subject area; and career technical education data measures, as specified. (EC § 33126 amended by SB 1108, Ch. 22, AB 1609, Ch. 354, and SB 687, Ch. 358, Statutes of 2005).

**School Accountability Report Card
(Education Code 33126 (c))**

States legislative intent that district make a concerted effort to notify parents of the purpose of the school accountability report cards, and ensure that all parents receive a copy of the report card; and to ensure that districts with internet access make copies of the report available through the internet. Further requires notification to parents that copy will be provided upon request. **Amended by SB 1632, Ch. 996, and Statutes of 2000. Also see EC § 33126, 32286 and 52056, 35256** for report card content requirements. Requires districts to publicize the report card, and notify parents or guardians that a hard copy will be provided upon request. Commencing with the 2008-09 school year, hard copies to be made available February 1.

**Alternatives for Students
(Education Code 58501)**

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 of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy
- (b) Recognize that the best learning takes place when students learn because of the desire to learn

In the event any parent, pupil, or teacher is interested in further information concerning alternative programs, the county superintendent of schools, the administrative office of the district, and the principal's office in each school may be contacted.

**Promotion/Retention of Pupils
(Education Code 48070.5)**

The district must provide parent notification as early in the school year as

practical when a pupil is identified as being at risk of retention.

**Parent Request to Establish Alternative Education
(Education Code 58502)**

The parent or guardian of any pupil may request the governing board of a school district to establish an alternative school program(s) in the district.

**United States Savings Bonds
(Education Code 48980(d))**

The annual notification may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States savings bonds.

PUBLIC RELATIONS

**California Attorney General
Opinion, June 1996
B.P. 1112.1**

School administrators may require members of the media to register their presence on campus and to comply with other conditions for interviewing student, observing an event, or examining a curriculum. School administrators may not require written parental permission before allowing members of the news media to interview students. Such interviews are matters of parental discretion.

**Disruptive Presence at School
(Penal Code, Section 626.8)
B.P. 1250**

a) Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without a lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities, or any specified sex offender who comes into any school building or upon any school ground or street, sidewalk, or public way adjacent thereto, unless such person is a parent/guardian of a child attending that school, or is a student at the school or has prior written permission for the entry from the chief administrative officer of that school, is guilty of a misdemeanor if he/she:

- 1) Remains there after being asked to leave by the chief administrative

official of that school or his/her designated representative, or by a person employed as a member of a security police department of a school district pursuant to Section 39670 of the Education Code, or a city police officer, or sheriff or deputy sheriff, or California Highway Patrol Officer, or

- 2) Re-enters or comes upon such place within 72 hours of being asked to leave by a person specified in paragraph (1); or
- 3) Has otherwise established a continued pattern of unauthorized entry.

**Loitering
(Penal Code, Section 653.g)**

Every person who loiters about any school or public place at or near which children attend or normally congregate and who remains at any school or public place at or near which children attend or normally congregate, or who re-enters or comes upon such school or place within 72 hours after being asked to leave, the chief administrative official of that school, or in the absence of the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his agent in performing this duty, or a city police officer, or sheriff or deputy sheriff, or California Highway Patrol officer, is a vagrant, and is punishable by a fine or not exceeding one thousand dollars (\$1000) or by imprisonment in the county jail for not exceeding six months, or by both such fine and imprisonment.

**Sexual Harassment
(Education Code 231.5)
B.P. 5145.4**

The Inglewood Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may

be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact IUSD. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Director of Student Support Services.

Definition includes unwanted sexual advances, or visual, verbal or physical contact of a sexual nature and many forms of offensive behavior and includes gender-based harassment of a person of the same sex. Examples include threats, jokes, cartoons, derogatory comments, touching, obscene letters, and graphic degrading words. **Although the text of §48980(g) references §212.6; §212.6 has been renumbered to § 231.5. (Re-lettered by SB71, Ch. 650, Statutes of 2003).**

Educational Code 201 (a)

- a) All pupils have the right to participate fully in the educational process, free from discrimination and harassment.
- b) California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity.
- c) Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution.
- d) There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools.
- e) There is an urgent need to teach and inform pupils in the public schools about their rights, as guaranteed by the federal and state constitutions, in order to increase pupils' awareness and understanding of their rights and the rights of others, with the intention of promoting tolerance and sensitivity in public schools and in society as a means of responding to potential harassment and hate violence.
- f) It is the intent of the Legislature that each public school undertakes educational activities to counter discriminatory incidents on school grounds and, within constitutional bounds, to minimize and eliminate a hostile environment on school grounds that impair the access of pupils to equal educational opportunity.

Education Code 212.5

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

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

**Megan’s Law, Release of Sex Offender Information
PC §§ 290 et seq.**

Information about registered sex offenders in California can be found on the California Department of Justice’s website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California. (**Penal Code § 290.4** amended by AB 1323, Ch. 722, Statutes of 2005).

SPECIAL EDUCATION

Education Code 56300 - Individuals with Exceptional Needs; Residence; Jurisdiction

Each district, special education local plan area, or county office shall actively and systematically seek out all individuals with exceptional needs, ages 0 through 21 years, including children not enrolled in public school programs, who reside in the district or are under the jurisdiction of a special education local plan area or county office.

Education Code 56300 - Child Find System; Policies and Procedures

Each district, special education local plan area (SELPA), or county office shall establish written policies and procedures

for a continuous child-find system, which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment.

**Procedural Safeguards
5CCR, 3030, 3309
B.P. 5146.1**

Any individual or public agency or organization may file a complaint with the Superintendent of Public Instruction alleging a matter, which if true, would constitute a violation by the public agency of federal or state law or regulation governing special education and related services. This may occur by writing or telephoning the State Department of Education, 721 Capital Mall, Sacramento, CA 95814, (Phone (916) 445-4037 Attention: Service Assurance/ Compliance Unit. Individuals with concerns are encouraged by the Inglewood Unified School District to contact the Director of Pupil Personnel Services to seek resolution.

**Suspension and Expulsion of Pupils with Exceptional Needs
(Education Code 48915.5)**

In a matter involving a pupil with previously identified exceptional needs who is currently enrolled in a special education program, the governing board may order the pupil expelled pursuant to subdivision (b) and (c) only if the board finds, based upon a determination by an individualized education program team, that the misconduct was not caused by the pupil’s identified handicap or by an inappropriate placement. However, a pupil with previously identified exceptional needs who is currently enrolled in a special education program, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense without a determination by an individualized education program team that the misconduct was not caused by the pupil’s identified handicap or by an inappropriate placement, if the principal or superintendent of schools determines that the pupil violated subdivision (a),(1,2) (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process. Requires 48 hours notice.

**Special Education
(Education Code 56300)
Effective July 1, 1998**

The Inglewood Unified School District is a member of the Southwest Special

Education Local Plan Area (SELPA) that provides a full continuum of program options to meet the educational and service needs of individuals with exceptional needs in the least restrictive environment.

A pupil that shall be referred for special education instruction and services only after the resources of the general education program have been considered and, where appropriately utilized.

**Pupils with Exceptional Needs Placed in Group Homes
(Educational Code 56341.2)**

Requires school district, SELPA, or county office to invite to IEP team meeting representative of group home for pupil with exceptional needs placed in group home, as defined, by juvenile court under **WIC §§ 300, 601, or 602. (Added by SB 464, Ch. 413, Statutes of 2003).**

**Services to Students
(Education Code 56040)
B.P. 0430**

Every individual with exceptional needs, who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instruction, services, or both, at no cost to his/her parents, or, as appropriate, to him/her.

**Individuals with Disabilities Education Act (IDEA)
B.P. 0430**

Requires districts to inform parents of Federal law, which requires that a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils.

**Special Education: Assessment Plan, Parental Rights
Education Code 56321
B.P. 5146**

Requires 15-day notice prior to conducting special education assessment or assessment review. Requires notification of parents’ rights to be included. Primary language or parent or other mode of communication is required.

**Special Education: Electronic Recording of IEP
(Education Code 56321.5)
B.P. 5146.1**

Requires notification listed in Ed. Code 56321 to include the right to electronically record the proceedings of IEP meetings.

**Special Education: Assessment, Due Process
Education Code 56329
B.P. 5146**

Requires, as part of assessment plan for special education evaluation, notice to parent that upon completion of assessment an IEP team meeting will be held to discuss the assessment, the educational recommendations, and the reasons for the recommendations; and that parent entitled to obtain, at public expense, independent educational assessment. **Notice to also include right to have in-class observation of pupil, as specified. (Amended by SB 145, Ch. 368, Statutes of 1993).**

**IEP Notification: Expulsion Request for Special Education Pupil
(Education Code 48915.5)
B.P. 5114.1**

Requires 48 hours prior notification of IEP meeting; or that the meeting will be held without parent participation unless parent requests a postponement of up to three days. Stipulates parent must receive written notice or intent to conduct a pre-expulsion assessment and requires parent to make pupil available without delay.

STUDENT RECORDS

**Suspension and Expulsion: Pupil Records
(Education Code 48201)**

Requires a school district to which a pupil is transferring to request, from the district of last enrollment, any records of acts committed that resulted in suspension or expulsion. Upon receipt of this information, the district shall inform the pupil's teacher(s) of the suspension(s) or expulsion(s) including the acts committed. Added by AB29, Ch. 345, Statutes of 2000.

**Directory Information
(Education Code 49073)**

The Inglewood Unified School District directory information includes the following: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. No information may be released to private profit-making entity other than employers, prospective employers, and representatives of the news media,

including, but not limited to newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. **Directory Information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.**

Note: Where applicable, schools are reminded to notify parents of new Federal requirements under "No Child Left Behind," that requires the release of specified directory information on students to military recruiters. Such notification shall include "opt out" options, related to the release of a student's name, address and telephone number.

District regulations regarding the release of directory information is contained in Board Policy No. 5125 (f) and is available in the district administration office and/or in each principal's office. **(See tear-off).**

**Withholding of Grades, Diplomas
And Transcripts
(Education Code 48904)**

The parents or guardian of a minor are liable to the school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand.

Any school district or private school whose real personal property is loaned to a pupil and willfully not returned upon demand of an employee of the district.

Any school district may, after affording the pupil his/her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until pupil or parent pays for damage.

**Parents' Legal Rights to Access Records
(Education Code 49063)
B.P. 4125, 5125.3**

The following are the legal rights of parents in regard to access to their children's records. A parent or legal guardian who has legal custody of a student has the right to:

- (a) view (your) student's records within five days of (your) request. (Education Code 49069)
 - (b) include a written response to any disciplinary action recorded in the file (Education Code 49072)
 - (c) approve the release of the records to others (Education Code 49075)
 - (d) notify the school district on what directory information is not to be released (Education Code 49073)
 - (e) challenge the information in a record if you believe it to be inaccurate, unsubstantiated, a conclusion drawn by a person outside his/her area of competence or if the observation time and place are not included (Education Code 49070).
 - (f) a school district is not authorized to permit access to pupil records to any person without written parental consent or under judicial order except that which is stated (Education Code 49076, 49076.5)
 - (g) Information concerning a student shall be furnished in compliance with a court order or a lawfully issued subpoena. (Education Code 49077).
- Details on challenging a record are available in each school.

**Social Security Number
EC 49076.7**

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

**Access to Student Records
(Education code 49069)**

CEC § 49063, 49069, 34 CFR § 99.7, 20 USC § 1232g. Requires the school district to notify parents in writing upon initial enrollment and annually at the beginning of the school year of their rights concerning pupil records. Notice to take a form which reasonably notifies parents of the availability of the following specific information:

- a. The types of records and information contained therein which are directly related students and maintained by the institution

- b. The position of the official responsible for the maintenance of each type of record
- c. The location of all official pupil records if not centrally located and the availability of qualified certificated personnel to interpret records, if requested.
- d. The location of the log or record required to be maintained pursuant to Section 49064.
- e. The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 4076.
- f. The policies of the institution for reviewing and expunging those records.
- g. The right of the parent to access pupil records.
- h. The procedures for challenging the content of pupil records.
- i. The cost if any which will be charged to the parent for reproducing copies of records.
- j. The categories of information which the institution has designated as directory information pursuant to Section 49073.
- k. The right of the parent to file a complaint with the United States Department of education, Family Policy Compliance Office, concerning an alleged failure by the district to comply with the provisions of FERPA (20 USC § 1232g).
- l. The availability of the prospectus prepared pursuant to Section 49091.14. Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact your school site for a copy of the prospectus.

The notice to be, insofar as is practicable, in the home language of the pupil.

Note: CEC 49069 was amended this year to require production of records upon request within five business days rather than five calendar days. (AB 2871, Chapter 583, Statutes of 2006).

**Release Juvenile Information
WIC 831**

Only if a court order is provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court.

**Disclosure of Student Information for
Marketing Purposes**

20 USD 1232h

Notification to offer parents an opportunity to opt pupils out of participation in the activity. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

STUDENT WELFARE

**Equal Opportunity
(Title IX Educational Amendments Act
of 1972)**

The Inglewood Unified School District is committed to providing equal opportunities in all educational programs, activities, and employment practices.

No student or employee shall, on the basis of sex, race, color, national origin, or handicap, be subject to any discrimination, or denied access to, or denied benefits from, any educational program, activity, or position as defined by the Title IX of the Educational Amendments Act of 1972. Contact the Director of Pupil Personnel Services, regarding suspected Title IX violations.

Title IX – EC 221.61

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact: Director of Student Support Services at 401 S. Inglewood Avenue, Inglewood, CA 90301 or (310) 680-

5122, and/or visit [Web page with Title IX information].

**Rehabilitation Act of 1973, Section 504
Handicapped Pupils
Reasonable Accommodation
B.P. 5146.4**

Persons with handicaps must receive equal treatment and free appropriate education. Requires notice of non-discrimination on basis of sex, handicap, race, color, national origin, or lack of English skills. Notice must include availability of reasonable accommodation for handicapped pupils. Section 504 Compliance Coordinator is the Director of Student Support Services.

**Title VI, Civil Rights Act of 1964 and
Title IX, Educational Amendment Act
of 1972
Discrimination**

The Inglewood Unified 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, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics. 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 are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination, harassment, intimidation, or bullying was first obtained. For a complaint form or additional information, contact: Inglewood Unified School District.

**Homeless Youth Education
42 US 11432**

Requires school district homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Notification may address:

1. Liaison contact information.
2. Circumstances for eligibility (*e.g.*, living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).
3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
4. Right to education and other services (*e.g.*, to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).

**Foster Pupils
(Education Code §§ 48850 et seq.)**

Requires district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

**Free Lunches
(Education Code 49520)
B.P. 3542.3**

Free and reduced priced lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through your school site.

**Child Abuse and Neglect Reporting
PC 11164 et seq.**

The Inglewood Unified 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 and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting Human Resources (310) 419-2750.

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 pupils, and maintain proper and appropriate conditions conducive to learning.

**Child Abuse Prevention Training
Program - WIC 18976.5
B.P.**

Programs provided for the prevention of and assistance to victims of child abuse and their families, shall allow parents the right to refuse to allow their children to participate in such a prevention program.

**Uniform Complaint Policy and
Procedure
EC § 234.1, 32289, and 49013
(5 CCR, 4622)**

The Uniform Complaint procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure

to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; **2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex. Sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;** **3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;** **4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics;** and **5) unlawful imposition of pupil fees for participation in educational activities in public schools; and (6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3;** **7) *noncompliance with physical education instructional minutes at specified grade levels;*** **8) *inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education;*** **9) *noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students;*** and **10) *failure to reasonably accommodate lactating pupils.***

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to District office who will coordinate an investigation and response within 60 *calendar* days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the

District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 *calendar* days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in Section 4650 of Title 5 of the California Code of regulations exists, including cases in which the District has not taken action within 60 *calendar* days of the date the complaint was filed with the District. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Student Support Services for additional information or assistance.

EC § 32289 authorizes filing of Uniform Complaint for noncompliance with school safety planning requirements of Title IV of the NCLB (20 USC § 7114(d) (7)). (Added by AB 2885, Ch. 272, and Statutes of 2004).

Supplemental Uniform Complaint Procedure (Williams)

EC § 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or 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 mis-assignments. 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 at District office. Parents, 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. Note: The California School Board Association recommends that districts keep EC § 35186 procedure separate from existing Uniform Complaint Procedures. (**EC § 35186 amended by AB 831, Ch. 118, Statutes of 2005**)

Asbestos Management Plan (40CFR)

B.P. 3514

Parents and employees are hereby notified of updated school asbestos management plans. The Inglewood Unified 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 the home school.

Signs at Entrance (Penal Code 627.6)

B.P. 1250

Each school site entrance has posted signs at every entrance setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Parents' Rights Education 51100-51102

Family Involvement

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Rights of Parents and Guardians to Information, Mutually Supportive Partnership between Parents and Educators EC § 51101

Provides parents and guardians have the right to be informed by the school and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.

- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

Annual notification recommended. (**Amended by AB 2525, Ch. 896, Statutes of 2004**)

Rights of Parent and Guardians Who Lack English Fluency EC § 51101.1

Requires district to take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English, are properly notified in English and in their home language under EC § 48985 (15 percent rule), of the rights and opportunities available to them. Rights include being given any required written notification, under any applicable law in English and the pupil's home language under EC § 48985. Encourages schools with substantial number of pupils with a home language other than English to establish parent centers with staff that can communicate with the parents or guardians. (**Amended by AB 2525, Ch. 896, and Statutes of 2004**).

Notices to Parents or Guardians in Languages Other than English Education Code § 48985

- (a) *If* 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census date submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.
 - (b) Pursuant to subdivision (b) of Section 64001, the department shall monitor adherence to the requirements of subdivision (a) as part of its regular monitoring and review of public schools and school districts, commonly known as the Categorical Program monitoring process, and shall determine the types of documents and languages a school district translates to primary language other than English, the availability of these documents to parents or guardians who speak a primary language other than English, and the gaps in translations of these documents.
 - (c) Based on census data submitted to the department pursuant to Section 52164 in the preceding fiscal year, the department shall notify a school district, by August 1 of each year, of the schools within the school district, and the primary language other than English, for which the translation of documents is required pursuant to subdivision (a). The department shall make that notification using electronic methods.
 - (d) The department shall use existing resources to comply with subdivisions (b) and (c).
- (AB 680, Chapter 706, Statutes of 2006).*

Title I – 20 USC 6311, 34 CFR 200.61

Requires the school district, at the beginning of each school year, to notify the parents of each student attending any school receiving Title I funds that they may request, and the district will provide on request (and in a timely manner),

information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

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

Program Improvement 20 USC 6316

Requires identified for Program improvement under the No Child Left Behind Act to promptly notify parents or guardians of students enrolled at the school of the following:

- 1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state.
- 2. The reasons for the identification.
- 3. An explanation of what the school is doing to address the problem of low achievement.
- 4. An explanation of what the district or state is doing to help the school address the achievement problem.
- 5. An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement.
- 6. An explanation of the option to transfer to another district school or charter school or to obtain supplemental educational services.

Schools required to provide supplemental educational services must annually notify parents/guardians of:

- 1. The availability of supplemental educational services.
- 2. The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies.
- 3. The identity of approved providers that are accessible through technology, such as distance learning.

- 4. The services, qualifications and demonstrated effectiveness of each provider.
- 5. The procedures and timelines that parents/guardians must follow to select a provider.

Note: Additional information and resources regarding supplemental educational services can be found on the California Department of Education website:

<http://www.cde.ca.gov/ta/ac/ti/supplemental.asp>

Title I, Reauthorization of Elementary Secondary Education Act, HR1, No Child Left Behind Act of 2001

Requires districts that receive funds to notify parents of children in schools that fail to meet requirements as specified in the act.

Classroom Observing

Parents and guardians of student’s enrolled in public schools have the right to visit their child’s classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing

Parents have the right to request a conference with their child’s teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

Student Attendance

Parents have the right to be notified, in a timely manner, if their child is absent from school without permission.

Student Testing

Parents have the right to be notified of their child’s performance on standardized and statewide tests and the school’s ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests).

School Selection

Parents have the right to request that their child be enrolled in any school in the

district. The district is not compelled to grant the request.

Safe School Environment

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Curriculum Materials

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Records

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a prompt response from the school district about their questions.

Standards

Parents have the right to receive information regarding the academic standards their child is expected to meet.

School Rules

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations. (*In accordance with Section 48980*)

Psychological Testing

Parents have the right to receive information on all psychological testing recommended for their child.

Councils and Committees

Parents have the right to participate as a member of a parent advisory committee, school-site council or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Policy Development

Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment, including but not limited to:
 - Monitoring school attendance
 - Monitoring homework completion
 - Encouraging participation in extracurricular activities
 - Monitoring and regulating television viewing
 - Planning and participating in activities at home supportive of classroom activities
 - Volunteering at school
 - Participating in decision-making processes at school

Beyond High School

Students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education. Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The age requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- a. An English class every semester of every year for four years.
- b. A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- c. Two years of a laboratory science beyond the ninth grade. An additional year is recommended.

- d. Two years of history-social science, which are to include U.S. government, world history, culture, and geography.
- e. Two years of the same language other than English.
- f. Two years of college preparatory electives in addition to those required "a-e" above.
- g. One year of visual and performing arts, effective for the entering class of 2003.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your child's high school counseling office can provide the testing dates and locations.

Resources and Information

To obtain information on parents' rights or family involvement issues, contact the Educational Partnerships Office, California Department of Education, 721 Capitol Mall, Sacramento, CA 95814 or call 916-657-5342.

District Procedure 1312.4: Complaints Concerning Categorically Funded Programs

This procedure applies to the filing, investigation and resolution of a complaint regarding an alleged violation by the district of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination.

I. Scope of Complaint Procedure

This procedure applies to the following programs administered by the State Department of Education.

- a. Adult basic education established pursuant to Education Code. Sections 8500-8538 and 522500-526165
- b. Consolidated categorical aid programs as listed in Education Code. Section 64000(1)
- c. Migrant education established pursuant to Education Code. Sections 54440-54445
- d. Vocational Education established pursuant to Education Code. Sections 52300-52380;
- e. Child care and development programs established pursuant to Education Code. Sections 8200-8493;
- f. Child nutrition programs established pursuant to Education Code. Sections 49490-49560; and

- g. Special Education programs established pursuant to Education Code Sections 56000-56885 and 59000-59300.

This procedure also applies to Complaints, which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, and any program or activity conducted by the district.

II. Persons Who May File Complaint

A complaint may be filed any individual, including a person's duty authorized representative or an interested third party, public agency, or organization. Individuals who may file complaints include district students, employees, and parents or guardians.

III. Retaliation; Confidentiality

A complainant shall be protected from retaliation as a consequence of filing a complaint. The identity of a complainant alleging discrimination shall remain confidential, as appropriate.

IV. Compliance

The superintendent or his designee shall ensure that the district complies with the provisions of this procedure.

V. Filing a Complaint; Timelines

For other than discrimination complaints, any individual, public agency or organization may file a written complaint with the Public Information Office, alleging a matter which, if true would constitute a violation by the district of a federal or state law or regulation governing any of the programs list above.

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he/she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to prohibited discrimination shall be filed with the Pupil Personnel Services, not later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination. A complainant may file a written request for an extension of time, for filing a complaint of

unlawful discrimination, with the State Superintendent of Public Instruction.

VI. District Investigation

Within sixty (60) days from receipt of the complaint, an investigation of the complaint and a written decision shall be prepared. This time may be extended by written agreement of the complainant.

The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, and district representative, or both, and district representatives to present information relevant to the complaint. The investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint or to question each other or each other's witnesses.

The district's decision shall be in writing and sent to the complainant within sixty (60) days from receipt of the complaint.

The decision shall contain the findings and disposition of the complaint, including:

- Corrective actions if any;
- The rationale for such disposition;
- Notice of the complainant's right to appeal the district's decision to the State Superintendent of Public Instruction; and
- The procedures to be followed for initiating an appeal to the department.

VII. Appeal to State Superintendent of Public Instruction

Any complainant(s) may appeal a district decision to the State Superintendent of Public Instruction by filing a written appeal with the Superintendent within fifteen (15) days of receiving the district decision. The complainant shall specify the reason(s) for appealing the district decision. The appeal shall include:

- a. the original complaint;
- b. a copy of the district decision;
- c. a summary of the nature and extent of the investigation conducted by the district, if not covered in the decision;
- d. a report of any action taken to resolve the complaint;
- e. a copy of this complaint procedure; and

- f. such other relevant information as the Superintendent may require.

Legal Reference:

**Title 5 California Code of Regulations
Section 4600-4671**

Procedure adopted: February 23, 1994



KEY TO CODE SECTIONS

SCCR	Title 5, California Code of Regulations.
40 CFR	Codes of Federal Regulations. Title 40
EC	California Education Code
FERPA	Family Education Rights and Privacy Act of 1974
HSC	Health and Safety Code
IDEA	Individuals with Disabilities Education Act
WIC	Welfare and Institutions Code
B.P.	Board Policy - Inglewood Unified School District

ARMED FORCES INFORMATION EXEMPTION FORM 2017-2018
For Seniors (Grade 12) Only

The Board of Education of the Inglewood Unified School District has approved the release of names and addresses of graduating seniors to the Armed Forces. If you do not want this information released, please fill out and return the Armed Forces Information Exemption form below.

Return this part if you want to withhold name and address from release to the Armed Forces. (This decision is optional)

Pupil Name: _____ Date of Birth: _____ School: _____
Last Name First Name Mid. Initial

Signature of Parent/Guardian (or pupil if 18 years or older) _____

Cut off and mail to: Director, Pupil Personnel Services, Inglewood Unified School District, 401 S. Inglewood Avenue, Inglewood, California 90301
CUT HERE

DIRECTORY INFORMATION EXEMPTION FORM 2016-2017

Directory Information E.C. 49073)

Parents and adult pupils are advised that any or all of the following items of directory information relating to a pupil WILL NOT be made public if the "Directory Information Exemption" form, below, is completed and returned to the Director of Pupil Personnel Services, Inglewood Unified School District. Directory information consists of pupil's birthdate, address, telephone number, e-mail address, major field of study, participation in officially recognized activities and sports, dates of attendance, weight and height of members of athletic teams, degrees and awards received, and the most recent previous public or private school attended by the pupil. Recipients of directory information include: approved grantors of honors and non-financial awards, news media, accredited colleges and universities, present or potential employers of students enrolled in work experience/work study programs. California Interscholastic Federation, Parent-Teacher organizations, federal, state, and local agencies in pursuit of their duties involved with health, safety and welfare. Parents have the right to file complaints regarding district procedures affecting rights of privacy with the Department of Health, Education, and Welfare in Washington, D.C.

Return this part only if you want directory information withheld (This decision is optional)

Do not release directory information for:

Pupil Name: _____ Date of Birth: _____ School: _____
Last Name First Name Mid. Initial
School; _____ Grade: _____ Date: _____

Signature of Parent/Guardian (or pupil if 18 years or older) _____

Cut off and mail to: Director, Pupil Personnel Services, Inglewood Unified School District, 401 S. Inglewood Avenue, Inglewood, California 90301
CUT HERE

ALL PARENTS PLEASE SIGN BELOW, DETACH AT DOTTED LINE AND RETURN TO YOUR CHILD'S SCHOOL

Please complete, sign and promptly return this acknowledgment that you have received and read this ANNUAL LEGAL NOTICE. Parents or guardians will be notified separately of school-sponsored programs or activities requiring parental consent to participate.

Pupil Name: _____ Date of Birth: _____ School: _____
Last Name First Name Mid. Initial
School; _____ Grade: _____ Date: _____

Home Address _____ Home Phone: _____

This is to acknowledge receipt of the Inglewood Unified School District Annual Notice to Parents/Guardians:

Parent/Guardian Signature Date

Return to the School Principal