

# Parent Opening Packet Forms Checklist

2023-2024 School Year

## **THIS PACKET MUST BE DONE FOR EVERY STUDENT, EVERY YEAR!**

If you have more than one student attending Canyon, you only need to fill out one packet, with the exception of the LAUSD Student Emergency Form, which is needed for every individual student.

For safety and compliance, it is critical that the office receives all of the required items listed below filled out with parent/guardian signature no later than Friday, August 25, 2023. The file is a PDF so you will need to print it out to complete it. If you have trouble printing the forms, please notify the staff in the main office and we will be happy to provide a hard copy for you.

Please print out this checklist and check off the forms as you complete them. Please be sure to indicate your child's name on each of the forms. Forms can be emailed to [jaclyn.arabia@lausd.net](mailto:jaclyn.arabia@lausd.net), dropped in the mail slot at the main office or returned to your child's teacher. Please call the school office at (310) 454-7510 with any questions.

Below you will find the following documents that need to be completed and returned to us by Friday, August 25, 2023.

### Opening Packet Documents to Return to School

- LAUSD Emergency Information Form (one per child)
- #LAUSD Information Release Form
- Canyon Media Release
- #LAUSD Responsible Use Policy
- Canyon Computer Use Policy
- Canyon Digital Device/Cell Phone Policy
- Student Housing Questionnaire (RETURNING students only)
- Annual Pesticide Use Notification
- More than a Meal Household Income Form (new)
- Beyond the Bell Application (Grades 2-5)
- Carpool Line Sign (print for all drivers and place on passenger side dashboard)

**The Following are documents that you are asked to complete online:**

- ❑ Parent Portal Registration [PCSS / Parent Portal Parents](#) (for new families or those who did not fulfill this requirement during the 2022-2023 school year). -
- ❑ *New Families: Membership Toolkit Registration*  
[https://canyoncharter.membershiptoolkit.com/open\\_forms](https://canyoncharter.membershiptoolkit.com/open_forms)  
Returning Families: Please log in to your existing account and verify that your information is up to date.
- ❑ LAUSD Volunteer Information (Must be done annually for ALL volunteers.) *Completed online at [volunteer.app.lausd.net](http://volunteer.app.lausd.net).*
- ❑ Booster Volunteer Interest Form  
<https://docs.google.com/forms/d/e/1FAIpQLSfwpbsYUtwcbdboe3JAZ17zISg0qNMvrWP6OD9RhtzGGhcG0w/viewform>

**The Following are documents are for your information and do not need to be returned.**

- Canyon Calendar Key Dates
- Canyon School Closures and Early Out Days
- Financial Responsibility for Damaged Property
- Every School Safe: Blueprint for Safety
- STAR After School Program Information
- Orchestra Program Information
- School Attendance Guidelines
- Section 504 Procedural Safeguards
- Title IX and Non-Discrimination Notices
- CHAMP
- FERPA Notification
- Notice of Privacy Practices



## LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT EMERGENCY INFORMATION FORM

**Parent Information:** Please fill out completely and sign where indicated. In a major emergency, it is school district policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home. Please complete electronically or print clearly and return completed form to school.

STUDENT'S LAST NAME		FIRST NAME		CHOSEN OR PREFERRED NAME (if different)		M.I.		STUDENT'S LAST NAME																														
BIRTH DATE		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NON-BINARY		GRADE		HOME LANGUAGE																																
STUDENT'S HOME ADDRESS -- NUMBER		STREET		APT #		CITY			ZIP CODE																													
MAILING ADDRESS -- NUMBER <small>(IF DIFFERENT FROM ABOVE)</small>		STREET		APT #		CITY			ZIP CODE																													
PARENT'S / LEGAL GUARDIAN'S LAST NAME		FIRST NAME		RELATIONSHIP TO STUDENT		LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No		STUDENT'S FIRST NAME																														
WORK ADDRESS -- NUMBER		STREET		CITY		ZIP CODE																																
CONTACT NUMBERS		Indicate which phone to call for each message type:*				EMAIL ADDRESS:																																
HOME	EMERGENCY		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																																	
CELL	ATTENDANCE		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																																	
WORK	GENERAL INFO		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																																	
TEXT			<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.																																			
PARENT'S / LEGAL GUARDIAN'S LAST NAME		FIRST NAME		RELATIONSHIP TO STUDENT		LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No		MIDDLE INITIAL																														
WORK ADDRESS -- NUMBER		STREET		CITY		ZIP CODE																																
CONTACT NUMBERS		Indicate which phone to call for each message type:*				EMAIL ADDRESS:																																
HOME	EMERGENCY		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																																	
CELL	ATTENDANCE		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																																	
WORK	GENERAL INFO		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																																	
TEXT			<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.																																			
<p><i>To the principal: In case you are unable to reach me during any emergency, you are authorized to contact and, if necessary, release my child to any of the following:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">NAME</td> <td style="width: 25%;">RELATIONSHIP</td> <td style="width: 25%;">HOME PHONE</td> <td style="width: 25%;">CELL PHONE</td> <td style="width: 25%;">WORK PHONE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME</td> <td>RELATIONSHIP</td> <td>HOME PHONE</td> <td>CELL PHONE</td> <td>WORK PHONE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME</td> <td>RELATIONSHIP</td> <td>HOME PHONE</td> <td>CELL PHONE</td> <td>WORK PHONE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>									NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE						NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE						NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE					
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE																																		
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE																																		
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE																																		
<p><b>List any other family members attending this school:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">LAST NAME</td> <td style="width: 25%;">FIRST NAME</td> <td style="width: 10%;">HOME ROOM</td> <td style="width: 10%;">GRADE</td> <td style="width: 30%;">RELATIONSHIP</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>LAST NAME</td> <td>FIRST NAME</td> <td>HOME ROOM</td> <td>GRADE</td> <td>RELATIONSHIP</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>									LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP						LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP															
LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP																																		
LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP																																		
<p><b>MILITARY CONNECTED FAMILY:</b> In efforts to provide resources and support to military connected students and their families, please respond to the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td style="width: 35%;">Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td style="width: 30%;">Military Branch: _____</td> </tr> <tr> <td>Relationship to Student: _____</td> <td colspan="2">Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased</td> </tr> </table>									Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO	Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Military Branch: _____	Relationship to Student: _____	Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased																									
Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO	Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Military Branch: _____																																				
Relationship to Student: _____	Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased																																					
<p><b>AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT</b></p>																																						
<p>The undersigned, as parent/legal guardian of, _____ a minor, <i>(Print name of the student here)</i></p> <p>hereby authorizes the principal or designee, into whose care the student has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist. It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the Los Angeles Unified School District ("District") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization is given in accordance with Section 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to the District. I understand that the District, its officers and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/guardian.</p>																																						
<p><b>HEALTH ALERTS -- List any medical condition which restricts physical activity or requires special attention. Include conditions such as asthma and allergies such as peanut and bee stings. If none, please indicate "none".</b></p>																																						
<p>DOES THE STUDENT HAVE HEALTH INSURANCE? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO* If "Yes": <input type="checkbox"/> Private Health Insurance <input type="checkbox"/> Medi-Cal <input type="checkbox"/> Healthy Families</p>																																						
<p>MEDI-CAL / HEALTHY FAMILIES ID Number: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1. PRIVATE HEALTH INSURANCE NAME</td> <td style="width: 15%;">GROUP NO.</td> <td style="width: 33%;">2. PRIVATE HEALTH INSURANCE NAME <small>(If covered under more than one plan)</small></td> <td style="width: 19%;">GROUP NO.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>									1. PRIVATE HEALTH INSURANCE NAME	GROUP NO.	2. PRIVATE HEALTH INSURANCE NAME <small>(If covered under more than one plan)</small>	GROUP NO.																										
1. PRIVATE HEALTH INSURANCE NAME	GROUP NO.	2. PRIVATE HEALTH INSURANCE NAME <small>(If covered under more than one plan)</small>	GROUP NO.																																			
NAME OF DOCTOR / MEDICAL OFFICE				PHONE NUMBER OF DOCTOR / MEDICAL OFFICE																																		
<p><small>*If the student currently does not have health insurance, information on free or low-cost health care programs is available by calling the District's toll-free HELPLINE 1(866)742-2273.</small></p>																																						
<p><b>MY CHILD IS ALLERGIC TO THE FOLLOWING MEDICATIONS:</b> _____</p>																																						
<p><b>MY CHILD CURRENTLY TAKES THE FOLLOWING MEDICATIONS:</b> _____</p>																																						
<p>I CERTIFY THAT I HAVE READ AND UNDERSTOOD THIS FORM AND DO HEREBY GIVE MY AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, AND THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE AND CORRECT.</p>																																						
<p><b>X</b> SIGNATURE OF: _____ (CHECK ONE) <input type="checkbox"/> PARENT <input type="checkbox"/> LEGAL GUARDIAN <input type="checkbox"/> CAREGIVER (AFFIDAVIT)</p>						<p>DATE _____</p>																																

\* Selected telephone number must be a direct dial number (no extensions).



LOS ANGELES UNIFIED SCHOOL DISTRICT  
2023-2024 PARENT/STUDENT HANDBOOK

**INFORMATION RELEASE FORM**

Parents of students 17 years or younger and adult students 18 years or older may request to limit the release of student directory information or to not release directory information at all. Pursuant to California Education Code Section 49073, the District has identified the following categories of information as student directory information that may be released to authorized individuals, organizations, and officials: *name, address, phone number, date of birth, current and most recent previous school(s), dates of attendance, and degrees, honors, and awards received.* The law also provides for 12th grade student names, contact information, student ID, graduation date, and GPAs to be shared for college financial aid applications.

The request to limit or withhold student directory information is applicable only to the current school year and must be submitted annually. If you wish to limit or prevent the release of student directory information, please complete and sign this form and return a copy to your school principal by **Friday, November 17**. If this form is not completed, signed, and returned to your school principal, your child's directory information may be released in accordance with Federal and State law.<sup>1</sup>

SCHOOL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Student Name (please print):	Date of Birth:	Grade:
Address:	City:	
Zip Code:	Telephone Number:	

1. I request to withhold directory information of the student named above according to the box(es) I check below:

<p><b>For each authorized official or organization listed below, please place a check mark in the box if you do <u>NOT</u> want to release student directory information.</b> <i>If you do not want any student directory information released to any authorized individual, organization, or official, then please skip to item 5 on this form.</i></p>	<p>Do NOT Release ANY Student Directory Information</p>	<p><i>The District has identified the following as student directory information:</i>  <i>Name, address, phone number, date of birth, current and most recent previous school(s), dates of attendance, and degrees, honors, and awards received.</i></p>
Elected Officials		
L.A. County Department of Children and Family Services		
L.A. County Department of Health Related Services		
L.A. County Department of Mental Health		
L.A. County Department of Probation		
L.A. Unified School-based Health Care Providers		
L.A. Trust for Children's Health		
Parent Teacher Student Association (PTSA)		

2. The following applies to **1st grade students only**:

I do **not** want to release the name, date of birth, address, phone number, or current school of the student named above to the L.A. City Housing + Community Investment Department (HCIDLA), which manages Opportunity L.A.'s Children's Savings Account initiative for establishing a **free** education savings account with an initial \$50 deposit for each enrolled LAUSD first-grade student.

3. The following applies to **11th and 12th grade students only**:

I do **not** want to release the name, address, or telephone number of the student named above to the agency or agencies I check below:

- United States Armed Forces (Military) Recruiting Agencies
- Colleges, Universities, or other Institutions of Higher Education

4. The following applies to **12th grade students only**:

I do **not** want to release the name, date of birth, school, or degree of the student named above to the National Student Clearinghouse, which provides the District with college enrollment information of alumni so that the District can continue to improve college readiness of current LA Unified students.

5. The following applies to **ALL students**. Check this box if you do not want any directory information released:

For the student named above, I do **not** wish to have **any** directory information released to **any** individual, organization, or official in any of the above categories.

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

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

<sup>1</sup> Under Federal and State law, school districts may share student directory information with authorized individuals, organizations, and/or officials.



Los Angeles Unified School District
Parent/Guardian Publicity Authorization and Release

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program.

1. Name of Pupil (please print)

[Text box for Name of Pupil]

2. Birthdate (please print)

[Text box for Birthdate]

3. Name of Parent (please print)

[Text box for Name of Parent]

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

My signature shows that I have read and understand the release and I agree to accept its provisions.

4. Signature of Parent/Guardian

[Text box for Signature]

5. Date Signed

[Text box for Date Signed]

6. Address (Number, Street, Apartment Number)

[Text box for Address]

7. City

[Text box for City]

8. State

[Text box for State]

9. Zip Code

[Text box for Zip Code]

10. Telephone

[Text box for Telephone]

Granting of permission is voluntary. Please return completed form to school.

11. Principal

[Text box for Principal]

Approved as to form by the Office of the General Counsel.

12. School

[Text box for School]

This form shall not be amended without written approval of both the Office of the General Counsel and the Office of Communications/Public Information



# MEDIA RELEASE FORM

## FOR CANYON BOOSTER AND CLASSROOM WEBSITES

---

**THROUGHOUT THE SCHOOL YEAR, PARENTS, TEACHERS AND ADMINISTRATORS WOULD LIKE TO PHOTOGRAPH OR VIDEO STUDENTS PARTICIPATING IN SCHOOL ACTIVITIES. THE MEDIA PRODUCED MAY BE DISPLAYED ON THE CANYON CHARTER WEBSITE OR CLASSROOM WEBSITES. THE PHOTOGRAPHS/VIDEOS WILL HIGHLIGHT SCHOOL ACTIVITIES AND STUDENT PARTICIPATION, AND AS SUCH, YOUR CHILD'S LIKENESS MAY BE DISCLOSED TO OTHER STUDENTS, PARENTS, STAFF AND THE PUBLIC WHO MAY VISIT THE WEBSITE.**

### LEGAL LANGUAGE

*If you agree to give permission to have your child's image used, please indicate your agreement and sign below. By signing, you as the parent or guardian, grants Canyon the right to make visual and/or audio recordings and use still images of student during enrollment at Canyon Charter School. In addition, you give consent for the image to be used as described above, without restrictions as to alterations and without compensation to you or those under your parental care or guardianship. You also agree that the media will constitute the sole property of Canyon School parents or legal guardians further agree to waive any and all claims against Los Angeles Unified School District and/or it's officers, agents or employees arising from, or relating to the use or reproduction of the media by Canyon School and Los Angeles Unified School District.*

I **do** agree to allow my child's image to be used for the purposes stated above.

I **do not** agree to allow my child's image to be used for the purposes stated above.

Name of Parent/Guardian (please print) \_\_\_\_\_

Name of Child(ren) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Los Angeles Unified School District

### Responsible Use Policy (RUP) for District Computer Systems Information for Students and Families

---

#### **Purpose**

The purpose of the District's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of, or access to, sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalECPA). Furthermore, the RUP clarifies the educational purpose of District technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network or sensitive information.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email. Users understand that the District has the right to take back possession of District equipment at any time.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

#### **Student Responsibility**

*By initialing and signing this policy, you acknowledge that you understand the following:*

**\_\_\_\_\_ I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communications.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

**\_\_\_\_\_ I am responsible for keeping personal information private.**

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all District security policies.

**\_\_\_\_\_ I am responsible for my passwords and my actions on District accounts.**

- I will not share any school or District usernames and passwords with anyone or directly or indirectly allow another person to use them.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.





## Los Angeles Unified School District

### Responsible Use Policy (RUP) for District Computer Systems

#### Information for Students and Families

---

**\_\_\_\_\_ I am responsible for my verbal, written, and artistic expression.**

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

**\_\_\_\_\_ I am responsible for treating others with respect and dignity.**

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable.

**\_\_\_\_\_ I am responsible for accessing only educational content when using District technology.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

**\_\_\_\_\_ I am responsible for respecting and maintaining the security of District electronic resources and networks.**

- I will only use software and hardware that has been authorized by the District.
- I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

**\_\_\_\_\_ I am responsible for taking all reasonable care when handling District equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to District equipment.

**\_\_\_\_\_ I am responsible for respecting the works of others.**

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

#### **Consequences for Irresponsible Use**

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see [BUL-6399.1, Social Media Policy for Students.](#))



**Los Angeles Unified School District**  
Responsible Use Policy (RUP) for District Computer Systems  
Information for Students and Families

---

**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts.

Users are responsible for any charges incurred while using District devices and/or the network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school and for ensuring that the student abides by the Responsible Use Policy when using District equipment or the District network.

**Summary:**

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

**Instructions:**

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

*I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.*

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal  
Guardian Name: \_\_\_\_\_Parent/Legal  
Guardian Signature: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

*Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.*

CANYON CHARTER SCHOOL  
**COMPUTER USE AGREEMENT**

Canyon Charter has fortunately been able to acquire technology in the form of laptops, tablets, and Chromebooks. In order to assure that students gain the most benefit from these devices and that they last for several years, the Digital Learning Committee and Administration have come up with a User Policy for proper use of the devices. The following is the User Policy for proper use of school-owned devices:

Procedures for checkout from cart and use of laptop computer:

- Once a student checks out a laptop from the cart, he/she is responsible for the proper care and use of the laptop.
- Device use, including all Internet searches, must be for **educational purposes only**.\*
- Students in grades 1<sup>st</sup>-5<sup>th</sup> have individual @mymail.lausd.net accounts to work on classroom related assignments as well as to sign in to online programs (G Suite for Education, Typing Club, Benchmark Assessments etc). *\*Accounts are not personal accounts*
- Students should never share their usernames or passwords with fellow students. Students should never use someone else's account. Parents and teachers have access to their child's account to be able to monitor student activities.
- Computer settings may not be modified. (Do not change wallpaper backgrounds, "themes" on Chrome Browser, add extensions without permission, or visit websites that are not approved by teacher).
- Should a device become damaged due to student neglect, parents will be responsible for the market price of parts and cost of labor. \*Neglect: Dropping a device due to holding the device above shoulder level, not using two hands to hold the device, walking around the class while the device is open (laptops), incorrect connecting and disconnecting of headphones, as well as physical damage to device.
- Failure to abide by the Computer Use Policy expectations may result in a student's access to digital hardware/software being limited.

Please sign and return to your child's teacher as soon as possible.

Thank you,  
Nicole Sheard, Principal

**My child and I have read the Laptop Policy. We understand and will abide by the usage policy for the laptop computers and hardware/software on campus.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Grade

## **Canyon Digital Device Policy**

*Effective August 20, 2019*

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment. We ask that you allow your child to bring a cell phone only if absolutely necessary. There are phones available at school until 6:00pm each day that can be used in the event of an emergency. If you do choose to send your child to school with a cell phone, please discuss this policy with your child(ren) so there is a clear understanding of the expectations.

Cellular phones, while permitted on campus, are subject to usage restrictions. **All phones must be turned off and not visible from the time the child arrives on campus until 4:00pm** when the office closes. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recess and lunch. Cell phones must be kept in backpacks throughout the instructional day. **Cell phones that are visible or audible during the instructional day will be confiscated.**

After school hours, students may use cell phones only for purposes of phone calls or communicating with a parent/guardian or caretaker. Students found to be using cell phones for games, taking pictures or videos, social media, YouTube or any other web related content, will have their cell phone confiscated.

Cameras, smart watches, video games, and all other electronic devices are prohibited.

If a student violates the cell phone policy, they will have the following consequences:

- **First Infraction** - Students will have their cell phone taken away and returned at the end of the day.
- **Second Infraction** - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- **Third Infraction** - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

Canyon Charter School and the Los Angeles Unified School District are not responsible for lost, damaged or stolen phones.

---

Please tear off and return to your child's teacher

- We have read and will adhere to the Canyon Charter School's **Digital Device Policy**. We understand that cell phones must not be visible from the time a student enters campus until after 4:00pm. We also understand that Smart Watches are also not permitted during the school day.

---

Print Student Name

---

Student Signature

---

Parent Signature

---

Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

ATTACHMENT

**STUDENT HOUSING QUESTIONNAIRE (SHQ)**

The McKinney-Vento Homeless Assistance Act, part of Every Student Succeeds Act (ESSA), entitles all school-aged children experiencing homelessness access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to enrollment, attendance, and academic success of students experiencing homelessness. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Office at (213) 202-7581.

Student First Name:		Student Last Name:		Date of Birth:	Gender:
Local District:	School:	Campus/Site:	Grade:	Student District ID:	
Address:		Apt#:	City:	Zip Code:	
Parent/Guardian Name:			Contact Number:		
Is the student: (check all that apply): <input type="checkbox"/> a parenting teen? <input type="checkbox"/> an unaccompanied youth? <input type="checkbox"/> a runaway?					
Has the student transferred schools any time after completing the second year of high school? Yes No					
If yes, forward a copy of SHQ to school's academic counselor for AB1806 eligibility.					



**Is the student currently living in one of the Nighttime Residence options listed below?**

YES  NO



If you answered "NO" to this question, please STOP and sign below. If you answered "YES", complete the remainder of the form.

**CHECK (✓) ONE OF THE NIGHTTIME RESIDENCE OPTIONS THAT BEST DESCRIBES YOUR CURRENT LIVING SITUATION DUE TO THE LOSS OF HOUSING:**

<input type="checkbox"/> Shelter (ex. Homeless, Domestic Violence...etc) Name: _____	<input type="checkbox"/> Motel or Hotel Name: _____
<input type="checkbox"/> Garage (unconverted)	<input type="checkbox"/> Car, trailer, or campsite
<input type="checkbox"/> Temporarily in another family's house or apartment	<input type="checkbox"/> Temporarily with an adult that is not the parent or guardian
<input type="checkbox"/> Transitional Housing Program Name: _____	<input type="checkbox"/> Trailer/motor home on private property
<input type="checkbox"/> Other places <u>NOT</u> designated for or ordinarily used as a regular sleeping accommodation for human beings Explain: _____	

**Is the student in need of services?**  YES  NO

If yes, please check the services being requested.

Backpack/School Supplies  Hygiene Kits  Transportation Assistance \*

\*If you are requesting transportation assistance, please read and sign the affidavit below:

I need assistance from LAUSD, as I have no alternate means to deliver my child to school. I agree to have my child attend school every day and on time. I also agree to notify the District if our situation changes or we no longer require this assistance. I understand that my child must meet the eligibility criteria for transportation assistance and I must comply with sign-in and supervision requirements.

If transportation is denied, the School-Site Homeless Liaison will be notified. Parent/Guardian can appeal.

Parent/Guardian's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Is the student in need of a referral for additional resource(s)?**  YES  NO

If yes, please check the referral(s) being requested.

Clothing Assistance: Shoes, Clothing, Uniforms  Tutoring  Housing Referrals  Assistance for a Parenting Teen

\*\*\*Designated School Site Homeless Liaison must conference with family to facilitate the requested referral(s)\*\*\*

Your Designated School Site Homeless Liaison is:

Name	Title	Phone	E-mail
------	-------	-------	--------

Do you have other preschool and/or school aged children in the home?  YES  NO

If yes, please complete an additional SHQ. All sibling(s) must have an SHQ on file at their school site.

**AFFIDAVIT-** By signing this form, I declare under penalty of the laws in the State of California that the foregoing is true and correct. In addition, I understand that the District reserves the right to verify the above listed residence information.

Signature of Parent/Legal Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL PLEASE NOTE:**

- ✓ Upon completion, please fax to (213) 580-6551 OR scan and email SHQ to your corresponding Local District: [shqldc@lausd.net](mailto:shqldc@lausd.net), [shqldc@lausd.net](mailto:shqldc@lausd.net), [shqldnc@lausd.net](mailto:shqldnc@lausd.net), [shqldnw@lausd.net](mailto:shqldnw@lausd.net), [shqlds@lausd.net](mailto:shqlds@lausd.net), or [shqldw@lausd.net](mailto:shqldw@lausd.net)
- ✓ SHQ **MUST** be kept in a **CONFIDENTIAL** file, which is separate from the permanent student record (this form must NOT be placed in the cumulative file).

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
2023-2024 ANNUAL PESTICIDE USE NOTIFICATION**

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

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

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

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



**PARENT/GUARDIAN REQUEST FOR NOTIFICATION 2023-2024**

- I would like to be notified every time a pesticide application is to take place at my child's school (i.e., in addition to annual notification). I understand that the notification will be sent home with my child or provided to me by a school staff member at least 72 hours before application. (Exception: Emergency circumstances that warrant an immediate response).
- I do not need to be notified every time a pesticide is to take place at the school. I understand that I will receive an annual notification in the Parent Student Handbook, or by other means of pesticides approved for use at schools.

Child's Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Room Number: \_\_\_\_\_

Name of Parent/Guardian (print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Site Administrator**

**File the original in the Main Office.** If the above "I would like to be notified" box is checked, forward a copy of this notice via school mail to the IPM Program Coordinator.

**Maintenance and Operations Branch Office  
333 South Beaudry Ave., 22<sup>nd</sup> Floor  
Attn: Richard Avendano, IPM Program Coordinator**





Los Angeles Unified School District  
**BEYOND THE BELL BRANCH**  
**BEFORE AND AFTER-SCHOOL PROGRAM**  
**APPLICATION/AGREEMENT**

*For Staff Use Only*

<b>DISTRICT ID NUMBER</b>									
_____									
<b>SCHOOL YEAR</b>									
_____									

SCHOOL OF ATTENDANCE: \_\_\_\_\_

Program Applying for: <i>(Only check one)</i>			OTHER PROGRAMS
BEFORE-SCHOOL	AFTER-SCHOOL		Name of Program _____
Ready-Set-Go! (RSG) <input type="checkbox"/>	Youth Services <input type="checkbox"/>	Grant Funded Program (ASES/21 <sup>st</sup> CCLC/ASSETs) Name of Program _____ <input type="checkbox"/>	

**APPLICANT**

PRINT NAME CLEARLY    *FIRST*    *M.I.*    *LAST*    \_\_\_\_\_    DATE OF BIRTH    *MONTH*    *DAY*    *YEAR*    \_\_\_\_\_    GRADE    \_\_\_\_\_

STREET ADDRESS    \_\_\_\_\_    APT #    \_\_\_\_\_    CITY    \_\_\_\_\_    ZIP CODE    \_\_\_\_\_

**PARENT(S)/GUARDIAN(S)**

PARENT'S/GUARDIAN'S NAME	PARENT'S/GUARDIAN'S NAME
PRINT NAME: <i>FIRST</i> <i>M.I.</i> <i>LAST</i> _____	PRINT NAME: <i>FIRST</i> <i>M.I.</i> <i>LAST</i> _____
PHONE NUMBER (MAIN)    _____    PHONE NUMBER (OTHER)    _____	PHONE NUMBER (MAIN)    _____    PHONE NUMBER (OTHER)    _____
EMAIL ADDRESS    _____	EMAIL ADDRESS    _____

**EMERGENCY CONTACT/RELEASE INFORMATION** *(provide a minimum of two contacts)*

#1: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(S)	ADDRESS (STREET CITY ZIP)
#2: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(S)	ADDRESS (STREET CITY ZIP)
#3: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(S)	ADDRESS (STREET CITY ZIP)

• I/We authorize the Beyond the Bell Before/After-School Program (BASP) to contact, and if necessary, release my child to any of the above individuals listed as an Emergency Contact/Release Information. The above listed individuals must be 18 years or older.

• I/We give my permission for my child to be filmed or photographed. I understand that all film or photos are the sole property of the BASP, and may be used in displays to the public, to publicize the program, or for printed materials published by and/or for the BASP.

• I/We hereby consent to the disclosure of personally identifiable information from my child's education records under the Family Educational Rights and Privacy Act and allow for the Los Angeles Unified School District to disclose such information only to the extent and for the duration necessary for my child to participate in BASP programs.

• The After School Education and Safety (ASES) Program Act of 2002, enacted by initiative statute, establishes the After School Education and Safety Program to serve pupils in kindergarten and grades 1 to 9, inclusive, at participating public elementary, middle, junior high, and charter schools. The act gives priority enrollment in after school programs and before school programs to pupils in middle school or junior high school who attend daily. Pupils who are identified by the program as homeless youth or as being in foster care will be given first priority. Parents/guardians may indicate this information below:

Pupil designation *(please check if applicable)*:     Homeless Youth     Foster Care

• Does your child have any physical, emotional, and/or learning difficulties? If so, please specify: \_\_\_\_\_

• Does your child have any food allergies? If so, please specify: \_\_\_\_\_

**ACKNOWLEDGEMENT**

_____	_____	_____
PARENT'S/GUARDIAN'S NAME (PRINT)	PARENT'S/GUARDIAN'S SIGNATURE	DATE
_____	_____	_____
PARENT'S/GUARDIAN'S NAME (PRINT)	PARENT'S/GUARDIAN'S SIGNATURE	DATE
_____	_____	_____
SITE COORDINATOR'S NAME (PRINT)	SITE COORDINATOR'S SIGNATURE	DATE



**Please Place on the passenger side of the dashboard.**  
*Make copies for additional adults who may pick up your child(ren).*

---

**Student First Name(s)**

---

**Student Last Name**

*\*Please print and write as big as possible.*



# CANYON CHARTER SCHOOL 2023-2024 KEY DATES

FULL CALENDAR LOCATED AT [WWW.CANYONCHARTER.COM](http://WWW.CANYONCHARTER.COM)

## August

- 11 Welcome back Zoom for all families 1:00pm
- 14-18 1:45 Dismissal for grades 1-5
- 14-25 1:40 Dismissal for Kindergarten
- 14 First day of instruction for students  
9:00am New Parent Mandatory Zoom
- 24 Orchestra recruitment assembly
- 25 Schoolwide assembly (families welcome!)  
Booster Meeting following assembly (parents welcome!)  
Opening Packets Due (for every student!)
- 30 Back to school night (5:00 Gr 3-5/6:00 Gr. K-2)  
*Parents Only. Students not permitted on campus.*
- 31 Committee Meetings 2:00pm

## September

- 1 No School
- 4 Labor Day - no school
- 6-8 Fall picture days (W: K & 4th, TH: 1st & 2nd, F: 3rd & 5th)
- 7 2pm Governing Council meeting Room 9
- 18-29 Governing Council Nominations
- 19 1st Day of Orchestra Classes (after School)
- 22 Early Dismissal 1:40 K/1:45 Gr. 1-5
- 25 Unassigned day - no school
- 26 Below proficiency notices sent home this week
- 29 8:15 School-wide assembly & 8:45 Booster Meeting  
Governing Council Nominations Due to Nicole

## October

- 2-10 Governing Council Elections through 10/13
- 9 Picture Make-Up Day
- 12 2pm Committee Meetings
- 13 Party Book Launch
- 19 2pm Governing Council meeting Room 9
- 5 Unassigned Day - No School
- 22 Pumpkin Patch fundraiser @ Simon Meadow
- 27 8:15 School-wide assembly & 8:45 Booster Meeting
- 31 8:15 Halloween Parade

## November

- 9 Olympics Day, end of first reporting period  
2pm Committee Meetings
- 10 Veterans Day Observed - No school
- 13-17 Green Book Fair Week in Auditorium
- 13-16 Conferences-Early Dismissal 1:40 K/1:45 Gr. 1-5
- 17 8:15 School-wide assembly & 8:45 Booster Meeting  
Early Dismissal 1:40 K/1:45 Gr. 1-5
- 20-24 Unassigned days - no school
- 30 2pm Governing Council meeting Room 9

## December

- 14 Winter Performances in morning
- 15 8:15 School-wide assembly & 8:45 Booster Meeting  
12:55 Dismissal
- 18- 1/5 Winter recess

## January

- 8 School Resumes
- 12 1:40(K)/ 1:45 (1-5) Dismissal
- 15 MLK Day - No School
- 18 2pm committee meetings
- 22 Below proficiency notices sent home this week

- 25 Prospective Family Tour 9:00am
- 25 2pm Governing Council meeting Room 9
- 26 8:15 School-wide assembly & 8:45 Booster Meeting

## February

- 5-16 Kids Heart Challenge Campaign
- 9 Unified Enrollment Lottery 9:00am
- 15 2pm committee meetings
- 16 Kids Heart Challenge (10:45-Kinder/12:45 Gr. 1-5)  
Early dismissal 1:40 K/1:45 Gr. 1-5
- 19 Presidents' Day - No School
- 22 2:00 Governing Council meeting Room 9
- 23 8:15 School-wide assembly & 8:45 Booster Meeting
- 29 Prospective Family Tour 9:00am

## March

- 4 Resident Enrollment (including siblings) opens
- 5-8 Conferences-Early Dismissal 1:40 K/1:45 Gr. 1-5
- 6-7 OLSAT Test (2nd Grade)
- 9 Spring Gala (Adults only)
- 14 2pm Committee meetings
- 21 Prospective Family Tour 9:00am
- 21 2:00 Governing Council meeting Room 9
- 22 8:15 School-wide assembly & 8:45 Booster Meeting  
12:55 Dismissal
- 25-29 Spring Recess - No School

## April

- 1 Unassigned Day-No School
- 11 2pm committee meetings
- 16 Orchestra Concert
- 18 Prospective Family Tour 9:00am  
2:00 Governing Council meeting Room 9
- 22 Below proficiency notices sent home this week
- 22-24 5th Grade to Astrocamp
- 24 Unassigned Day - No School
- 26 8:15 School-wide assembly & 8:45 Booster Meeting
- 28 Fiesta

## May

- 2 Open House 5:00pm-6:00pm
- 6-10 Staff appreciation week
- 6-17 CAASPP Testing Grades 3-5  
12:55 Dismissal
- 10 12:55 Dismissal
- 22-24 5th Grade California Science Test
- 23 2pm Committee Meetings
- 24 1:40(K)/1:45 (1-5) Dismissal
- 27 Memorial Day - No School
- 30 2:00pm Final Governing Council Meeting Room 9
- 31 8:15 School-wide assembly & 8:45 Booster Meeting
- 31 Talent Show

## June

- 10 1:40(K)/1:45 (1-5) Dismissal
- 11 8:30 5th Grade Culmination
- 11 Final Day of Instruction
- 11 12:55 Dismissal



## **FINANCIAL RESPONSIBILITY FOR DAMAGED SCHOOL PROPERTY**

Dear Parents/Guardians:

This letter is to inform you of your legal responsibility with regard to property of the Los Angeles Unified School District (District). California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$10,000. District property includes buildings and grounds, as well as textbooks, library books, computers, shop materials, physical education clothes, and sports equipment.

A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand. We will be discussing the meaning of this responsibility with all students. We need your help in making sure that District property is kept in good condition and that loaned items are returned to school upon demand. Parents will be expected to pay the replacement or repair cost for any lost or damaged District property. The school is legally authorized to withhold the grades, diploma, and transcripts of students until the obligation is cleared.

The following are ways to help your student understand this responsibility:

- Model careful handling of textbooks, library books, and other school property.
- Help students find a safe place to keep books during the borrowing period.
- Inform students that vandalism is not only a crime, but parents or guardians may be held financially responsible for the damage.

We look forward to a successful school year with your student.

Sincerely,

*Nicole Sheard*, Principal

CANYON CHARTER SCHOOL  
***Every School Safe: Blueprint for Safety***

Dear Parent or Guardian:

Los Angeles Unified is committed to providing every student in our District with a safe learning environment. As a part of the ***Every School Safe: Blueprint for Safety***, throughout the 2023-2024 school year, students will be taught strategies to help them recognize concerns and how to ask for help. Students throughout LAUSD will participate in the six (6) presentations during assemblies, and advisory/homeroom as identified in the table below.

Prior to the student presentations, parents will be invited to a presentation regarding the same topic for that month. These may be offered during a Coffee with the Principal segment, school site workshop or a Parent and Family Center activity. Contact your school site administrator to learn more.

**2023-2024 Every School Safe: Blueprint for Safety Student Presentations**

<b>Month</b>	<b>Topic</b>	<b>Student Audience</b>	<b>Purpose of the Presentation</b>
August	Inappropriate Interactions/Grooming Awareness	Middle School and High School Students	Help students recognize the signs of inappropriate interactions/grooming and how to get assistance
September	Suicide Awareness Prevention	All Students	Help students learn how to share and discuss their feelings.
October	Substance Use Awareness/Fentanyl	Middle School and High School Students	Help students understand the risks of substance use, discourage its use, and to help students make healthy choices
November	School Violence Prevention	All Students	Share ways to help students be safe and how to get assistance
January	Cybersecurity	All Students	Help students understand the importance of being safe when online
March	Online/Digital Grooming Awareness[BKR1] [EH2]	All Students	Help students recognize the signs of inappropriate interactions/grooming when online and how to get assistance

If you have questions about these presentations, or would like to review the student materials from any of the presentations, please contact the school at (310) 454-7510

Sincerely,

*Nicole Sheard*, Principal

**Registration for the 2023-2024 School Year**

**STAR★Galaxy** STAR education



**Selected as a "Model Program" for the country  
by the US Department of Education!**

**PREMIER, AFTER SCHOOL ENRICHED PROGRAM TILL 6:00 P.M.**

STAR includes enrichment classes as part of your Galaxy program  
at no additional cost (from school dismissal to 6:00 p.m)!



**AND MUCH MORE! SIGN UP AT [WWW.STARINC.ORG](http://WWW.STARINC.ORG)**

**Registration is available now  
at [www.starinc.org](http://www.starinc.org)**

For more information call 310-842-8542 or email [registration@starinc.org](mailto:registration@starinc.org)

For incoming Kinder families, when creating a STAR account for your child, please put NA for the section about their room number if you still do not have confirmation to who their assigned teacher is.

**To register online visit [www.starinc.org](http://www.starinc.org)**



STAR, Inc. is a charitable 501(c)(3) non-profit education organization serving kids, families, schools and communities

Note 1: In the event of an emergency, natural disaster, health and safety alert, civil unrest, catastrophes or other "acts of God" where the school district and/or school site must close the school campus and STAR is unable to hold classes, STAR will not give credit or issue makeup classes. STAR is a non-profit, charitable organization with fixed expenses such as staff, materials, equipment, facilities usage, and insurance.

"Use of the school premises has been granted pursuant to the provisions of Sections 17400, et seq., of the Education Code of the State of California to (S.T.A.R. Education) from the Board of Education of the Los Angeles Unified School District. LA Unified and the Board of Education does not sponsor or take responsibility, nor does it endorse any of the activities, statements or opinions which may be expressed at this meeting/activity."





**STAR kids are artists!**



**STAR kids are athletes! They compete at the STAR Annual Soccer Tournament.**

## THE STAR GALAXY PROGRAM

Since 1986, STAR Education has partnered with LAUSD, in over 60 schools throughout the greater Los Angeles area to supply award-winning, licensed, after-school programs to elementary school students. Each day your child can take advantage of a variety of first-rate STEAM-focused enrichment classes, a homework lab, a fitness and nutrition program and participate in exciting weekly events under the supervision of our highly trained staff. Our staff to student ratio is 1 to 14. All staff go through a comprehensive training program, a rigorous background check, are certified in first aid and CPR and have experience working with children. Passion for teaching is a must!

## SAMPLE OF STAR GALAXY SCHEDULE (Classes may vary)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HW CLUB	HW CLUB	HW CLUB	HW CLUB	FUN FRIDAY
STEAM CHALLENGE	SCIENCE	ART	THEATER	STAR STORE
SPORTS SKILLS & DRILLS	MOVEMENT ENRICHMENT	DANCE	FITNESS	ENRICHMENT

**HOW DO I REGISTER?**  
Register online today! Visit us at [www.starinc.org](http://www.starinc.org)

**WHAT ARE THE GALAXY PROGRAM HOURS?**  
Monday through Friday, from school dismissal - 6pm.

**WHO CAN ENROLL?**  
ETK through 5th grade students.

**IS THE PROGRAM AFFORDABLE?**  
YES! Tuition is based on sliding scale according to need. Rates vary according to the number of days per week students attend. Families with multiple children enrolled receive special STAR discounts.

- GALAXY MEMBERSHIP HAS ITS PRIVILEGES:**
- Sibling discounts
  - Improved math and literacy standardized test scores
  - Hype Youth Development Program 4th-5th
  - Participation in Largest Children's Earth Day Celebration at STAR Eco Station
  - Participation in Children's African American Art Festival at STAR Eco Station

**Enrollment is offered 3, 4, and 5 days per week!**



**THE  
ORCHESTRA  
PLACE**



**CANYON  
CHARTER**

# Join the orchestra today!

**Grades K-5 • Tuesdays After-School**

After school orchestra classes are held on campus every Tuesday for the entire school year culminating in a Year-End Full Orchestra Concert!



**Strings**



**Brass**



**Woodwinds**



**Piano/  
Keyboard**



**Ukulele**

Learn more about the program and select your favorite instrument online at

**[www.theorchestraplace.com](http://www.theorchestraplace.com)**

**REGISTER TODAY!**

•certain grades have instrument restrictions • class size is limited and priority is given to the earliest applicants

This program, event or activity is not presented, endorsed, recommended, supervised, approved or sponsored by the Los Angeles Unified School District. The District assumes no liability or responsibility for any loss or injury arising out of participation and is merely permitting this material to be disseminated at this facility because of the possible interest of students and/or faculty



## **TRUANCY**

### **California Education Code (E.C.)**

#### **E.C. 48260 - TRUANCY DEFINITION**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

#### **E.C. 48260.5 - PARENT NOTIFICATION**

Notifying a parent of their child's truancy is required by law. Truancy Letters are automated and sent from the central office on a monthly basis, based on school records.

#### **E.C. 48261 - TRUANT REPEAT**

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported as a truant to the attendance supervisor of the superintendent of the district.

#### **E.C. 48262 - HABITUAL TRUANT**

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.

#### **E.C. 48263.6 - CHRONIC TRUANT**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant

### **Support outstanding school attendance at home by:**

- Making sure your child gets enough sleep and a nutritious breakfast each day
- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Explaining Compulsory Education - by law all students must attend school daily and on time
- Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Gaining access to the Family Module and monitoring your child(ren)'s up-to-the-minute progress online.
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance



The foundation of student academic success is excellent attendance. The LAUSD wants to partner with all parents to ensure students attend regularly and to address any issues that impact attendance.



# **School Attendance**

**- A Guide for Parents -**



*The LAUSD expects all students to maintain a 96% or higher attendance rate (missing fewer than 7 days in one school year)*

For additional resources go to our website  
[pupilservices.lausd.net](http://pupilservices.lausd.net)

Or call us at  
**(213) 241-3844**

- Plan family vacations for non-school days only appointments after school hours on weekends or during your child's vacation
- If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day
- Communicate often with your child's teachers and request assignments missed during absences

***Parents, please provide a note for every Absence, tardy, and early leave!***

C.C.R. Title 5, Section 306 – A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written a school day.

**and early leaves be cleared within 10 school days with a satisfactory explanation (in writing,**

An excused absence note may be accepted for up to four consecutive days when the absence is attributed

or more consecutive days, the school nurse or designated staff member is to be consulted. The student must be cleared to return to class by the school nurse or designated staff member.

**may result in the school requesting additional documentation for all future absences.**

***Student Attendance = Student Success***

**Reason Code #1** (1M –Medical, 1N- Nurse, 1P- Parent)

- Illness or injury of pupil
- Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
- Funeral of immediate family member (may include any relative residing with the pupil)
  - 1 day: in-state
  - 3 days: out-of-state and/or country
- Jury duty
- Medical, dental, optometrical, or chiropractic services
- Quarantine under the direction of a county or city health officer

**Reason Code #5** Administrator Approval

- For justifiable personal reasons including, not limited to:
- Active military duty in combat zone (immediate family member; maximum 3 days)

- Attendance at a funeral service (extended days)

hours per semester)

- Entertainment industry (no more than 5 consecutive

- Medical exclusion or exemption
- Observance of religious holiday or ceremony
- Religious instruction (attend a minimum school day no

- Revoked suspension through appeals procedure
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged mental health services (Mental Health Day Treatment)

- Absences when pupil is the custodial parent (for additional information contact school)

Please note that these are the only reason codes that will not trigger a Notification of Truancy Letter.

**SCHOOL ATTENDANCE IS THE LAW**

**STATE OF CALIFORNIA**

**Compulsory Full-time Education**

**Education Code 48200**

Each person between the ages of 6 and 18 years not exempted under provision of this chapter is subject to compulsory full-time education. Each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day.

**CITY OF LOS ANGELES**

**LOS ANGELES MUNICIPAL CODE 45.04**

Juveniles are prohibited from loitering during the hours and days when the school, which the minor would normally attend, is in session.

***For more information about California School Attendance Laws visit the California Department of Education website:***

<http://www.cde.ca.gov/ls/ai/tr/>

## SECTION 504 PARENT/GUARDIAN PROCEDURAL SAFEGUARDS INCLUDES:

- written notification of any decisions concerning the identification, evaluation, and/or accommodation of students;
- information needed to appeal any such decisions; and
- examination of relevant records.

## SECTION 504 COMPLAINT PROCESS

Written Section 504 complaints that involve the following may be taken to the school site administrator:

- disagreements with decisions or actions taken or not taken in regard to a student's Section 504 evaluation or plan
- discrimination/harassment that is based on a student's actual or perceived disability

Please note that discrimination/harassment complaints must be filed within six (6) months from the date that the last incident(s) occurred or from the date the complainant first obtained knowledge of the facts of the alleged discrimination.

Local school site resolutions are encouraged. However, if the complaint cannot be resolved, a written complaint may be filed with the Education Service Center Section 504 Designee.

## WHERE CAN I OBTAIN FURTHER INFORMATION OR ASSISTANCE?

At your school site/or Education Service Center, ask to speak to the Section 504 Designee.

At the District central offices, call or write to:

District Section 504 Coordinator  
333 South Beaudry Ave., 20th Floor  
Los Angeles, California 90017

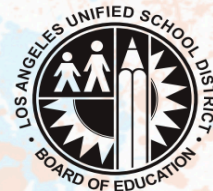
Telephone: (213) 241-7682  
Fax No: (213) 241-3312

Website:  
[eeco.lausd.net](http://eeco.lausd.net)

Published by:  
Educational Equity Compliance Office  
Los Angeles Unified School District

July 2012

## Educational Equity Compliance Office



## SECTION 504 and Students with Disabilities

### Section 504

"No otherwise qualified individual with a disability...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

## SECTION 504 OF THE REHABILITATION ACT OF 1973 IS A FEDERAL CIVIL RIGHTS LAW THAT:

- prohibits discrimination/harassment against individuals with mental or physical disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education.
- requires that students with disabilities be provided a free appropriate public education.

## WHAT IS DISABILITY-BASED DISCRIMINATION/HARASSMENT?

Disability-based discrimination/harassment is intimidation or abusive behavior toward a student based on disability that interferes with or denies a student participation in or receipt of benefits, services, or opportunities in District programs and activities.

## HOW DOES SECTION 504 APPLY TO STUDENTS WITH DISABILITIES?

Under Section 504, a plan may be developed to assist those students with disabilities who do not qualify for special education services but who may need accommodations that can be provided to them within the general education program.

## HOW DOES SECTION 504 DEFINE "DISABILITY?"

A student is considered to have a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities.

## WHAT IS A "SUBSTANTIAL LIMITATION?"

A student is considered to have a substantial limitation when the student is "unable to perform a major life activity that the average student in the general population can perform." The impairment must be somewhat unique when compared to the average student of approximately the same age.

## WHAT ARE "MAJOR LIFE ACTIVITIES?"

Major life activities may include, but are not limited to, functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating.

## HOW IS A STUDENT EVALUATED UNDER SECTION 504?

A school team will conduct a Section 504 evaluation for a student who, because of a disability, may need accommodations in the general education program. The team will:

- (1) be knowledgeable about the student;
- (2) evaluate the nature of the student's disability and the impact of the disability upon the student's education;
- (3) consider all available relevant information about the student drawn from a variety of sources; and
- (4) develop a Section 504 Plan if the student meets the criteria and accommodations are needed.

## SOME EXAMPLES OF ASSISTANCE THAT CAN BE PROVIDED IN A SECTION 504 PLAN ARE:

- Changing the way tests are given
- Seating the student in the front of the class
- Developing a behavior support plan
- Using additional study aids

## Complaint Process

- Take your verbal or written complaint to the school administrator or Title IX Complaint Manager within six months from the date the incident occurred or from the date you first obtained knowledge of the facts of the alleged discrimination. You have the right to a timely and informal resolution at the school site.
- If you are not satisfied with the school site resolution, you may file a written complaint appeal directly with the Education Service Center's Title IX Designee within 15 days of receiving the school-site decision. This will begin a formal investigation process that must be completed within 60 days.
- If you are not satisfied with the Education Resource Center's response, you may appeal that decision by writing to or calling the Title IX Coordinator in the District's Educational Equity Compliance Office or by contacting the California Department of Education's Office of Equal Opportunity. (1430 N Street, Sacramento, CA 95814)

Your complaint will be kept as confidential as possible. Retaliation against someone who files a complaint or participates in a complaint investigation is not permitted.

## Who can help you?

Your Principal  
or  
Title IX/Bullying Complaint Manager  
or  
Your Education Service Center  
Title IX Designee  
or  
Call or Write to:

Educational Equity Compliance Office  
(District Title IX Coordinator)  
333 South Beaudry Avenue, 20th Floor  
Los Angeles, CA 90017

Telephone: (213) 241-7682  
Fax No.: (213) 241-3312

Visit the Web Site of the Educational Equity Compliance Office for additional information.

Web Site:  
[eecc.lausd.net](http://eecc.lausd.net)

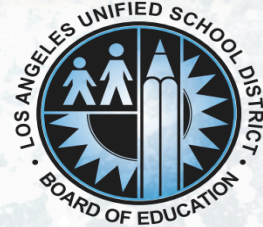
Published by:  
Educational Equity Compliance Office  
Los Angeles Unified School District

July 2012

## EDUCATIONAL EQUITY COMPLIANCE

# Title IX and Nondiscrimination

## Students Know Your Rights



### District Mission Statement

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

### Title IX and Nondiscrimination refer to federal and state anti-discrimination laws that ensure equality in education.

- ◇ Students have the right to equal learning opportunities in their schools.
- ◇ Students and employees may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, gender identity or gender expression in any program or activity.
- ◇ Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, gender identity or gender expression.
- ◇ Students have the right to be evaluated and graded without regard to their sex, sexual orientation, gender identity or gender expression.
- ◇ Students must be provided counseling and guidance that is not discriminatory.
- ◇ Counselors may not urge students to enroll in particular classes or programs or activities based on sex, sexual orientation, gender identity or gender expression.
- ◇ Schools must offer female and male students equal opportunities to play sports.
- ◇ Equipment and supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services and tutoring offered to teams are to be equivalent between male and female teams.
- ◇ Pregnant and parenting students have the same right as any other student to continue in their regular school and in any program for which they qualify.

### Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited.

Schools must respond to allegations of sexual harassment once they are reported. Sexual harassment is:

- ◇ Unwelcome sexual conduct by other students or school employees that interferes with a student's right to get an education or to participate in school activities. Sexual harassment may be same-sex or opposite sex.
  - ◇ Hostile or demeaning conduct targeting someone's sex, sexual orientation, gender identity, or gender expression.
- Some examples of conduct that, if unwelcome, could constitute sexual harassment:
- ◇ Purposely bumping or hurting someone because of their sex, sexual orientation, gender identity or gender expression.
  - ◇ Pulling up, snapping, pulling down, or grabbing clothing.
  - ◇ Blocking someone's movement, standing too close, or stalking someone.
  - ◇ Unwanted hugging, kissing, touching, grabbing, or pinching.
  - ◇ Pestering for dates.
  - ◇ Spreading rumors or rating others.
  - ◇ Making sexually suggestive sounds, whistles, or noises.
  - ◇ Using insults, threats, slurs, or sexual jokes that target someone's sex, sexual orientation, gender identity or gender expression.
  - ◇ Displaying/Sending pictures, posters, cartoons, drawings, or electronically-generated images/messages of a sexual nature.
  - ◇ Writing notes, letters, or graffiti that are sexually explicit.
  - ◇ Making obscene gestures or suggestive body movements that are sexual in nature.

### You can make a difference!

- ◇ Do not harass. "I was only kidding," is not a defense for sexual harassment.
- ◇ Do not encourage harassment or stand by silently while someone else is being harassed. Having an audience encourages the harasser.
- ◇ Be respectful to everyone. Consider how your words and actions may be perceived by others.
- ◇ If you are harassed, tell the harasser to stop. If the harassment continues, report it.
- ◇ If friends or classmates confide in you that they have been sexually harassed, encourage them to report it.

### What can happen to those who commit sexual harassment? Disciplinary actions depend on the seriousness and frequency of the behavior. Consequences may include:

- ◇ Verbal or Written Warning
- ◇ Disciplinary Conference
- ◇ Detention
- ◇ In-school Suspension
- ◇ Class/Schedule Change
- ◇ Opportunity Transfer
- ◇ Suspension
- ◇ Expulsion/Dismissal



**HEALTH CARE FOR ALL FAMILIES**



**CHAMP**  
**1 (866) 742-2273**  
**achieve.lausd.net/CHAMP**

A PROJECT OF THE CHILDREN'S PARTNERSHIP

ALLYOUTHHEALTHYANDACHIEVING

# Enroll. Get Care. Renew.

Health Coverage All Year Long

## Health Coverage Options

### Medi-Cal:

- ▶ Children, foster youth, pregnant women, adults, US citizens, and immigrants—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost.
- ▶ Medi-Cal enrollment is available year-round.

### Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

**! Undocumented Families** visit: [www.allinforhealth.org/resources#Undocumented](http://www.allinforhealth.org/resources#Undocumented)  
 Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

### You and your family may qualify for financial help:

Household Size	If 2016 household income is less than...		If 2016 household income is between...
	\$16,243	\$31,308	\$16,244 - \$47,080
1	\$16,243	\$31,308	\$16,244 - \$47,080
2	\$21,983	\$42,374	\$21,984 - \$63,720
3	\$27,724	\$53,439	\$27,725 - \$80,360
4	\$33,465	\$64,505	\$33,466 - \$97,000
5	\$39,206	\$75,571	\$39,207 - \$113,640
6	\$44,947	\$86,636	\$44,978 - \$130,280
▶	Adults may be eligible for Medi-Cal	Children may be eligible for Medi-Cal	May be eligible for financial help to purchase insurance through Covered California

## Enroll.

**Ways to enroll in Medi-Cal and Covered California:**

- [achieve.lausd.net/CHAMP](http://achieve.lausd.net/CHAMP)  
[www.coveredca.com](http://www.coveredca.com)
- CHAMP • 1 (866) 742-2273**  
**Covered CA • 1 (800) 300-1506**
- Find in-person help:**

## Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

## Renew.

- ▶ Medi-Cal must be renewed every year. Medi-Cal will mail renewal packet. Complete and return. For help, contact your local Medi-Cal office or call 211.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

For more information go to:

[www.allinforhealth.org](http://www.allinforhealth.org)  
 Updated 03 2016





## FERPA Notification

### ACCESS TO SCHOOL RECORDS

#### FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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

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

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient as noted on page 7, unless a written request is on file to withhold its release.

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

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

#### CHALLENGES TO PUPIL RECORD INFORMATION

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

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

- B. With regard to the challenge of grades, California Education Code section 49066 provides that, in the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades will be conducted in accordance with California law and with LAUSD policy. Please see section regarding Parents' Right to Request a Grade Change.
- C. Records or information maintained by any school official exclusively for personal reference or use and which are not available to any other person, except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.
- D. Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to that school.

## MEMBERS OF THE BOARD

JACKIE GOLDBERG, PRESIDENT  
KELLY GONEZ  
DR. GEORGE J. MCKENNA III  
NICK MELVOIN  
TANYA ORTIZ FRANKLIN  
DR. ROCIO RIVAS  
SCOTT M. SCHMERELSON



## LOS ANGELES UNIFIED SCHOOL DISTRICT OFFICE OF THE CHIEF MEDICAL DIRECTOR STUDENT MEDICAL SERVICES and MEDI-CAL PROGRAMS

333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
Telephone: (213) 241-0558 | Fax: (213) 241-8458

**ALBERTO M. CARVALHO**  
Superintendent

**PEDRO SALCIDO**  
Deputy Superintendent,  
Business Services and Operations

**SMITA MALHOTRA, M.D.**  
Chief Medical Director

**RON TANIMURA, Ed. D.**  
Director

## NOTICE OF PRIVACY PRACTICES

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

The Los Angeles Unified School District (LAUSD) and its contract agencies/schools are required by federal law, the Health Insurance Portability and Accountability Act (HIPAA) to make sure that your Protected Health Information (PHI) is kept private. PHI includes information that we have created or received about your child's past, present, or future health/medical conditions that could be used to identify your child. Unless you give us written authorization, we will only release your health/medical information for treatment, payment, or health care operations, or when we are otherwise required or permitted by law to do so. Not every use is listed, but the ways we can use and release information falls within one (1) of the descriptions below.

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

### Your Rights

- See or obtain a copy of the information that we have about your child or correct your child's personal information that you believe is missing or incorrect. If someone else (such as your doctor) gave us the information, we will tell you who, so that you can ask them to correct it.
- Ask us not to use your health information for payment or health care operations activities. (We are not required to agree to these requests.)
- Ask us to communicate with you about health matters using reasonable alternative means or at a different address if communications to your home address could endanger you.
- You have a right to withdraw or revoke your consent in writing at any time. However, we may refuse to continue to treat a child if the parent revokes their consent.
- Receive a list of disclosures of your health information that we make on or after April 14, 2023, except when:
  - You have authorized the disclosure;
  - The disclosure is made for treatment, payment, or health care operations; or
  - The law otherwise restricts accounting.

If you have any questions, please call Margarita Bobe at (213) 241-0558.

### Complaint Process:

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

Los Angeles Unified School District  
333 South Beaudry Avenue, 29<sup>th</sup> Floor, Los Angeles, CA 90017  
Attn: Margarita Bobe (for Student Medical Services or Medi-Cal Programs related issues) or  
Attn: LaKisha Johnson (for School Mental Health related issues)

### Alternative method of processing a complaint:

Centralized Case Management Operations  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W., Room 509F HHH Bldg., Washington, D.C. 20201  
(800) 368-1019