

**Aldama Elementary School /
Aldama Dual Language Two-Way Immersion Spanish Program**

632 N. Avenue 50
Los Angeles, California 90042
(323) 255-1434 Phone (323) 254-2159 Fax
<https://aldamaes.lausd.org/>



Home of the Hawks

Aldama is a school that CARES!

Community - *Hawks work in unity to make our school and neighborhood a better place.*

Academics - *Hawks use education to strive for a better future.*

Respect - *Hawks treat others the way we want to be treated. We are caring and kind!*

Environment - *Hawks are eco-conscious, we show concern for our planet and want to save our natural resources.*

Success - *Hawks see failures as learning opportunities. We never give up, no matter what!*

FAMILY HANDBOOK

2024-25

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(323) 255-1434 Phone (323) 254-2159 Fax

lguti7@lausd.net

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Staff	Grade	Room	Emails
Coronel, Nicolas	MRM	25	nxc2808@lausd.net
De Los Santos, Jacqueline	UTK	27	jud5457@lausd.net
Mota, Sofia	Kinder	26	sxm9436@lausd.net
Munguia-Ortiz, Ana	K*Dual Self-contained	30	amunguia@lausd.net
Perez, Alejandra	K/1 *Dual Self-contained	29	ahp8053@lausd.net
Vasquez, Amalia	K/1 SEI	18	axv0109@lausd.net
Hume, Jennifer	2 SEI	3	jah0847@lausd.net
Vega, Elvira	2 *Dual Self-contained	2	exv9502@lausd.net
Malone, Katherine	3 SEI	5	kem9516@lausd.net
Olivares, Sonia	2/3*Dual Spanish	9	sonia.olivares@lausd.net
Cybulski, Danis	3*Dual English	7	dlc0462@lausd.net
Raigoza, Azucena	4 SEI	4	azucena.raigoza@lausd.net
Vigil, Blanca	4*Dual Spanish	10	bev9265@lausd.net
Tombard, Jill	4*Dual English	8	jct0097@lausd.net
Bellard, Amanda	5*Dual Self-Contained	14	ahk2176@lausd.net
Govea, Glenda	5*Dual-Self Contained	15	glm0650@lausd.net
Vidals De Galvez, Aurea	RSP	6	ajv2231@lausd.net
Subias, Raquel	Community Schools Coordinator	13	rsubias@lausd.net
Acosta, Ninfa	Intervention Coordinator	11	npx8041@lausd.net
Toledo, Lorena	TSP/Title I Coordinator	Office	lpt4421@lausd.net
Gutierrez, Laura E.	Principal	Main Office	lguti7@lausd.net
De Los Reyes, Mark	Assistant Principal, EIS	Near Room 6	mark.delosreyes@lausd.net

Gomez, Mary	SAA	Main Office	mary.gomez@lausd.net
Mancilla, Carina	Office Tech	Main Office	cxm2937@lausd.net
Baldivia, Daisy	Community Representative	Parent Center	daisy.baldivia@lausd.net
Carrillo, Yesenia	LA's BEST Site Coordinator		yesenia.carrillo@lausd.net

AFTER SCHOOL PROGRAMS

The YS and LA's BEST programs are available for after-school care daily until 6:00 PM. The YS program is for students in grades 2-5. You may pick up a paper application in the office. For YS, there is no waiting list and students may enter the program once parents fill out the form. The LA's BEST program is for students in grades TK-5 who are 5 years old and older and requires confirmation for students to stay. Please call (323) 333-5083 or visit their website:

<https://lasbest.org/application>. **Parents must receive program confirmation before students can stay.**

BELL SCHEDULE

Regular Day Schedule

Start Time:	End Time:
8:05 AM	2:33 PM

Tuesday Professional Development Day Schedule

Start Time:	End Time:
8:05 AM	1:33 PM

Recess

Grades	Start	End
K & 1st	9:30 AM	9:50 AM
2 & 3	9:55 AM	10:15 AM
4 & 5, UTK	10:20 AM	10:40 AM

Lunch

Grades	Start	End
UTK, K & 1st	11:25 AM (Play area is upper playground - use stairs by the cafeteria)	12:10 PM
2 & 3 eat first, play second	11:45 AM - 12:05 PM Eat (benches) 5-minute transition	12:10 PM - 12:30 PM Play (Play area is upper playground - use stairs by the cafeteria)
4 & 5	11:45 AM- 12:05 PM	12:10 - 12:30 PM

Play first, eat second	Play (lower yard - use stairs closer to San Marco gates) 5-minute transition	Eat (benches)
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ATTENDANCE* - School attendance is a very important factor in academic achievement. Students who attend school regularly do better in school. A student's attendance pattern may predict if an elementary student will graduate high school. Your child needs to come to school every day and on time (punctual). This establishes lifelong good habits. Please adhere to the following:

- Our instructional day starts at 8:05 a.m. Students arriving after 8:05 a.m. will be marked tardy. The school district and the school monitor attendance periodically. If your child is absent or tardy, you will receive an automated phone informing you of the absence/tardy.
- Please make sure you clear your child's absence/tardiness by calling the school office or sending **a note within 5 days**.
- When a student is absent for 10 consecutive days without notice, the student will be withdrawn from school. When a student has been identified as having chronic absences/tardies, the district will issue the first Truancy Letter and will be referred to the School Attendance Review Team (SART).

We ask that families please consider the school calendar when making vacation plans.

BIRTHDAY/CLASSROOM PARTIES

Student birthday parties are not permitted during instructional time. Please note that birthdays will not be celebrated during school hours, as they take away from office duties and instructional time. In addition, parents may be unaware of other students who may have dietary restrictions, allergies, and/or religious beliefs that impact their ability to participate in celebrations. Per district policy, we cannot serve food other than what is provided by the cafeteria. If parents would like to bring goodies, they must be store-bought and can only be distributed at the dismissal gates.

The office will no longer accept birthday treats and teachers are asked to not accept any.

CELL PHONE/ELECTRONIC DEVICE USAGE (STUDENTS) - Parents are advised to determine their child's maturity for the responsible use of an electronic device. It is the policy of the Los Angeles Unified School District (LAUSD) to prohibit the use of cellular phones by students on campus during normal school hours. Students are permitted to possess cellular phones on campus, provided that it is **turned "off"** and where it is not visible during normal school hours. Students may be permitted to use cellular phones on campus before and after school hours for communication purposes only. If school staff observes or hears the phone during school hours, staff may confiscate it until a parent/guardian redeems it from the Principal or Administrator Designee. Photographing, videotaping, or recording individuals via a cellular phone without permission is strictly prohibited. If a cellular phone rings or is visible during testing, the phone will be confiscated and the student will be unable to finish the test. The Principal or Administrator Designee may grant exceptions to this policy for purposes relating to a student's health needs. The school or its personnel are not responsible for lost, damaged, or stolen personal devices. **Please be advised that students may lose the privilege of bringing a cell phone to school if it is confiscated on 3 separate occasions in a school year.**

Communication Plan - Keeping a variety of communication pathways is important to keep you informed.

- We will use the traditional method of telephone calls and automated calls using Connect Ed from 323-255-1434.
- Class Dojo will be the electronic platform used for enrolled families [click here to join](#)
- Our school website will provide information for the general public <https://aldamaes.lausd.org/>

***COVID POLICY** - In alignment with the California Department of Public Health, the Los Angeles County Department of Public Health has updated COVID-19 isolation guidelines to move away from five days of isolation and instead focus on clinical symptoms to determine when to end isolation.

As COVID-19 has entered an endemic state, it is now similar to other respiratory viruses such as RSV and Flu. Previous policies and isolation requirements were implemented during a pandemic when there was minimal immunity in the population. Due to broad immunity from COVID-19 from vaccination and/or natural infection and readily available therapeutics, we are in a different stage with COVID-19. Throughout this pandemic, we have learned new tools and behaviors to keep ourselves and others healthy and safe. Testing and masking are vital tools that we can all use to protect ourselves and those around us.

The Los Angeles County Department of Public Health (LACDPH) now recommends the following actions to align with common practices of other respiratory viruses.

People with COVID-19 Who HAVE Symptoms:

- Staff and students with COVID-19 must stay home and away from others if symptomatic and/or with fever. Isolation can end when both of the following criteria are met:
- Have not had a fever for 24 hours without taking medication that reduces fevers AND
- Other symptoms are not present or are mild and improving.
- A person leaving isolation prior to 10 days from the date of a positive test and/or onset of symptoms is required to wear a mask when around others for 10 days.
- It is strongly recommended that an individual test for COVID-19 prior to ending isolation and extend isolation until day 10 if they continue to test positive.

People with COVID-19 Who DO NOT HAVE Symptoms:

- Staff and students with COVID-19 who do not have symptoms are not required to isolate only if wearing a well-fitting, high-quality mask in all settings when around others, for 10 days after first testing positive.
- Throughout the COVID-19 pandemic and afterward, Los Angeles Unified has nimbly adjusted to the changing conditions of this virus. We will continue to align with public health recommendations and educate our schools and communities about how to stay safe and healthy during high transmission of respiratory viruses.

DRESS CODE STUDENTS- The Los Angeles Unified School District's policy on standards of appearance for pupils (Board Rule 2251) states that pupils shall be required to show proper attention to personal cleanliness, health, neatness, safety, and suitability of clothing and appearance for school activities.

In every case, the dress and grooming of the pupil shall be clean and shall not interfere with the participation of a pupil in any school activity. Dress and grooming shall not create a hazard to the health and safety of the student or others.

Based upon this policy by the Board of Education, Aldama Elementary School has established the following standards. These standards have been established because we believe that the way a child dresses does influence his/her behavior and attitude about school.

- Shoes with high heels or poor traction may not be worn. Because the children play daily in the yard and have physical education, high-heeled shoes or shoes with poor traction can be very dangerous. In addition, sandals such as flip-flops, heelies (shoes with wheels) or shoes that do not safely cover the entire foot are not permitted.
- Students may not wear long or spiked earrings or necklaces. These can be very dangerous when the children are playing.

- Offensive or obscene statements depicting alcohol, drugs, tobacco, firearms, sexually suggestive or adult humor on shirts, buttons, book covers, etc. are prohibited.
- Hats may be worn for protection from the sun or cold. Students may be asked to remove hats, headbands, hairnets, and gloves in class. (If your child needs to wear a hat in class for medical reasons, please send a note to the teacher.)
- Extremely oversized clothes, baggy pants, shirts, jackets, etc., are not allowed.
- Students should dress in a modest fashion. Underwear should not be visible.
- Make-up or glitter. These substances can get into children's eyes, causing infection or injury.
- All students should maintain clean personal hygiene by bathing on a regular basis.
- Artificial/acrylic nails are not recommended.

EMERGENCY CARD- It is important that the "Emergency Information Card" be kept up to date. In emergency cases, and as required by state law, when we are unable to contact anyone listed on the card, we call for emergency assistance from an approved list of facilities. All returning students should fill in the card and return it to the teacher as soon as possible. To ensure your child's safety, it is imperative to include at least (3) different telephone numbers on the emergency card. Far too often a child is sick, hurt, or left at school long beyond dismissal and we are unable to contact anyone. Please help us by promptly returning this important card. IF THERE ARE CHANGES throughout the year, please send a note or call the office. **Please note that children will only be released to adults listed on the emergency card.**

ENTRANCES/EXITS

Your child will enter and exit through the same assigned gate every day. The gate assignments are as follows:

UTK, KINDER, AND GRADE 1 STUDENTS: *Entry is through the green gate by the pedestrian tunnel (grassy area off to the side of the main gate) until 8:05 AM. After 8:05 AM* students must enter through the main gate. Students will be escorted and supervised on the lunch benches once they enter through the gates.

Students will be dismissed at the following exits:

UTK (Ms. De Los Santos & Ms. Mota) - Kinder gate (on Eldred Street)

Kinder/First Dual Language (Mrs. Ortiz-Munguia & Ms. Perez) - Handicap access (on Avenue 50 near the tunnel)

Kinder/First-grade students - (Ms. Vasquez) Green Gate Stairs (the entrance gate)

GRADES 2-5: Entry is through the Main office gate (Avenue 50) and will go to the playground. Students will be dismissed at the following exits:

Grades 2/3: Main entrance

Grades 4/5: Red door nearest auditorium on Avenue 50

LA's BEST afterschool program pickup: (3:00 PM-6:00 PM) LA's BEST afterschool program will be responsible from the ringing of the school bell until you pick up your child. If you are picking up for the LA's BEST program you may park in the staff parking lot after 3:00 PM and sign out on the playground or the MPR. For pickup before 3:00 PM, please come to the main entrance.

At dismissal, our teachers exit through their assigned doors and are accessible to parents.

HOMEWORK EXPECTATIONS - Homework is an extension of the school day connecting families with the content of the day. It is intended to be:

- An opportunity for independent **practice**, to reinforce learning, and to help students master specific skills.
- Used as a **preparation** for introducing material to be presented in future lessons.
- An opportunity for students to **extend** their current skills into new situations.
- A means by which students may **integrate** many different skills into a larger task, such as book reports, projects, or other creative avenues.

All students should take pride in the quality of their homework. They should follow directions when completing the work and return it on time. Parents should monitor their children's homework assignments and acknowledge homework completion. Parents should also maintain regular communication with the teacher to make sure that students are submitting all homework assignments on time and correctly. Teachers will inform you of their individual homework plans.

LOITERING AND TRUANCY- Students who are loitering outside the school between the hours of 8:05 a.m. and 2:33 p.m. on school days are in violation of Los Angeles City Municipal Code Section 45.04 or Los Angeles County Ordinance No. 96.0009, Chapter 13.57. These students may be considered truant and are subject to receive a citation, appear before a hearing officer, and may be subject to fines and /or community services.

LOST AND FOUND- Please put your child's name on the removable clothing that he/she wears to school. If an article is lost, he/she should check first with his/her teacher and then with our Lost and Found, located in the racks near the auditorium. For health and safety reasons, the lost and found articles will be purged at least twice a month, so please be prompt in looking for items.

MEALS- All new students NEED to fill out an income form application. **Aldama is in a qualifying year for funding requiring parents to fill out an income form. Please fill it out so that we may continue to get funding! Declining to fill out this form will result in a loss of funding for Aldama for the next 5 years!**

Our cafeteria is able to provide a well-balanced meal for every child who attends our school. Children are provided a light Breakfast in the Classroom at the start of the day, as well as lunch. Should your child stay for the after-school program, they will be provided an afternoon snack. All of these meals are subject to FDA rules and restrictions. No food should leave the school grounds and must be consumed by students only. All perishables must be thrown away at the end of mealtime. Should your child have an allergy, please see the nurse or cafeteria manager fill out appropriate forms for alternative meals.

SNACKS & PACKED LUNCH FROM HOME - If your child brings something to eat during recess or lunch, we recommend that it be nutritious food such as fruit, fresh vegetables, and juice. **Parents are asked to support instilling healthy habits by not sending soda, or candy, and limiting chips to a single-serving bag. Please note that Hot or extra Spicy chips are not recommended, as they have serious long-term effects on a child's sensitive digestive system.** Please do not send liquids in glass containers or aluminum cans. Students are also not able to heat food from home or put any food in a refrigerator.

MEDICATION AT SCHOOL- Students **may not** personally carry or use medication on campus without written consent from the nurse; this includes over-the-counter medicine. A student who needs to take medication during school hours must have a statement to this effect on file at the school, signed by the prescribing physician and the parent/guardian. The required forms are available from the school nurse or office staff. The school nurse does not prescribe or give advice regarding medication.

PLEASE DO NOT BRING TO SCHOOL- We ask that your child not bring to school any of the following items, as they are a distraction. The school will not be responsible for lost, stolen, or damaged items: personal electronic games, toys, marbles, balls, radios, skateboards, Heely shoes, sodas, candy, gum, hot and extra spicy chips, and any type of trading cards.

Parent Involvement Opportunities - School Site Council/Advisory Council(s)/Volunteer/Title I and Master Plan Meetings/School events/Parent Workshops/Fundraisers/Parent Center. Volunteer opportunities are available. In addition, parents are encouraged to support the school by joining the [PTA](#) or [Aldama Green Team](#).

PARENT TEACHER CONFERENCE- Conferences are an important part of the learning process. Teachers will begin setting conference dates closer to conference time. Please give your child the interest he/she deserves by keeping conference appointments. We understand that emergencies happen, and sometimes appointments need to

be rescheduled. If you have an appointment with a teacher and cannot keep it, we would appreciate you letting the teacher know by calling the office.

RELEASE OF PUPIL- Should it be necessary for your child to leave during the school day, a parent or authorized adult may come to the office and sign a blue "Release of Child During School Hours" form. Please note that children **may only be released to an adult with a valid picture ID and whose name appears on the emergency card**. As office staff coverage can vary, you are advised that ALL adults must be prepared to furnish an identification. Please be advised that an early release will impact a child's attendance rate.

SAFETY & SECURITY - Aldama Elementary School follows the LAUSD's Closed Campus Policy, which means that during school hours, our campus is "closed" with all doors and gates locked. This is to ensure the safety of our students, faculty, and staff. This also means that unless a parent is a processed and cleared volunteer, or attending a parent training or meeting, they may not stay on campus during school hours. Parents wishing to visit a classroom must request permission from the main office. Please see the Visitor's Policy for more information.

Safety rules and expectations are taught daily at school. A constant review of safety—the safe route to school, safety at intersections, bicycle safety, and bus safety, both at home and at school is imperative. Plan the safest route to and from school with your child and expect him/her to follow this routine daily. Cross all streets only at intersections and use crosswalks and signals whenever available. You are encouraged to use the pedestrian tunnel on Avenue 50. If you drive your children to school, be very careful when you drop them off or pick them up. It is dangerous to have your child cross the street in the middle of the block. **PLEASE DO NOT DOUBLE PARKING IN FRONT OF A SCHOOL**. Please make arrangements concerning where the child should meet you if you do not pick him/her up after school, especially on days of inclement weather or if you are late. Please note the parking signs in front of our school. IT IS A VERY EXPENSIVE TICKET! **Please be advised that children will not be allowed to walk across the street unaccompanied by an adult.** We highly discourage walking where there are no crosswalks.

SCHOOL ADVISORY COUNCILS - Aldama Elementary School has advisory councils and committees that meet on a monthly basis. We urge you to participate in these important councils. Additional information is forthcoming.

SCHOOL-WIDE DISCIPLINE STUDENT BEHAVIOR - Through our individual actions we affect one another and the quality of our learning community. Providing a safe, supportive, and respectful environment ensures students' equitable access to the curriculum and enables them to achieve their fullest potential.

Aldama Elementary School has established clear expectations for behavior within the school environment in order to support the learning community. These behaviors fall into the three categories which define Aldama's philosophy: **Safety, Respect, & Responsibility**. Adherence to these expectations contributes to a positive and effective school community in which children are able to succeed and grow. Students who choose to behave in a safe, respectful, and responsible manner will find academic and social success and recognition. Should a child take part in inappropriate behavior, depending on the severity, progressive discipline will be followed. Each teacher has a similar plan for classroom behavior.

Teacher Actions
<p>Teachers will follow a Restorative Justice practice where students reflect on their behavior and repair relationships. Teachers will use progressive discipline to work with students in the following ways if school or classroom rules are broken:</p> <ul style="list-style-type: none"> ● Conference with the student. ● Hold class discussions regarding the situation. ● Teachers will contact parents for conferencing regarding the situation. A better understanding will be promoted if the teacher and parent can discuss the child's behavior and work together for improvement. ● If the above actions do not result in improved student behavior, the student will be referred to Administration. Administrators will work with support personnel to counsel the student, conduct further parent conferences, and/or suspend the student, when necessary.

Administrative Actions

Administrators will work with support personnel to counsel the student, conduct further parent conferences, and/or issue appropriate discipline. The administration follows a Restorative Justice practice and progressive discipline where a student reflects on their behavior and repair relationships.

School administrators will consult with district officials and work with families when any student takes part in the following behavior:

- Be in possession or sell any firearm, knife, explosive, or any other dangerous weapon.
- Be in possession or sell any type of drug or alcoholic substance.
- Be in possession or engage in the using of tobacco on school premises.
- cause or threaten to cause injury to another person.
- Behaviors that constitute acts of discrimination, sexual harassment, and ongoing bullying.
- Steal or attempt to steal or damage school or private property.

Our goal in having and enforcing our Positive School-Wide Intervention Behavioral Support Plan is to help all children become successful and responsible members of society. We ask for your complete support in our efforts.

STUDENTS DETAINED AFTER SCHOOL - Students may be detained after school for up to 10 minutes by their teacher or the office. Permission must be obtained from a parent before a student may be kept longer than 10 minutes.

***TECHNOLOGY** - All LAUSD students are eligible for free internet support and a device.

Visit device.lausd.net to indicate any unmet device needs for one or more of your students. This will ensure that your child's school is equipped with an adequate number of devices in its inventory to supply any student in need of a computing device.

Also, be sure to inform your child's school of any devices that are lost, damaged, or stolen, so they can update their records and get a viable, working device into the hands of the students as quickly as possible.

TEXTBOOK POLICY - Families should expect that some books may go home with assignments at various times. Please make sure your child brings it to school daily.

Listed below are several points of interest and concern regarding the care and usage of textbooks.

1. Per Williams Policy, every child must be assigned their own textbook and have equal access to instructional material.
2. New textbooks must last for 3-6 years and can range in cost from about \$5.00 to \$60.00 depending upon the book.
3. Each child along with their parent is responsible for the replacement cost of any lost or damaged textbook. That may be the partial or the full cost of the book.
4. Any textbook that is sent home with a homework assignment must be returned the following day. It is the responsibility of each child to return the book that day.

UNIFORM COMPLAINT PROCEDURE - The Los Angeles Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Educational Equity Compliance Office investigates complaints alleging failure to comply with laws and regulations pertaining to discrimination, harassment, intimidation, and/or bullying. The Educational Equity Compliance Office seeks to resolve those complaints in accordance with the procedures set out in Sections 4600-4687 of the Title 5 Regulations and the policies and procedures of the District.

Any individual, public agency or organization may file a written complaint alleging a matter which, if true, would constitute a violation by the District of federal or state laws or regulations governing the programs and activities as well as allegations of unlawful discrimination identified above. UCP complaints are to be submitted in writing to

Los Angeles Unified School District
Educational Equity Compliance Office, 20th Floor
333 South Beaudry Avenue
Los Angeles, CA 90017

To learn more about this, please read the [UCP brochure](#). [En Espanol](#).

To file a formal complaint, you may use this [form in English](#). [En Espanol](#).

VISITOR'S POLICY*- We invite families to visit the school, meet their child's teacher, and become acquainted with the school programs. If you wish to visit your child's classroom, please come to the main office to request permission. All visitors must wear a "Visitor's Pass" while on campus. Please see the Visitor's Policy for more details.

The Parent and Family Engagement Policy*-Our small school is always appreciative of any help. You can volunteer for an event or every day if your schedule allows. If you are interested in becoming a volunteer, please contact our parent representative. LAUSD employees, community members, and interns must first check with the District office administrator or school principal, or designee to inquire about possible volunteer opportunities. Next, the prospective volunteer should fill out the online Volunteer Application. The online application may be accessed at <https://volunteerapp.lausd.net>. Volunteers will be asked to present proof of a recent tuberculosis test (TB test) and a fingerprint check.

Field Trip Chaperone Volunteers - Curricular trips allow students the opportunity to put their learning into practice using a real-world application. This letter is to inform you about the new LAUSD process required you to be a chaperone for all school field trips. Please see the checklist below:

- Ask to be a Chaperone - Prospective chaperones must ask their child's teacher if they are able to serve as a volunteer for an upcoming field trip. (S)he will forward your name to the office. *Please note that parents who are already processed volunteers will be given priority to attend field trips. Please allow 3-4 weeks for this process.*
- Fill out the application online or on paper & provide TB clearance - Selected chaperones will be asked to fill out a volunteer form online and submit evidence of TB clearance within 1 year. Volunteers may apply online at <https://volunteerapp.lausd.net> or via paper (please see the main office for the appropriate form). *(If you are already processed as a volunteer, you do not have to do this process).*
- Screening on Megan's Law website - Prospective chaperones will be screened using the Megan's Law website, www.meganslaw.ca.gov, which will provide information on registered sex offenders pursuant to California [Penal Code § 290.46](#) so that members of the public can better protect themselves and their families. Once chaperones are cleared, they will be notified by the office.

WILLIAMS COMPLAINT PROCEDURE(TEXTBOOK & FACILITIES)- The Williams Complaints Procedures establishes the District's policy to provide public school pupils with equal access to instructional materials, safe and decent school facilities, and qualified teachers. The Eliezer Williams, et al., vs. the State of California, et al. (Williams) case was filed as a class action in 2000 in San Francisco County Superior Court. The plaintiffs included nearly 100 San Francisco County pupils, who filed suit against the State of California and state education agencies, including the California Department of Education (CDE). The basis of the lawsuit was that the agencies failed to provide public school pupils with equal access to instructional materials, safe and decent school facilities, and qualified teachers. Should you feel that the school is in violation of any part of this policy, a formal complaint can be made by using the form in [English](#) or [Espanol](#). You may also get a form from the main office or on lausd.net.