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LONG BEACH UNIFIED SCHOOL DISTRICT

# GUIDELINES

For Parents and Students



## Our Mission

To support the personal and intellectual success  
of every student, every day.

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# Your Strong Support Makes All the Difference

Dear Parents,

Thank you for choosing the Long Beach Unified School District. The new school year brings many opportunities for students to succeed. Our schools remain among the best in the nation and the world, largely because of the strong support of parents. In fact, our school system was listed among five of the top-performing school systems worldwide. In addition, both the Washington Post and U.S. News and World Report again named several of our high schools among the best in the United States in terms of their ability to offer rigorous college prep courses. Each year our high school students earn millions of dollars in scholarships and admissions to top universities and colleges.

Such success is a testament to the hard work of the outstanding educators and support staff in our schools. Much of the credit, however, also goes to parents like you who send their children to school ready to learn each day.

I encourage you to remain involved in your child's education and to stay informed about the significant progress being made in our schools. Be sure to visit our website frequently at **lbschools.net** for all of our latest news and information, and remember to sign up for School Loop and ParentVue through your child's school to receive important updates throughout the year. You can also follow us on Twitter, where our handle is **@SuptSteinhauser**.

With your support, we will continue building upon our proud tradition of providing students a superb education.

Best wishes for a safe and rewarding school year.



Christopher J. Steinhauser  
Superintendent of Schools

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BOARD OF EDUCATION

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The Long Beach Unified School District is required annually by law to notify parents or guardians of certain rights and responsibilities contained in the *California Education Code*. Summaries of code sections explaining these rights and responsibilities are included in this *K-12 2017-18 Guidelines for Parents and Students*.

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## Parents' Rights and Responsibilities Spelled Out In State Laws, Policies

At the beginning of the first semester of each school year, the *California Education Code* requires all parents or guardians of minor pupils to be advised of their rights and responsibilities under specific sections summarized as follows:

### **Comprehensive Sexual Health Education and HIV/AIDS Education – 51930-51939.**

The District is required to provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, at least once in middle school and once in high school. The following courses in the secondary curriculum include some class sessions involving the study of human reproductive organs and their functions and processes and/or comprehensive sexual health education:

- Health Education – grade 7
- Health Education – grades 9/10
- Anatomy and Physiology
- Biology 1-2/AP/IB
- Life Science 1-2
- AIMS Hospital Health
- Health and Career Exploration
- Careers in Teaching
- Child, Family and Community
- Life Management
- Parent and Child

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education

If an outside consultant or guest speaker is used to teach comprehensive sexual health or HIV/AIDS prevention education, parents will be informed of:

1. Date of instruction
2. Name of the organization or affiliation of each guest speaker

**Pupils' Rights to Refrain from the Harmful Use of Animals – 32255.** Any pupil with a moral objection to dissecting or destroying animals shall notify his or her teacher regarding this objection.

Students have the right to refrain from participating in activities that they feel would constitute "harmful and destructive use of animals," pursuant to Education Code Section 32255 et seq. When courses require the use of live or dead animals, students must be notified of their rights. A student's objections must be substantiated by a note from his or her parent or guardian. The teacher must develop an alternative educational project of "comparable time and effort" or excuse the student from the project.

### **Exemption from Physical Examination – 49451.**

A parent or guardian who does not want his/her child to be given a physical examination at school must yearly inform the principal in writing. The child will then be excused from taking the examination. However, if the school has good reason to believe the child has contracted a recognized contagious disease, it is authorized to send the child home and not permit him/her to return until school authorities are satisfied that the disease is no longer contagious.

### **Sight, Hearing and Scoliosis Test – 49452, 49455, 49452.5.**

Every school district in California must provide for testing students for any sight, hearing, and/or scoliosis problems. (This section is subject to the restriction stated in Section 49451 above.)

### **Cooperation in Control of Communicable Disease and Immunization of Pupils – 49403.**

Schools are required to cooperate with local health authorities in helping to prevent and control communicable (person to person) diseases in school children. (If a parent or guardian does not have a family physician, the school refers him or her to the city or county health department for the child's needed immunization.)

## Parent Release of Student Information to Military and Other Agencies

School districts are required to release student directory information for military recruitment purposes unless parents request that Student Directory Information be withheld. Information about your students that can be released to military, as well as other agencies listed below, includes name, address, telephone number, email address, birth date, enrollment, attendance dates, graduation, high school major, participation in officially recognized activities and sports, if on an athletic team—weight and height, diploma and awards received. Agencies receive only the information directly related to their request. For example, a scholarship sponsor would receive dates of attendance, honors and awards information but not weight and height.

### **Agencies requesting information:**

Governmental: The Armed Services, Probation Department, Department of Children’s Services, law enforcement in the course of official duties, Social Security, Veteran’s Administration, elected officials.

School-related: PTA, VIPS, school transportation, work-experience employers, Site-Council.

Employers: Potential or current employers.

Post Secondary: Colleges, other post-secondary institutions.

News Media: Reporters in conjunction with a news story.

Community-related: Grantors of awards, scholarships, honors.

If you do not wish your student’s information to be given to the military or other agencies listed above, you can submit this request in ParentVUE. You may designate whether you would like your student’s information withheld from the armed services (military) only or from all agencies. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

Parents may prohibit the release of directory information about their students at any time during the school year. However, many requests for information are received near the beginning of the school year, so we urge you to submit the request by October 1, if you wish directory information withheld.

To request that Student Directory Information be withheld for your student:

1. Log in to ParentVUE. If you do not have a ParentVUE account, please contact your school for an activation key.
2. Select the “Student Info” tab
3. Click on the “Edit Information” button
4. Select “Yes” to either Directory Opt Out and/or Military Opt Out.
5. Click on “Save Changes.”
6. Repeat for any additional students

**Prescribed Medication for Pupils – 49423, A.C. Title 17.** Medical treatment is the responsibility of the parent/guardian and family physician. The parent/guardian is urged to work out a schedule, with the help of the family physician, for giving medication at home. Medications are given at school only when it is deemed absolutely necessary by the family physician. Any pupil who is required during the school day to take medication prescribed by a California licensed physician, may be helped to do so by the school nurse or another authorized school employee, if the school receives (1) a written statement from the physician describing the method of administration, the amount, and the time schedule of the medication, (2) a written statement from the parent requesting assistance, and (3) medication in its original pharmacy bottle, labeled appropriately. Medication orders written by a nurse practitioner (NP) or physician's assistant (PA) must have their California drug furnishing number and the name of their supervising physician included. The school must receive the original copy of medication orders that are faxed to the school within five days. Any disabled student who requires medication during the school day to effectively participate in the educational program shall receive assistance from district personnel on a consistent basis (34 C.F.R. 104.33). Medications are not usually carried by students, however some students may need to carry their medication: (1) students with asthma inhalers who need their medication prior to physical education and other school sport activities, (2) students with exquisite allergies (i.e., bee stings, anaphylaxis to food, etc.), (3) students with diabetes who receive calculated doses of insulin throughout the day by continuous subcutaneous insulin infusion (insulin pump therapy). The student's physician must provide a written statement stating, (1) the student must carry the medication, (2) the student has been trained on self administration and (3) the student has demonstrated proficiency and responsibility in self administration. The school nurse will also assess the student's ability to self administer medication, and may contact the physician if there are any questions or concerns.

**Special Pupil Medication – 49480.** The parent or guardian of any pupil who is on a continuing medication program is required by law to tell the school about the medication being taken, the condition the medication is pre-

scribed for, and the name of the supervising physician. Parents/guardians of a child with a significant health condition should contact the school principal and school nurse at the beginning of each school year, to determine if any special arrangements are needed. With the parent or guardian's consent, the school nurse may talk with the child's doctor and inform other school staff members about possible effects of the medication on the child's behavior. At the beginning of each school year, parents are required to provide a 3-day supply of medication for their students who take daily medication outside of school hours in case of an earthquake or other emergency situation. Medication must be in its original, prescription bottle, and a medication permission form must be completed by the parent and physician.

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

**Concussion and Head Injuries – EC 49475.** A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury dur-

ing that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular schoolday or as part of a physical education course.

### **Medical Treatment**

Pursuant to the provisions of Family Code Section 6910 and Ed. Code 49407, school personnel are authorized to act as an agent for the reasonable treatment of a child without the consent of a parent or guardian when the child is ill or injured during regular school hours or requires reasonable medical treatment when the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid.

**Confidential Medical Services – 46010.1.** (Grades 7 to 12) School authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

**Pupils with a Contagious Disease – C.C.R. Title 5, 202.** "A pupil with a suspected contagious or infectious disease may not remain in any public school." They may be readmitted to school with written documentation from their physician and/or a public health officer that they are no longer contagious/infectious; however, the school nurse may need to evaluate students for any signs/symptoms when they return to school.

**Habits and Diseases – 48211.** The governing board of the school district may exclude children of filthy or vicious habits, or children suffering from contagious or infectious diseases. Children need to stay home from school if they have symptoms of a contagious illness, which include a fever over 100 degrees, sores that are open or appear infected, vomiting in

the morning or since going to bed the night before, diarrhea in the morning or since going to bed the night before, persistent headache or stomachache, earache, red eyes with discharge, persistent cough, suspicious rashes, wheezing or breathing problems and not feeling well enough to participate in school activities.

**Pupil Absence for Religious Purposes – 46014.** With the written consent of parents or guardians, pupils may be excused from school to attend religious training classes at a place named by their church. Pupils may not be excused for this purpose more than four school days per month. Attending religious training classes is voluntary. Pupils are not required to attend them.

**Allowed Absences – 48205, 48980(j).** No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. A pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative

pursuant to uniform standards established by the governing board.

- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments that shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**Truancy – 48260.** Any pupil who is absent from school without valid excuse three full days in one school year, or is 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.

The Long Beach Municipal Code section 9.58.020 states that juveniles are prohibited from loitering (off campus) in public places between the hours of 8:30 a.m. to 1:30 p.m. on days when school is in session. Students who

are identified as "Habitual Truants" and who are found loitering in a public place will be given a citation by officers of the Long Beach Police Department. Truant students who receive a citation will have to appear before a Juvenile Referee who may issue a monetary fine. The fines that the referee levies range from \$170 for the first offense to a maximum of \$710. The referee may also impose an attachment of the student's driver's license. Students identified as "chronic" habitual truants may be issued the maximum fine on the first offense. In each case, regardless of the amount of fine and community service assigned, failure to fulfill the order issued by the Court will result in revocation or delay in the issuance of the student's driver's license.

Senate Bill 1317, effective January 1, 2011, allows parents or guardians of chronic truants to be criminally prosecuted. A chronic truant is defined as a pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date. (Educ. Code 48263.6.) A parent or guardian of a chronic truant can now be prosecuted under Penal Code 270.1, if: (a) the child is age six years or more in K-8, and (b) there is proof the parent or guardian has failed to reasonably supervise and encourage the pupil's school attendance.

**Chronic Absences.** Chronic absenteeism has been defined in California Education Code (EC) Section 60901(c)(1) as a pupil who misses 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

**Free or Reduced Price Meal – 49510.** Each needy pupil (as defined by regulations of the State Board of Education) enrolled in school shall be provided a minimum of one nutritious meal during each school day which meets or exceeds established nutritional requirements.

Approved free and reduced-price meal eligibility from the prior school year will be carried over up to 30 operating days in the new school year, while the new applications are

# PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



## Entry Requirements by Age and Grade:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
<b>Polio (OPV or IPV)</b>	<b>4 doses</b> (3 doses OK if one was given on or after 4th birthday)	<b>4 doses</b> (3 doses OK if one was given on or after 2nd birthday)	
<b>Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)</b>	<b>5 doses of DTaP, DTP, or DT</b> (4 doses OK if one was given on or after 4th birthday)	<b>4 doses of DTaP, DTP, DT, Tdap, or Td</b> (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/ DTP given on or after 7th birthday for all 7th-12th graders.)	<b>1 dose of Tdap</b> (Or DTP/DTaP given on or after the 7th birthday.)
<b>Measles, Mumps, and Rubella (MMR or MMR-V)</b>	<b>2 doses</b> (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	<b>1 dose</b> (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	<b>2 doses of MMR</b> or any measles-containing vaccine (Both doses given on or after 1st birthday.)
<b>Hepatitis B (Hep B or HBV)</b>	<b>3 doses</b>		
<b>Varicella (chickenpox, VAR, MMR-V or VZV)</b>	<b>1 dose</b>	<b>1 dose</b> for ages 7-12 years. <b>2 doses</b> for ages 13-17 years.	

\*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

### WHY YOUR CHILD NEEDS SHOTS:

The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten or Transitional Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

### THE LAW:

Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

### WHAT YOU WILL NEED FOR ADMISSION:

To attend school, your child's Immunization Record must show the date for each required shot above. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment.

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a **medical exemption** for the missing shot(s), including the duration of the medical exemption.

A personal beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit [ShotsforSchool.org](http://ShotsforSchool.org).

You must also submit an immunization record for all required shots not exempted.

Questions? Visit [ShotsForSchool.org](http://ShotsForSchool.org) or contact your local health department ([bit.do/immunization](http://bit.do/immunization)).



being processed. Once a new application is processed for a household, the eligibility will go into effect immediately. When the carry-over period ends, unless the household is notified that their children are directly certified, or that their children have been approved for free or reduced price meals, the children will pay full price for schools meals. The Nutrition Services Branch will not send a reminder or a notice of expired eligibility. Students new to the district will need to pay for meals or bring a lunch until an application is approved. Students who pay for their meals may do so, in advance, by depositing money into an account set up exclusively for that student, at the school's cafeteria. Parents may make secured payments, and/or track account balances, and receive low balance reminders via the online payment service. Visit the district's website (lbschools.net), "Nutrition Services: Meal Payment Options & Prices" for details.

**"Charge Policy":** The Nutrition Services Branch extends credit up to \$10 for students in elementary and K-8 schools who do not qualify for free or reduced-price meals. Parents will be notified in writing with a request to repay the cafeteria for meals served to their children when they did not have payment for meals they received. Credit will not be extended to middle and high school students. Middle and high school students must have meal payments to receive their meals.

Parents of students with special dietary needs may contact the Administrative Dietitian in the Nutrition Services Branch office at (562) 427-7923, extension 247.

**Individual Instruction to Non-Special Education Pupils with Temporary Disability – 48206.3, 48207, 48208.** When a licensed California physician and surgeon and the parent or legal guardian notifies a school district that he/she has a pupil with a temporary disability which makes attendance in the pupil's regular or alternative education program impossible or inadvisable, the district is required to make arrangements for providing individualized instruction, if the pupil is at home or residing in a hospital or a residential healthcare facility located within the boundaries of the district. Such pupils have complied with residency requirements for school attendance even if the parents or legal guardians reside in another district.

A temporary disability means a physical, men-

tal, or emotional disability after which the pupil can reasonably be expected to return to regular classes without special intervention. This definition does not include pupils who have been identified as eligible for special education as pupils with exceptional needs.

**Presence of Pupils with Temporary Disabilities in Hospital: Notice by Parent – 48208.** It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district of the pupil's presence in a qualifying hospital.

**Required Immunizations – C.A.C. 6000-6075, HSC sec.120335(b) 6065.** No student may be unconditionally admitted to school without adequate immunizations against polio, diphtheria, tetanus and pertussis (DTP), measles, mumps, rubella (MMR), hepatitis B and varicella (chickenpox). Documentary proof must be presented verifying immunizations.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

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

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

A temporary or permanent medical exemption to one or more of the immunizations may be granted under certain circumstances if a licensed physician (M.D. or D.O.) provides a written statement which states:

- 1) That the physical condition or medical circumstances of the child are such that the required immunization(s) is/are not indicated.
- 2) Which vaccines are being exempted.
- 3) Whether the medical exemption is permanent or temporary
- 4) The expiration date, if the exemption is temporary

Students who require subsequent doses are subject to exclusion from school if immunization is not received when needed.

**Required First Grade Physical – HSC 124085.**

California law requires that all children present documentation of having a screening physical examination within 18 months prior to or 90 days after entering first grade. We recommend that this examination be done while the child is in kindergarten. Parents/guardians may contact the local health department office regarding the availability of free health screenings. Parents/guardians may sign a form waiving this requirement; however, our district strongly encourages all children be examined.

**Immunizations for Communicable Diseases – 49403.**

The governing board of any school district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. For that purpose the board may use any funds, property and personnel of the district, and may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse acting under the direction of a supervising physician and surgeon to administer an immunizing agent to any pupil whose parents have consented in writing to the administration of such immunizing agent.

**Oral Health Assessment** – California law requires that all children present documentation of having an oral health assessment within 12 months prior to or 8 months after entering kindergarten or first grade, whichever is his/her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Parents/guardians may sign a form waiving this requirement; however, our district strongly encourages all children to be examined.

**Health Care Coverage – EC 49452.9.** Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, call (562) 997-8236 or visit [www.CoveredCA.com](http://www.CoveredCA.com).

**Notice of Alternative School – 58501.** California state law authorizes all school districts to provide for alternative schools. In the event any parent, pupil, or teacher is interested in further information concerning alternative

schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

**Instructional Materials** – Parents may review official lists of approved textbooks used to support each course/subject offered in the school district. Such lists/catalogues are available in the principal's office of each school and at the Long Beach Unified School District Office of Textbook and Library Services, 2201 Market Street. Inspection of any specific materials may be arranged by contacting Textbook Services at 997-8000, ext. 3050.

If parents find materials/content included in the instructional materials used in the schools of the district to be inappropriate for use with their child, parents should first discuss the concern with their child's teacher and principal. Parents may request their child receive an alternate assignment. The school staff will make an effort to accommodate the parents' wishes and will notify the parents. If the concern can not be addressed through these means, parents have the right to submit their concern about the instructional material to the Office of Curriculum, Instruction and Professional Development (OCIPD) at 1515 Hughes Way, Long Beach, CA 90810 by submitting the district's Complaints Concerning Instructional Materials form located in the alpha index on the district webpage by clicking "c", "Complaints". Questions about this procedure should be referred to OCIPD at 997-8025.

**Career Counseling and Course Selection –**

Parents or guardians of students are encouraged to participate in career counseling sessions and decisions with school counselors prior to course selection in grades 7-12. In all grades, students have access to the school counselors.

College Career Night will be held Nov. 1 at California State University Long Beach. This activity is open to all students and parents, and offers information on more than 150 college and trade and technical schools. For more information, visit the Counseling or Career Center at your school. Parents and students can also visit the Linked Learning link on the LBUSD website for information about col-

leges, career centers, financial aid for colleges and other career links.

**Comprehensive Sexual Health Education and HIV/AIDS Education – 51933, 51934, 51938.** Requires school districts to provide comprehensive sexual health education and HIV/AIDS prevention education at least once in middle school and once in high school. Specifies content of instruction, sources of information, and requires parent notification. Parents will be notified if guest speakers will be used to provide instruction. A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education by letting the school know in writing.

**Weapons, Storage of Firearms – P.C. 12035.** Any person who leaves a loaded firearm within the reach or easy access of a child may be fined or imprisoned, or both, if the child gains access to, and improperly uses, the firearm.

**School Accountability Report Card – 35256 and 35258.** The governing Board shall annually issue a School Accountability Report Card for each school in the school district. Copies are posted on the District internet web site at [www.lbschools.net/schools/sarcs.cfm](http://www.lbschools.net/schools/sarcs.cfm), and provided upon request at your neighborhood school.

## Parent Involvement

The Board of Education recognizes that parents from throughout our ethnically diverse population serve as an invaluable resource in the process of educating children. The Board believes that a child's education is a responsibility shared by family and school. To ensure a collaborative partnership, the Board, administration and the staff are committed to providing parent involvement activities which are of sufficient size, scope, and quality to promote an effective home-school partnership by:

1. Providing opportunities to help parents strengthen their parenting, literacy and English language skills to foster conditions at home that affect children's efforts in learning;
2. Providing parents with the knowledge and strategies to assist their children in learning at home, in the community, and at school;

3. Supporting the efforts of parents to work with their children to understand and attain the Common Core State standards;
4. Encouraging and facilitating parental interest and involvement in school organizations and activities. Also identifying and involving parents in instructional and support roles;
5. Encouraging parents to assume school and district leadership roles in governance, advisory and advocacy decision-making processes;
6. Helping parents acquire needed services through identified school district and community resources;
7. Training parents, teachers, and principals to build a partnership between the home and school to promote effective two-way communication;
8. Consulting on an ongoing basis with parents concerning the manner in which the school and parents can work together to plan, design, implement, and evaluate school programs to ensure academic progress;
9. Informing parents about the academic performance of their child's school, and of the options they have to ensure appropriate educational placement of their student;
10. Informing parents of participating children of the (a) reasons their children are participating in programs and (b) specific instructional objectives and methods of programs.

Reference: Augustus F. Hawkins - Robert T. Stafford Elementary and Secondary School Improvement Amendments of 1988 (Public Law 100-297) Federal Register 34 CRT Part 75, California Education Code 11500, 11506. Revised March 2006.

**ParentVUE –** ParentVUE is a website that allows parents to view their children's current and historical information, including daily attendance, grades, report cards, test scores, discipline, graduation status, preparation for college and more. It is also a one-stop location for links to other parent services including School Loop and MySchoolBucks (school meal accounts). With one simple activation, parents can view information on all of their children, from elementary school to high

school. Parents also will be able to update emergency card information electronically. The website is available at lbschools.net under “parentLBUSD” or under ParentVUE in the A-Z index.

**Parent Education** – Parent workshops designed to assist families with parenting, learning activities, standards and curriculum are provided by the Office of Equity, Access, College and Career Readiness. Elementary, middle and high schools select from a menu of available parent workshops, which are provided at each school site as scheduled. Please call (562) 997-8322 or check at lbschools.net under Parent University for the monthly schedules or available workshops.

**Written Translation and Oral Interpretation**  
You have the right to request the translation of materials related to your child’s school activities. If you prefer, you have the right to ask for an oral interpretation of the information. You should make your request to the school principal or ask any school staff member to speak to the principal for you. You also have the right to request an interpreter for any parent meeting involving your child and the school. You should make your request to the school principal or ask any school staff member to speak to the principal for you. If you have any questions or concerns, you may contact Pamela Seki at 997-8025 for assistance.

## **Tobacco-Free Schools**

The Long Beach Unified School District is a tobacco free district. Any tobacco use (smoking, chewing, electronic nicotine delivery system, etc.) by anyone is prohibited at any time on any LBUSD property. Use of or disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground, is also prohibited. This requirement applies to all students, staff, and visitors to campus (volunteers, parents, contractors, general public, etc.). The school district prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like

everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

## **Closed Campuses**

All secondary schools in the district are considered “closed” rather than open campuses. A closed campus is one from which no student may leave during school hours unless the student has a lunch permit or other pass or authorization to leave the campus during school hours. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this option. EC44808.5 A student who is off campus without authorization during school hours is considered truant.

## **Minimum Days**

The school district has established the districtwide minimum day schedule listed here for the traditional calendar school year. Schedules at individual schools (year-round and traditional-calendar) may vary according to the needs of each school. When additional minimum days are scheduled after the printing of this publication, the parents and guardians of the affected pupils will be notified as early as possible, and no later than one month before the scheduled minimum or pupil-free day. (E.C. 48980c)

# Minimum Days

Date	Activity	Level
8/30	First Day All Schools This is a minimum day for students only, <u>not teachers.</u>	All Schools
9/19	<b>Elementary</b> - Back to School This is a minimum day for Elementary and K-8 School students and <b>ELEMENTARY / K-8 TEACHERS</b>	Elementary & K-8 Schools only
9/26	<b>Middle School</b> - Back to School This is a minimum day for High and Middle School students and <b>MIDDLE SCHOOL TEACHERS</b>	High & Middle Schools only
10/3	<b>High School</b> - Back to School This is a minimum day for High and Middle School students and <b>HIGH SCHOOL TEACHERS</b>	High & Middle Schools only
11/1-8	Parent Conferences (6 days) These are minimum days for students only, <u>not teachers.</u>	Elementary & K-8 Schools only
11/17	<b>Secondary</b> “Floating Day” This is a minimum day for students and teachers.	High & Middle Schools only
12/22	Winter Break This is a minimum day for students and teachers.	All Schools
1/23, 24, 25	Fall Finals	High Schools only
1/29	<b>Secondary</b> First day of Semester These are minimum days for students only, <u>not teachers.</u>	High & Middle Schools only
3/6-7	Parent Conferences (2 days) These are minimum days for students only, <u>not teachers.</u>	Elementary & K-8 Schools only
5/22	<b>Middle School</b> - Open House This is a minimum day for High and Middle School students and <b>MIDDLE SCHOOL TEACHERS</b>	High & Middle Schools only
5/23	<b>High School</b> - Open House This is a minimum day for High and Middle School students and <b>HIGH SCHOOL TEACHERS</b>	High & Middle Schools only
5/24	<b>Elementary</b> - Open House This is a minimum day for Elementary and K-8 School students and <b>ELEMENTARY / K-8 TEACHERS</b>	Elementary & K-8 Schools only
6/11, 12, 13	Spring Finals	High Schools only
6/14	End of School year These are minimum days for students only, <u>not teachers.</u>	All Schools

## Dismissal Time on Minimum Days. Exact times may vary by site

AM Kindergarten out at 11:40/12:40	Minimum Day 11:20/12:20
Elementary & K8 Schools out at 2:10/2:15	Minimum Day 1:00
Elementary & K8 Schools out at 3:10/3:15	Minimum Day 2:00
High Schools out at 2:40/2:50	Minimum Day 1:10/1:20
High Schools out at 3:40	Minimum Day 2:10
Middle Schools out at 3:40	Minimum Day 2:18

## Parents' Rights Regarding Student Records

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the school of attendance (for current students) and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of .25¢ per page. For students no longer enrolled in the district, requests are to be submitted in writing to the Records Management Office, 2201 E. Market Street, Long Beach, CA 90805. Copies of transcripts are available for \$12.00. Additional records for students no longer enrolled in the district are available upon written request to the Records Management Office for .25 ¢ per page.

Any challenge to school records must be submitted in writing to the Director of Student Support Services, 2221 Argonne Avenue, Long Beach, CA 90815. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by

the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

### Destruction of Mandatory Interim Special Education Records

"Mandatory Interim Pupil Records" must be kept for three years after a student leaves or the records are no longer useful. The Long Beach Unified School District ("LBUSD") has determined that there are numerous items, which are no longer needed, and will be removing them from certain students' permanent files and shredding them to prevent improper or unauthorized disclosure. LBUSD will be destroying the Special Education records of students with a date of birth that falls on or before June 30, 1992. Records in the form of electronic, hard copy, microfilm and microfiche will be destroyed in November 2017. Such records may include audio recordings, IEPs and assessments.

If LBUSD does not hear from affected students and parents by Oct. 3, 2017, the above-listed Mandatory Interim records will be destroyed.

Affected students and parents who wish to obtain a copy of their records should complete a Records Request Form. Records Request forms are available in the A-Z index at lbschools.net under Special Education, Division of. Requests will be processed within five (5) business days upon receipt.

## Elementary and Secondary Education Act-Title I

In the Elementary and Secondary Education Act, Title I requires all districts to notify parents regarding qualifications of their student's classroom teacher. According to this law, parents have the right to request information regarding the professional qualifications of their child's teacher, including:

- Whether the teacher has met state credential or license criteria for grade level and subject taught.
- Whether the teacher is teaching under emergency of other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

If you are interested in obtaining this information, please contact the principal at your child's school.

## Equal Access to Educational Opportunities – Homeless Education

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison, Dr. Erin M. Simon at (562) 986-6870 x 242, or Bethune Transitional Center at (562) 435-2050.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or other documentation usually required for enrollment. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes, have access to these same rights.

A homeless student that transfers schools after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

### **Before and After School Programs – EC 8482.6, 8483(e), 8483.1(e), and 8483.95**

Beginning on July 1, 2017, homeless students and students who are in foster care shall receive first priority for enrolling in before and after school programs. A program must inform the parent:

Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact the LBUUSD Office of Student Support Services at (562) 986-6870, ext. 242. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

## Choosing Your Child's School: A Summary of School Attendance Options in California

California law (Education Code Section 48980(h)) requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district in which the parents/guardians live (Application for School of Choice—SOC) and a process for selecting schools in other districts (Interdistrict Permit Form—IDP). The general requirements and limitations of each process are described below.

### Choosing a School Within the District in Which Parents/Guardians Live

The law (Education Code Section 35160.5) requires the school board of each district to establish by July 1, 1994, a policy that allows parents/guardians to choose the school their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district as follows:

Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.

In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.

A district is not required to provide transportation assistance to a student who transfers to another school in the district under these provisions.

If a transfer request is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however voluntarily decide to put in place a process for

parents/guardians to appeal a decision. In the Long Beach Unified School District, parents/guardians may appeal a denied SOC application directly to the school of choice site administrator. Parents/guardians also may appeal the decision of the school of choice site administrator by contacting the school of choice site administrator's assistant superintendent or deputy superintendent.

Parents may choose any school within the Long Beach Unified School District for their children to attend, with certain restrictions. For example, most specialized programs have some admission criteria, and the desired school must have space available. In general, neighborhood children have first priority in enrolling in a specific school. (When a school is overcrowded, however, neighborhood children may have to attend another school.)

School of choice applications for the next school year are accessed through ParentVUE via lbschools.net and are generally available beginning the last Monday in February. Deadlines for applying to the various schools or specialized programs are usually at the end of April. Check with your school for specific deadline dates during that time period.

Information about all educational program options in each LBUSD school, including specialized programs, special education, continuation school, gifted and other programs, is available online at [www.lbschools.net](http://www.lbschools.net). A sample "Application for School of Choice" within the Long Beach Unified School District is provided after this section.

If, while on school grounds, a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided options to transfer to another school. LBUSD had no schools identified as "persistently dangerous." Contact your assistant superintendent for more information.

### Choosing a School Outside the District in Which Parents/Guardians Live

Parents/guardians have two different options for choosing a school outside the district in which they live. The two options are described below:

1. *General Interdistrict Transfers* - The law



(Education Code Sections 46600 and following) allows two or more districts to enter into an agreement for the transfer of one or more students for a period of one to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

No district is required to provide transportation to a student who transfers into the district.

Parents should check at the desired school and district to see whether space is available before submitting the necessary paperwork. The Education Code allows school districts to enter into interdistrict attendance agreements. Either the district of residence or the district of choice may deny the application, but if a permit is granted for employment or child-care reasons, the student has the right to remain in that district's schools through the twelfth grade, subject to the availability of classroom space.

#### **District of Choice – EC 48300 et seq.**

Some school districts may choose to become a district of choice, that is, a district that accepts transfer students from outside the district under the terms of a resolution. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a “random and unbiased” process, which generally means a lottery process.

District of Choice program is scheduled to end as of July 1, 2017, and will no longer be in effect unless pending legislation is authorized.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall,

at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

2. *Parental Employment in Lieu of Residency Transfers (“Allen Bill Transfers”)* - The law (Education Code Section 48204b) provides that if one or both parents/guardians of a student are physically employed for a minimum of 10 hours in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents or guardians work.

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

This code section does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code Section 48204b include:

Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it determines there would be a negative impact on its court-ordered or voluntary desegregation plan.

The district in which the parent/guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student. This limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not cover costs.

There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.



# INTERDISTRICT TRANSFER PERMIT APPLICATION

1515 Hughes Way, Long Beach, CA 90810

Elementary School (TK-5): 562-997-8247 · Fax 562-997-8285 · elementaryidp@lbschools.net

Middle School (6-8): 562-997-8100 · Fax 562-997-8282 · middleidp@lbschools.net

High School (9-12): 562-997-8115 · Fax 562-997-8286 · highschoolidp@lbschools.net

SAMPLE ONLY  
Forms are  
available at  
Assistant  
Superintendents  
Offices.

**To be completed by parent/guardian** (Please print)

School Year <p style="text-align: center; font-size: 1.2em;">2017 - 2018</p>		Grade Requested	Date of Request
Student Name Last: _____ First: _____		Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Address		City/Zip Code	How long at address?
School of Residence		Language spoken in home	Ethnicity
Current or Last School of Attendance		Number of years attended	
District Requested		School Requested	Currently Attending? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Step-Mother/Guardian's Name	Father/Step-Father/Guardian's Name	Contact Number <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home	
Is the student receiving Special Education Services?* <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the current placement? <input type="checkbox"/> Language/Speech (LAS) <input type="checkbox"/> Resource Specialist Program (RSP) <input type="checkbox"/> Special Day Class (SDC) <input type="checkbox"/> Other _____ <i>*Free and appropriate public education is available in LBUSD. No excess costs to LBUSD.</i>			
What is the reason for the request? See reverse side "Documents Required" for a listing of the proof/evidence required to support the reason checked.  <input type="checkbox"/> Child Care – K-8 <input type="checkbox"/> Parent Employment <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Sibling <input type="checkbox"/> Senior Option (5 <sup>th</sup> , 8 <sup>th</sup> 12 <sup>th</sup> ) <input type="checkbox"/> Magnet Program <input type="checkbox"/> Other			

I have read the terms and conditions on page two and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under the penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved.

Parent/Guardian Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**FOR DISTRICT USE ONLY**

***District of Residence***

***Proposed District of Attendance***

Decision:  Approved  Denied

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

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

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

District: Long Beach Unified School District

District: \_\_\_\_\_

There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent/guardian the specific reasons for denying the transfer.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district shall accept applications by electronic means for enrollment, including enrollment in a specific school or program within the school district, and course registration for military dependents. The parent shall provide proof of residence within 10 days after the published arrival date provided on official documentation related to his or her military move: temporary on-base billeting facility, purchased or leased home or apartment, or federal government or public-private venture off-base military housing.

Section 48204 of the Education Code provides that a caregiver affidavit constitutes a sufficient basis for determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver. The school district may require additional reasonable evidence that the caregiver lives at the address provided.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide an overview of the laws applying to each alternative. Any parents/guardians who are interested in finding out more about these options should contact their own school districts, or the districts they may be thinking about transferring into, for more information on the districts' policies, procedures, and timelines for applying for transfers.

## **Transitional Kindergarten**

The Long Beach Unified School District will offer Transitional Kindergarten in 37 schools across the district for students who will not reach age five until fall. Transitional kindergarten classes are a response to state legislation changing the entry date for kindergarten from Dec. 2 to Sept. 1. Children are eligible for Transitional Kindergarten if their fifth birthday falls between Sept. 2 and Dec. 2.

Transitional Kindergarten is the first year of a two-year kindergarten program. Students with birthdays in this time frame will be required to attend one year of Transitional Kindergarten and then one year of Traditional Kindergarten. Transitional Kindergarten is designed to encourage oral language development, offer students many hands-on opportunities for learning and to benefit from the "gift of time" in the classroom setting. Visit the LBUSD website ([www.lbschools.net](http://www.lbschools.net)) to view sites that will have Transitional Kindergarten classrooms for the upcoming school year. If your school of residence will not have a Transitional Kindergarten program, please call the Elementary Office or your school of residence for information about an alternative option for Transitional Kindergarten.

## **Behavior Expectations**

Each school site and each classroom teacher has established behavior expectations for their students. It shall be the responsibility of teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employees shall assume responsibility for implementation of the rules in areas such as the classroom, cafeteria, school bus and school grounds.

In dealing with behavior problems in the classroom, the first steps taken by the teacher shall include: (a) conference with the student and contact with the parents; (b) referral to the counselor or principal if there's no change in the student's attitude, or (c) referral to the principal for serious infractions.

The principal may (a) hold a conference with the parents; (b) assign the student to a special class or program; (c) suspend the student from school following a conference with the parents and the student as to the reasons, school policy violated, and duration of the suspension,

or (d) suspend the student to the District Guidance and Review Committee for consideration for placement in another school or for exclusion or expulsion.

Prior to suspension, the student must be told why he/she is being suspended and given an opportunity to tell his/her version of the incident. Before the pupil leaves the school grounds, every effort will be made to notify the parent of the suspension, the reason, and the rules involved. The parent will be given an opportunity to respond.

As per E.C. 48900, parents and pupils are hereby notified that in schools of the Long Beach Unified School District a student may be suspended, receive an intervention transfer or be recommended for expulsion from school if the principal determines that the student, while on school grounds or during a school-related activity off grounds, or while going to or coming from school, has committed any of the following offenses:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object. (State law provides that an adult who leaves a loaded firearm within the reach or easy access of a child may be fined or imprisoned, or both, if the child gains access to and improperly uses the firearm.)
- C. Unlawfully possessed, used, sold or furnished, or been under the influence of any drug, alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant and then sold, delivered, or otherwise furnished another substance or material in lieu of the represented controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Damaged or attempted to damage school or private property.
- G. Stolen or attempted to steal school or private property.
- H. Possessed or used tobacco or nicotine products on school premises.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia as defined in Sec. 11014.5 of the *Health and Safety Code*.
- K. (1) Disrupted school activities or otherwise willfully defied the valid authority of school personnel.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed or attempted to commit a sexual assault or committed a sexual battery.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold any illegal or prescription drugs.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
  - (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
  - (b) Causing a reasonable pupil to experience a substantially detrimental

effect on his or her physical or mental health.

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

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

(2)(A) "Electronic act" means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:

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

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

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

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

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

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the

depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

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

S. A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity.

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

injury shall be subject to discipline pursuant to subdivision (a).

- U. As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- V. For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.
- W. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

#### **Release Juvenile Information – WIC 831**

Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court.

#### **Additional Grounds for Suspension or Expulsion**

1. The pupil has committed sexual harassment. (E.C. Section 48900.2)
2. The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (E.C. Section 48900.3)
3. The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils. (E.C. Section 48900.4)
4. The pupil has made terrorist threats against school officials or school property, or both. (E.C. Section 48900.7)

The district is required to expel from school for a period of **not less than one year** a student who is determined to have possessed a firearm, brandished a knife at another person, committed sexual assault or battery, or sold a controlled substance while at school. In addition, any student who commits one of the aforementioned violations will be referred to the criminal justice or juvenile delinquency system.

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

may document the other means of correction used and place that documentation in the pupil’s record which may be accessed pursuant to section 49069. However, a student may be suspended subject to Section 1415 of title 20 of the United States Code for any of the above reasons upon a first offense, if the principal determines that the student committed any offenses A through W, or that the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process.

The Board of Education may order a student expelled for first-time violation of offenses A through W if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or that, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the pupil or others.

#### **Circumstances for Recommending Expulsion**

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct: (A) Causing serious physical injury to another person, except in self-defense. (B) Possession of any knife or other dangerous object of no reasonable use to the pupil. (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician. (D) Robbery or extortion. (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding

that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following: (1) Other means failed to bring about proper conduct. (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds: (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed. (2) Brandishing a knife at another person. (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900. (5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions: (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems. (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school. (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following: (1) That other means of

correction are not feasible or have repeatedly failed to bring about proper conduct. (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 31/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code. For further information regarding the Education Code and the District's appeal process contact Diane Groh, Program Administrator, Student Placement Services at 997-8000 ext. 6880.

Under Policy 5115, the Long Beach Board of Education recognizes that regular attendance is important to the total development of students. Further, the district has established rules and regulations to ensure that students attend class and to provide appropriate action for students who are in violation of such regulations.

Each school has established a set of procedures to encourage consistent attendance of all students. Students who are absent excessively for other than approved reasons cause the district to lose needed state funds. Absences of ten (10) consecutive days for extended vacation, etc., may cause the student to be withdrawn from the school attendance register.

The parent or guardian of a student who has been suspended by a teacher may attend a portion of the school day in the classroom where the child was suspended. (E.C. 48900.1).

## Random Searches of Students

To ensure the safety of students and schools, the Long Beach Unified School District works closely with local law enforcement. Together these agencies may conduct random searches of students and schools to prevent the use of weapons and drugs on campus.

## Availability of Discipline Rules

Additional copies of the discipline rules listed in this booklet may be obtained at each school or by calling (562) 997-8250. (E.C. 35291).

## Electronic Listening or Recording Device – EC 51512

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

## School Uniforms Required (Grades K-8)

On January 18, 1994, the Board of Education unanimously approved mandatory school uniforms for kindergarten through grade 8. Each elementary and middle school in the Long Beach Unified School District then adopted its own required school uniform. A complete description of the student uniform for each school is available from the school.

Uniform assistance is available to economically disadvantaged students. Information is available from the school principal or designee.

A parent who wishes to exempt a child from the uniform requirement shall request from the school by mail or in person an application for exemption. The completed application shall be submitted to the designated administrator for uniform program exemption at the school. To make certain the parent understands the reasons for the uniform policy and to verify information on the application, the parent shall meet with the designated administrator to discuss the uniform policy and the nature of the objections.

## School Dress Standards

In addition to the student uniform required by each school, the following district dress stan-

dards have been established to insure that the instructional program of the school may operate fully and effectively for all students, free of interference and distraction and without hazard or threat to students' health, safety and general welfare.

The Long Beach Unified School District requires that:

1. Students attending school must be clean. Clothing worn to school must be neat and clean. It must fit. Oversized, baggy or saggy clothing is prohibited.
2. Closed footwear that covers the entire foot must be worn for safety reasons. Open sandals, high heeled shoes, slipper-type shoes and thongs are hazardous on the school playground and are not appropriate for school.
3. Also prohibited are jewelry items that may potentially cause injury, sunglasses (exceptions include medical reasons), and other decorations, ornaments and accessories not appropriate for elementary or middle school.
4. All blouses and shirts should be properly buttoned.
5. Appropriate undergarments that provide proper cover shall be worn.
6. Hair must be clean and show evidence of having been neatly groomed for school. Metal hair combs or other grooming products that may be considered hazardous may not be brought to school.
7. School sites have the responsibility to identify and restrict attire that may lead to unsafe conditions. If it is determined that particular clothing is gang related, the school site may prohibit students from wearing the identified attire.
8. Each school site will notify parents of the specific school uniform requirements of the school. Information regarding exemptions is available from the school.

**Sun Protection**—35183.5(b). Each school shall allow students to use sun-protective clothing, including, but not limited to, hats and sunglasses when outdoors. Specific clothing and hats determined by the school district or school to be gang-related or inappropriate apparel may be prohibited by the dress code policy. Each school shall allow pupils the use of sunscreen during the school day without a



physician's note or prescription. Each school site may set a policy related to the type of sun-protective clothing and the use of sunscreen by pupils during the school day. Sunscreen is not considered an over-the-counter medication. School personnel are not required to assist pupils in applying sunscreen. Nothing in these dress standards precludes the school from establishing and requiring more stringent uniform or dress requirements.

**Please Note:** The State of California has determined that "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (*California Administrative Code*, Title V, Section 302) 1994.

The district requires all students in kindergarten through grade 8 to wear a school uniform as identified by the student's school. In cases of economic hardship, help in obtaining uniforms is available. You may obtain an exemption from the uniform requirement. For more information call your child's school. If there are any problems, call the appropriate assistant superintendent office (elementary, middle or high school). If you are unable to resolve your concerns, you may obtain a Parent/Guardian Complaint form at your child's school.

For further information, access the LBUSD website at [www.lbschools.net](http://www.lbschools.net).

## High School Dress and Grooming Standards (Grades 9-12)

A student's dress and general appearance should not be such that it draws undesirable attention to the student, nor should dress and appearance detract or interfere with teaching and learning in the classroom and on the campus. It is expected that all students shall maintain their person and clothing in a modest, clean, and age-appropriate fashion consistent with our dress code and compatible with the instruction program. In an effort to maintain a safe and secure school environment, high schools may issue schoolwide identification badges to their students, faculty and staff

members. Schools will notify parents of the necessity and requirements of the policy.

Students shall wear clothing, footwear and groom themselves for school in a manner, which does not offend the rules of decency or reflect negatively on or detract from any phase of the educational program.

### General Dress Code and Grooming Guidelines

- a. Clothing including hats, jewelry, accessories or skin art (tattoos) associated with alcohol, drugs, tobacco, sex, obscenity, gangs or violence are prohibited.
- b. Outer clothes must completely cover underclothes.
- c. Footwear must be appropriate for school activities.
- d. Shirts must be appropriately fitted at the shoulders.
- e. Belts should be appropriately sized at the waist and fitted into the belt loops.
- f. All headgear, including sweater/jacket hoods, is prohibited with the exception of school spirit wear.
- g. Wallet chains, studded/spiked belts, bracelets, rings, etc. are prohibited.

### Boys – Unacceptable Clothing

- a. Tank tops and mesh tops

### Girls – Unacceptable Clothing

- a. Dresses and Tops: Strapless tops and cut-out designs that reveal any body parts.
- b. Blouses and tops that bare the midriff at any time.
- c. Low neckline and backline tops and dresses.
- d. See through and sheer clothing.
- e. Short shorts/skirts/dresses and beach attire.

### Dress Code Violation Consequences

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the Long Beach Unified School District's dress and grooming requirements. Changes could entail removing objectionable clothing items, putting on acceptable clothing provided by the school, or contacting parents to provide a change of appropriate clothing.

Repeated infractions will be subject to pro-

gressive discipline (see discipline plan for De-fiance).

Note: Due to the fact that gang attire changes, the administration in consultation with law enforcement will determine definitions of what is gang-related.

### **School Uniforms – Wilson, Millikan**

Wilson High School and Millikan High School offer challenging academic programs with a school uniform requirement. In cases of economic hardship, help in obtaining uniforms is available. For more information, call the school.

### **Grades, Diplomas, Transcripts**

Education Code 48904b states that any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages.

The above code has been amended to provide for the withholding of grades, diplomas, or transcripts if a student fails to return borrowed school property upon demand from school authorities.

## **Advanced Placement Test Fees**

Eligible high school students enrolled in advanced placement classes may apply for financial assistance to cover costs for advanced placement exams. Advanced placement courses help to prepare students for college. By passing advanced placement exams, students earn college credit while still in high school. Contact your high school for more information. (E.C. Section 52244)

## **University of California and California State University Subject Area Requirements**

The following sequence of high school courses is required by the University of California and California State University for high school students to be minimally eligible for admission. It also illustrates the minimum level of academic preparation students ought to achieve in high school to undertake university level work.

The “a-g” requirements can be summarized as follows:

- A. History/Social Science** - Two years, including one year of world history, cultures and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of American government or civics.
- B. English** - Four years of college preparatory English that integrates reading of classics and modern literature, frequent and regular writing, and practice listening and speaking.
- C. Mathematics** - Three years of college-preparatory mathematics that include or integrate the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- D. Laboratory Science** - Two years of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics.
- E. Language other than English** - Two years of the same language other than English or equivalent to the second-level of high school instruction
- F. Visual & Performing Arts** - One year chosen from dance, drama/theater, music or visual art
- G. College Preparatory Elective** - One year chosen from the a-f courses beyond those used to satisfy the requirements above, or courses that have been approved solely in the elective area

Students must complete all courses with a grade of "C" or better. A list of approved “a-g” courses offered at each high school in LBUSD can be found at the UC [webpage: www.ucop.edu/doorways](http://www.ucop.edu/doorways).

## **Nondiscriminatory School Environment for All Students**

The Long Beach Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age,

religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression; the perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact:

Director, Office of the Deputy Superintendent of Education Services/HRS  
1515 Hughes Way  
Long Beach, CA 90810  
(562) 997-8000

Below are key policies of the Long Beach Unified School District's Board of Education which address efforts to prevent discrimination and harassment of students in the schools of the district.

### **Nondiscrimination/Harassment Policy**

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

The Governing Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to who such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

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

Students who engage in discrimination, harassment, intimidation, bullying or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying or retaliation shall be subject to disciplinary action, up to and including dismissal.

### **Competitive Athletics – EC 221.9**

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. If the school does not maintain its own website, the school can submit the information to its school district or charter operator to have the information posted on the district's or operator's website; the information shall be disaggregated by schoolsite.

"Competitive athletics" means sports where the activity has coaches, a governing organiza-

tion, and practices, and competes during a defined season, and has competition as its primary goal.

### **Sex Equity: Title IX Notifications – EC 221.61**

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

### **Grievance Procedure**

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Director, Office of the Deputy Superintendent of Education Services/HRS  
1515 Hughes Way  
Long Beach, California 90810  
(562) 997-8000

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

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

In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3-Uniform Complaint Procedure located on the district's webpage and outlined in the Student Handbook.

The Superintendent or designee shall ensure

that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation or bullying, and the resources that are available to students who feel that they have been a victim of any such behavior. The district's policy shall also be posted on the district's web site or any other location that is easily accessible to students. When required pursuant to Education Code 48984, complaint forms shall be translated into the student's primary language.

### **Prohibition of Sexual Harassment-Students**

The Long Beach Unified School District is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

The Long Beach Unified School District ensures that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information includes (1) what acts and behaviors constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence; (2) a clear message that students do not have to endure sexual harassment; (3) encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained; (4) Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made; and (5) information about the rights of students and parent/guardians to file a criminal complaint, as applicable.

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-sponsored or school-related activity shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with the district's uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedure.

The Superintendent or designee shall ensure

that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of the district's Board Policy 5145.7 and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behaviors in the schools.

## **Bullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

### **Definition**

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

the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself." (Olweus)

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions
2. Bullying involves a pattern of behavior repeated over time
3. Bullying involves an imbalance of power or strength. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bully-

ing by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. Such instruction shall include:

1. Acts and behavior that constitute bullying
2. A clear message that bullying behavior is not tolerated
3. A clear message that students do not have to endure bullying
4. Encouragement to report observed instances of bullying, even where the bullied individual has not complained
5. Information about the person(s) to whom a report of bullying should be made

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### **Complaints and Investigations**

Students may submit to a teacher or administrator a verbal or written complaint of conduct

they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student is using a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

### **Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

## **Safe Place to Learn Act**

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

of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Director, Office of the Deputy Superintendent of Education Services/HRS at 1515 Hughes Way, Long Beach, CA 90810; telephone: 562-997-8025.

### **Civility on School Grounds – CC 1708.9, EC 32210**

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

## **Uniform Complaint Procedures**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties.

The Long Beach Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees, and complaints regarding compliance with requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan (EC 52060-52075 or 47606.5-47607.3).

The Long Beach Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender iden-

tity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws regarding:

- Adult Education
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements
- Local Control and Accountability Plan
- Every Student Succeeds Act/No Child Left Behind
- English Learner Programs
- Education of Pupils in Foster Care
- Pupils who are Homeless
- Former Juvenile Court Pupils
- Reasonable Accommodations for Lactating Pupils.

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

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

- 1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- 3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees should be filed with a principal of a school no later than one year from the date of the alleged violation. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees and/or LCAP.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with District and a copy of the District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the *Long Beach Unified School Dis-*

*trict's* UCP policy and complaint procedures shall be available free of charge.

### **Graduation Caps and Gowns**

While caps and gowns are the traditional dress for graduation, such attire is not required for students to participate in graduation ceremonies. Most schools have not changed their cap and gown style for years, so students may wish to borrow a cap and gown from a neighbor, friend or relative. High schools also make free caps and gowns available for students who wish to borrow them. Graduation dress codes apply in the absence of a cap and gown.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Director, Human Resource Services  
1515 Hughes Way, Long Beach, CA 90810  
Telephone Number: (562) 997-8208

### **Williams Complaint Policy and Procedure**

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks, or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at any school office, online at [www.lbschools.net](http://www.lbschools.net) or at:

Office of the Assistant Superintendent, OCIPD  
1515 Hughes Way  
Long Beach, CA 90810

Parents, students, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

### **Section 504 Rights and Responsibilities**

#### **Child Find**

Section 504 is a federal law that prohibits discrimination against individuals with a disability in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

Has a mental or physical impairment,



which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking and communicating).

In order to fulfill its obligation under Section 504, Long Beach Unified School District (LBUSD) recognizes a responsibility to avoid discrimination on policies and practices regarding its personnel, students and their parents. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

LBUSD has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child has a current disability and is determined to be eligible under Section 504, to afford access to appropriate educational programs.

If there are any questions regarding the Section 504 process, please feel free to contact the school counselor or administrator or the Office of School Support Services (OSSS) – Division of Student Support Services.

### **Parent Rights**

If a parent/guardian disagrees with the identification, evaluation or placement of a student with disabilities under Section 504, he/she may request a meeting with the Section 504 Committee in an attempt to resolve the disagreement. This meeting shall be held within fifteen (15) days school days after receiving the parent/guardian's request. This time frame may be extended by mutual agreement of the parties.

### **Impartial Hearing and Formal Complaint**

If the disagreement continues, the parent/guardian may request, in writing, an impartial hearing with the school district. Complaints alleging allegations may be addressed to:

Director of Student Support Services  
Office of School Support Services  
Division of Student Support Services  
2221 Argonne Ave  
Long Beach, CA 90815

Parents also have the right to file a complaint with the Office for Civil Rights. The address of the regional office, which covers California is:

United States Department of Education  
Office for Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813  
(415) 486-5555

Please reference the Section 504 Parent's Rights and Procedural Safeguards document for specific information and details on requesting an impartial hearing or filing a complaint.

## **Special Education Rights and Responsibilities**

### **Child Find**

Parents who reside in the Long Beach Unified School District who suspect their child has a mental, physical or learning disability are advised to contact the Office of School Support Services (OSSS) – Division of Special Education. Federal and State laws require public schools to provide free and appropriate education for children with disabilities ages birth through 21 years. Infants through age two who have hearing impairments, visual impairments and/or severe orthopedic impairments may be served by the district Early Start program. Children age 3 through 21 years may qualify for district special education programs. Special Education staff will help parents identify appropriate programs for children who qualify for services, regardless of the type of disability. Referrals for preschool-age and school-age children may be made through your child's school by speaking with the school counselor/administrator. Referrals for infants may be made by calling OSSS at 562-997-8051.

### **Eligibility and Services**

Eligibility for special education placement and services is determined by an individual education program (IEP) team in compliance with existing state and federal laws. Programs and services are offered to meet a variety of needs for students with disabilities. Services range from those that supplement general education classroom instruction to instruction provided in a special day class. Under certain conditions, students may receive services from other

agencies such as state schools, county-operated program, and nonpublic schools/agencies or through home and hospital instruction. Each child is entitled to receive a free appropriate public education in the least restrictive environment as determined by his/her IEP team.

### **Reimbursed Health Services**

The Long Beach Unified School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services provided for eligible special education students. To participate in this program, eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is compliant with Federal HIPAA (Health Insurance Portability & Accountability Act) requirements.

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services provided by the school district.

### **Parent Rights**

Parents and guardians of pupils enrolled or being considered for enrollment in special education programs have certain rights and responsibilities related to their potential or ongoing placement in special education. A full explanation of these rights is provided in the Notice of Parents' Rights and Procedural Safeguards available from the Office of School Support Services, your child's school, or via the District web site.

### **Alternative Dispute Resolution and Due Process**

The district is dedicated to resolving potential special education disputes through the least adversarial means possible. Parents/guardians are encouraged to discuss concerns with the teacher, principal, special education staff and administrators before filing a formal complaint or initiating due process. Additionally, various options for resolution can be accessed through the Alternative Dispute Resolution (ADR) program. Accessing the ADR program does not prevent

parents from exercising due process rights if resolution cannot be achieved. ADR options include services such as Facilitated IEPs, and participation in the Appeal and Resolution Panel (ARP). Most complaints will be handled under the district's Uniform Complaint Procedures. Complaints regarding special education issues may be filed directly with the school district or to the California Department of Education (CDE). Complaints alleging violations of existing state and federal laws or regulations may be addressed to:

LBUSD Compliance Officer  
Office of School Support Services  
Division of Special Education  
1515 Hughes Way  
Long Beach, CA 90810

or

California Department of Education  
Special Education Division  
Procedural Safeguards Referral Service  
1430 "N" Street, Suite 2401  
Sacramento, CA 95814  
Phone (800) 926-0648

A due process hearing is a formal proceeding presided over by an administrative law judge. The hearing can be initiated by parents, emancipated child, or school district when the parties disagree with the identification, assessment, educational placement or services of a student. Requests for due process hearings must be submitted in writing to:

Office of Administrative Hearings  
Attn: Special Education Division  
2349 Gateway Oaks, Suite 200  
Sacramento, CA 95833-4231  
Phone: (916) 263-0550  
Fax: (916) 263-0890

Please reference the Parent's Rights and Procedural Safeguards document for specific information and details on filing a complaint or requesting a due process hearing.

### **Community Advisory Committee**

The Community Advisory Committee provides liaison between special education parents and other interested members of the community, Assistant Superintendent, Office of School Support Services, and the Board of Education. The ultimate goal of the CAC is to support a quality education for individuals with special needs. Parents of any pupil and members of the community are invited to participate. Please contact 997-8000 extension 8644 for additional information.

# Integrated Pest Management (IPM)

To meet the requirements of the Healthy Schools Act of 2000, the Long Beach Unified School District provides annual written notification to staff, parents, and guardians regarding the intended applications of pest management products. For the 2017-2018 school year, Long Beach Unified School District may only apply the following pest management products as necessity dictates:

## Chemical Pest Management Practices

If non-chemical methods are ineffective, the school district will consider pesticide use only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment.

This school district expects the following pesticide (pesticide products and active ingredients) to be applied during the year. This list includes pesticides that will be applied by school district staff or licensed pest control businesses.

### Landscape

Name of Pesticide (Common Name)	Active Ingredients	Safety Level
AquaCap	N-(1-ethylpropyl)-3, 4-dimethyl-2, 6-dinitrobenzenamine	Caution
Atrimmec	Dikegulac-sodium	Caution
Avenger AG	d-limonene	Caution
Drive XLR8	Dimethylamine salt of quinclorac: 3, 7-dichloro-8-quinolinecarboxylic acid	Caution
Fusilade II	Fluazifop-P-butyl, Butyl <sup>®</sup> -2[4-[[5-trifluoromethyl]-2-pyridinyl]oxy]propanoate	Caution
Lifeline Herbicide	Glufosinate-ammonium; (CAS NO. 77182-82-2)	Caution
Mosquito Dunks	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins	Caution
Pro Spreader Activator	Alkyl phenol ethoxylate, isopropanol, and fatty acid	Caution
Roundup QuikPro	Glyphosate, N-(phosphonomethyl) glycine, in the form of ammonium salt; Diquat dibromide [6,7-dihydrodipyrido(1,2-a'-2',1'c) prazinedium dibromide]	Caution
Roundup Pro Max	Glyphosate, N-(phosphonomethyl) glycine, in the form of ammonium salt	Caution
SedgeHammer	Halosulfuron-methyl	Caution
Sluggo	Iron Phosphate	Caution
SpeedZone Southern	2,4-D,2-ethylhexyl ester; Mecoprop-p acid; Dicamba acid; Carfentrazone-ethyl	Caution

### Structural

Name of Pesticide (Common Name)	Active Ingredients	Safety Level
CB-80	Piperonyl Butoxide, Pyrethrins	Caution
CB Borid Turdo	Orthoboric Acid	Caution
D-Force HPX	Deltamethrin	Caution
Essentria IC-3	Rosemary Oil, Geraniol, Peppermint Oil	Caution
Fastrac All Weather Blox	Bromethalin	Caution
Fastrac Pellets	Bromethalin	Caution
Microcare	Piperonyl Butoxide, Pyrethrins	Caution
Mop Up	Disodium Octaborate Tetrahydrate	Caution
P.I.	Pyrethrins, a botanical insecticide, Piperonyl butoxide, technical	Caution
Suspend SC	Deltamethrin	Caution
Termidor Dry	Fipronil	Caution
Termidor SC	Fipronil	Caution
ULD BP-100	Pyrethrins, a botanical insecticide, Piperonyl butoxide, technical	Caution
VectorLex WSP	Bacillus sphaerica 2362	Caution
Wasp Freeze	d-trans Allethrin, Phenothrin	Caution

### Contractor

Name of Pesticide (Common Name)	Active Ingredients	Safety Level
Avalon Mixed Grain Gopher Bait	Strychnine Alkaloid	Danger
Chloropicrin	Chloropicrin	Danger
Contrac All Weather Blox	Bromadiolone	Caution
Fumitoxin	Aluminum Phosphide	Danger
Master Fume	Sulfuryl Fluoride	Danger
Methyl Bromide	Methyl Bromide	Danger
Rodent Bait Diphacinone Treated Grain	Diphacinone 2-diphenylacetyl, 3-indandione	Caution
Vikane	Sulfuryl Fluoride	Danger
ZP Rodent Oat Bait AG	Zinc Phosphide	Caution
Zythor	Sulfuryl Fluoride	Danger

The Healthy School Act of 2000 is a right-to-know law that allows parents/guardians/staff to request to be notified when pesticides are applied at the school site. If you wish to be notified when pesticides are applied, please complete the Request For Individual Pesticide Application Notification form available at each school site.

## **Complaint Procedure Regarding District Employees**

Parents and guardians of pupils enrolled in the district may present complaints regarding school district employees. Complaint forms are available upon request at all school sites, and provide parents and guardians with an opportunity to resolve concerns at the earliest possible stage.

## **Printed Material, Petitions, Bulletin Boards**

Students have a right to express opinions, to take stands, to support causes, and to present ideas. However, such rights are subject to reasonable time, place and manner restrictions and to certain prohibitions.

The following rules and regulations are intended to aid the school and each of its students enrolled and in good standing to carry on a meaningful intercommunication and expression of ideas.

These rules and regulations applied on a non-discriminatory basis, are designed to insure maximum freedom of expression. Any limitations on student expression for any reason should be made thoughtfully and carefully.

### **I. Circulation and Distribution of Written Materials**

Students of the district are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter subject to the following limitations:

- A. The time of the distribution shall be limited to the hours before school, during lunch periods, and after school is dismissed.
- B. The place of distribution on campus shall be a convenient, sufficient, and accessible location on the campus selected by the principal as suitable to facilitate and encourage the intercommunication and expression of ideas. It should be located in an area where it will not restrict the flow of traffic within school quarters, entranceways, or other walkways. Students shall not distribute materials elsewhere on campus or on the school sidewalks.

C. The manner of distribution should be such that:

1. All material is clearly labeled as to authorship, sponsorship, agency, publisher or republisher, and distributing students or group of students.
2. Coercion is not used to induce students or any other person to accept the printed matter or to sign petitions. Acceptance or distribution of written material must be at the sole and unfettered volition of the individual student.
3. Materials printed for distribution must not be left undistributed or stacked up for pick-up unattended at any place in the school, or on sidewalks and public access roads immediately surrounding the school.
4. For informational purposes only, prior to distribution, a copy of all printed material to be distributed within the area designated pursuant to I.B. above, including but not limited to, all petitions, circulars, leaflets, and newspapers and all material to be displayed on bulletin boards, shall be submitted to the principal.

### **II. Forums**

- A. The high schools will provide room space at lunch periods (excluding passing times) and after school is dismissed for forums in which students may discuss issues the students desire to discuss and which do not violate the prohibitions detailed below.
- B. Requests for forums must be cleared with the appropriate high school official 48 hours prior to the intended forum. The school official must assign a qualified certificated employee to supervise the students. Use of outside speakers must follow established district policy.

### **III. Buttons, Badges, and other Insignia of Symbolic Expression**

Students are permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions detailed below.

#### IV. Bulletin Boards

- A. The school district will provide reasonable outdoor bulletin board space for posting student announcements.
- B. Student announcements should contain the date the announcement is posted. Such announcements should be removed after a prescribed reasonable time to assure fair access to bulletin boards for all students.
- C. Announcements posted will be subject to the prohibitions detailed below.

#### V. Prohibited Material

The following material is prohibited:

- A. Material which is obscene to minors according to current legal definitions.
- B. Material which is libelous or slanderous according to current legal definitions.
- C. Material which incites students so as to create a clear and present danger of imminent commission of unlawful acts or the substantial disruption of the orderly operation of the school.
- D. Material which expresses or advocates racial, ethnic, or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts or the substantial disruption of the orderly operation of the school.
- E. Material distributed in violation of the time, place and manner provisions of these rules and regulations.

#### VI. Disciplinary Action

Any student who distributes any petitions, circulars, newspapers, and other printed material; participates in forums; wears any buttons, badges, or other insignia; or posts on a bulletin board any item in disregard to or in violation of the limitations and prohibitions contained in these rules and regulations may be suspended, expelled or otherwise disciplined pursuant to the provisions of Education Code 48910.

## Regulations, Laws Govern Student Organizations

School-sponsored clubs and organizations are the only clubs permitted on school campuses. They shall have the approval of the student

council and principal. Meetings must be held on school premises unless the principal specifically approves a particular meeting off campus.

Each club or organization must have a faculty sponsor who meets with the club and is present at all its activities. Membership must be open to all student applicants who qualify on the basis of school-approved club purposes and objectives. No student may be disqualified from membership because of race, color, or creed. All school-sponsored organizations are directly responsible to the principal or the principal's designee. Students desiring to organize a school-sponsored club should contact the principal for procedures to be followed.

Off-campus student organizations have no campus privileges. Some off-campus organizations lack responsible adult sponsorship or direction and operate covertly, if not secretly. They often become involved in questionable, if not illegal, activities. Students are urged to avoid involvement with unsponsored off-campus organizations.

While membership in off-campus youth groups, secret clubs, fraternities or sororities, per se, is not illegal nor does it constitute a suspendible offense, the hazards of such membership are evident:

1. Such organizations tend to promote false standards of superiority and create divisiveness between students which can lead to overt conflicts and disruption of school activities.
2. Some organizations are prone to participate in illegal hazing activities, which are injurious to prospective members and others.

**Hazing Defined** — EC 48900(q), PC 245.6. Hazing includes any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger or physical harm to any student or other person attending any school, college, university or other educational institution in this state; but the term hazing does not include customary athletic events or other similar contests or competitions.

**Hazing Prohibited** — EC 48900(q), PC 245.6. No student, or other person in attendance at any public, private, parochial, military school, college or other educational institution, shall conspire to engage in hazing, participate in

hazing, or commit any act that injures, degrades or disgraces, or tends to injure, degrade or disgrace any fellow student attending the institution.

A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than \$100, nor more than \$5,000, or imprisonment in the county jail for not more than one year, or both. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

## Student Technology - Acceptable Use Program

Introduction - Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the resulting right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

The Long Beach Unified School District ("LBUSD") is pleased to offer its students access to the Internet and related information services jointly referred to as "Educational Technology".

- The Internet is an electronic highway connecting millions of computers and millions of individual users all over the world.
- Educational Technology is a tool for life-long learning which will help propel our schools through the information age by allowing students and staff to access instructional resources on the World Wide Web, communicate and collaborate with other individuals and groups within the district and around the world, and significantly expand their knowledge base. In making decisions regarding student access to Educational Technology, the school district considers its own stated educational mission, goals, and objectives.

Research skills in the information age are now fundamental to the preparation of citizens and

the future workforce. Access to Educational Technology enables students to explore thousands of libraries, databases, publications, and other resources while exchanging ideas with people around the world.

**Expectations** - The school district expects that faculty will blend thoughtful use of Educational Technology throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Educational Technology resources will be structured in ways which point students to resources, which have been evaluated by appropriate staff prior to use. While students will be able to move beyond these resources to others that have not been previewed by staff, they shall be provided with guidance to resources particularly suited to learning objectives.

Students utilizing school-provided Educational Technology are responsible for good behavior and proper communication when on-line just as they are in a classroom or other area of the school.

Each user account includes a home directory and access to various shared information. This limited storage space is provided for user information that is created and used in direct relation to academic pursuits. Images, music, games and other files that are not being used in class or for class related assignments are not allowed and may be deleted without notice.

The purpose of school-provided Educational Technology is to facilitate communications in support of research and education. To remain eligible as users of these tools, a student's use must be in support of and consistent with the educational objectives of the district. Access is a privilege, not a right and entails responsibility.

**Network Privacy and Guidelines** - Students are expected to and shall abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- 1) Use the Educational Technology in such a way that you would not disrupt the use of the Educational Technology by other users. Examples include, but are not limited to, damaging computer hardware or software and overloading computer servers or Internet connections
- 2) Personal information, including Social

Security number, driver's license number, address or phone number or those of other students or colleagues should not be revealed to anyone

3) If you see an inappropriate message, do not respond to it and inform a teacher or staff member immediately.

Students should not expect that information stored on school-based computers will always be private. Electronic information, messages and files stored on school-based computers may be treated like school lockers. Administrators may review any and all information to maintain system integrity and insure that students are acting responsibly.

The school's computers are to be used for educational purposes only. The site administration has the final say as to what is educational. The following uses of school-provided Educational Technology are not allowed:

- 1) access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- 2) transmit obscene, abusive, or sexually explicit language;
- 3) violate any local, state or federal statute or regulation;
- 4) vandalize, damage, or disable the property of another individual or organization;
- 5) access another individual's materials, information, or files without permission;
- 6) violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
- 7) access, upload, download, or distribute any non-educational materials.

### **Computer Trespassing**

A person who knowingly or intentionally accesses:

- 1) a computer system;
- 2) a computer network;
- 3) any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor, under California penal code section 502. See the Glossary at the end of this document for additional details.

**Consequences** - Any violation of the district's policy and rules may result in loss of access to some or all Educational Technology. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

**Responsibilities** - The district makes no express or implied warranties of any kind for the Educational Technology it is providing. The district shall not be liable or have any responsibility for any injuries, damages, or expenses of any kind or nature arising directly or indirectly out of Educational Technology access, including without limitations: (a) loss of data resulting from delays or interruptions in service; (b) the accuracy, nature or quality of information stored on district information systems; (c) the accuracy, nature or quality of information gathered through district-provided Internet access; (d) personal property used to access school computers or networks or for district-provided Internet access; and (e) financial obligations incurred by any student or user of district-provided Internet access.

While the school's intent is to make Educational Technology available in order to further educational goals and objectives, students may find ways to access other materials as well. Should the district institute technical methods or systems to regulate students' Educational Technology access, those methods could not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to student access to the Educational Technology exceed any disadvantages. Ultimately, however, the parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Outside of school, families bear responsibility for the same guidance of Internet and technology use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Families should be aware that some material accessible via the Internet and other Educational Technology may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via

the internet which could result in unwanted financial obligations for which a student's parents or guardians would be liable.

**Personal Devices** - Personal wireless devices, such as, smartphones, tablets and laptops may be connected to the District's wireless network. Details can be obtained from the school faculty or administration. The wireless network is provided to allow personal devices limited access to educational content available on the Internet. All Internet access is filtered as it would be on any District owned computer. Access to the wireless network requires student to "logon" using their District User ID and Password.

The district reserves the right to amend this policy at any time without prior notice and to take actions not expressly addressed in this policy as the district, in its discretion, may deem appropriate.

## Glossary

Access: interaction with a computer system or computer network

- (1) approach;
- (2) instruct;
- (3) communicate with;
- (4) store data in;
- (5) retrieve data from; or
- (6) make use of resources of; a computer, computer system, or computer network.

Computer Network: the interconnection of communication lines or wireless telecommunications with a computer or wireless telecommunication device through:

- (1) remote terminals;
- (2) a complex consisting of two (2) or more interconnected computers; or
- (3) a worldwide collection of interconnected networks operating as the Internet.

Computer System: a set of related computer equipment, software, or hardware.

**GPS** - Global Positioning Systems (GPS) features may exist in some educational technology used by students. The district may use GPS to track district owned equipment. Additionally, some software used for instruction may collect GPS information.

## Duties of Pupils

Every teacher in the public schools shall hold pupils to a strict account for their conduct on

the way to and from school, on the playgrounds, or during recess. Pupils must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority and refrain from the use of profane and vulgar language.

**Electronic Signaling Device**—48901.5(a). The Education Code authorizes schools to regulate the possession or use of any electronic signaling device, including cell phones and pagers.

## Asbestos Requirements

The federal *Asbestos Hazard Emergency Response Act* (AHERA) requires all districts to assess their schools for asbestos-containing building materials, and once identified, to submit a detailed management plan for monitoring these substances until they are abated.

Each site within the district will have a copy of the Management Plan for that particular site in the main office. Other copies of the publication may be obtained from the Environmental Health and Safety Office in the Maintenance Branch for a nominal fee.

The lead custodian at each site has received training about what material is present on campus and his or her responsibilities to observe its condition and possible deterioration. At any time a friable "crumbling" condition exists, or a condition differs from that reported within the Management Plan, immediately notify the Environmental Health and Safety (EH&S) Office at the Maintenance Branch.

The EH&S Office also performs six-month inspections at each site. The district's goal is to remove all asbestos-containing material from every site. The district will prioritize known asbestos and abate it as conditions warrant.

For information, contact the Environmental Health and Safety Office at (562) 997-7547.

## Student Accident Insurance

The Long Beach Unified School District does not carry medical or dental insurance for students injured on school premises or through school activities. Consequently, the Board of Education has arranged a program of student accident insurance to be offered through Meyers-Stevens Co., Inc., which will help in the payment of such bills should an accident occur and be in excess of any other valid insurance



that may apply. Coverage for illness as well as accident is available as an option. Two plans are offered: the school-time protection plan or the full-time plan, with three choices of coverage levels.

The insurance program offered is optional, is at the parents' expense, and is authorized by the *California Education Code*, which permits distribution of necessary information from the company providing the coverage.

## School Safety and Emergency Preparedness

All LBUSD K-12 schools maintain a comprehensive school safety and disaster plan to promote a safe school environment. Parents and guardians are encouraged to review the safety plans and learn about the procedures to keep students safe. School plans follow the requirements of the California Education Code (§32280-32282, §32286 §32288, §35295, §35297), the U.S. Department of Homeland Security National Incident Management System (NIMS), and the California Standardized Emergency Management System (SEMS). Safety procedures include fire and earthquake drills (California Education Code § 32001, §35297) and strategies for school personnel during an emergency or disaster. Each school is prepared with procedures to reunite students with their parents during an emergency. Schools will rely on the parent contact information listed on the student's Emergency Card to release students. Parents and guardians are reminded to update student emergency cards when necessary.

## Safe Bus Riding Rules

For students' safety, the following bus riding rules have been established:

1. Leave home early enough to arrive at your school bus stop on time. Do not arrive too early.
2. Wait for your school bus quietly and in a safe place well off the road.
3. Follow the instructions of your bus driver without argument or delay.
4. Remain in your seat while your school bus is in motion. Refrain from loud talking or shouting, eating food or playing radios.
5. Help to keep your school bus clean.
6. Keep your head and arms inside the

school bus at all times.

7. Be courteous to your school bus driver, school personnel and fellow passengers.
8. Be alert for traffic when leaving the school bus.

Student conduct on the bus is governed by the same discipline code as in school. A violation of these basic safe riding rules may result in suspension from school or the bus. Questions regarding student transportation should be directed to the school your child attends.

## School Bus Pass

The LBUSD has implemented a School Bus Pass system to ensure that only authorized riders are on the school bus. Not only will this system enhance student safety, it will also help curtail the cost of school bus service. The School Bus Pass will be required for *all* students riding on regular buses. The initial bus pass will be provided to the student at no cost. If the pass is lost, there may be a charge for a replacement bus pass.

## Success in School Depends Upon Prompt, Regular Attendance

Success in school depends upon prompt, regular attendance. Parents can support good pupil attendance by following these procedures:

1. Contact the school's attendance office each morning the student is absent.
2. The day the student returns to school, provide the student a note which lists the date(s) of absence and the reason.
3. Provide the school with accurate home, cell, and employment telephone numbers and notify the school promptly when a change occurs.
4. Provide the school with the name and telephone number of a responsible adult who could be contacted in an emergency when the parent or guardian cannot be reached.
5. Contact the student's counselor regarding extended periods of absence or other matters which affect the student's ability to attend school regularly.

A state law, SB558, which became effective January 1, 1992, permits a court to suspend or delay the issuance of a driver's license to any minor who is truant from school.

Students who are chronically absent may be referred to the School Attendance Review Board (SARB). For more information, contact

the Office of School Support Services at 997-8644.

**The Value of Positive Attendance**

Positive attendance supports your student’s achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Below are the school district’s policies and procedures for providing notification of a student’s absences to the school.

**Reporting Absences:**

Student safety is the school district’s utmost concern. If your child will be absent, please notify the school.

**Clearing Absences:**

Parents/guardians must clear all absences within five school days. After this time, parents/guardians must contact the school administrator for approval. To clear your child’s absence, call your school’s main office. A parent/guardian can also send a note with their child, or email the school. The school’s parent notification system will contact you regarding the absence of your child.

**Verification of Illness:**

The school district allows parents to excuse up to three (3) consecutive days without verification of illness from a medical professional or school employee (school nurse). Any time your child has a doctor’s appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as excused. If verifica-

tion is not provided, the child’s absence will be recorded as unexcused until documentation is received. Per district policy, absences extending beyond the three (3) day consecutive rule will be considered unexcused, unless a parent/guardian provides a doctor’s verification to the school.

**Academic and Career Success for All Students Initiative**

The Long Beach Unified School District, already nationally recognized for exemplary student achievement and improvement, has launched an ambitious initiative to prepare even more students for success in college and the working world. In September 2007, the Academic and Career Success for All Students Initiative was approved unanimously by the Board of Education to enhance, expand and better coordinate the many learning opportunities available to students in local schools.

The initiative was recommended by a diverse committee of students, parents, employees and community partners. The recommendation came after the committee examined and discussed graduation requirements, college entrance requirements and survey results from more than 20,000 students, teachers, staff and parents.

At the heart of the initiative is the enhancement of the school district’s existing Seamless Education effort, which involves a partnership between LBUSD, Long Beach City College and California State University Long Beach. Seamless Education was developed in the 1990s to create seamless pre-kindergarten to post-graduate school education. Enhancements to this

**A-G Requirements**

	<b>Subject</b>	<b>Years</b>	<b>Details</b>
(A)	History/Social Science	2	2 years, including 1 year of world history, cultures, and historical geography and 1 year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
(B)	English	4	4 years of college preparatory English that integrates reading of classics and modern literature, frequent and regular writing, and practice listening and speaking.
(C)	Mathematics	3	3 years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
(D)	Laboratory Science	2	2 years of laboratory science providing fundamental knowledge in at least 2 of these 3 disciplines: biology, chemistry, and physics.
(E)	Language Other than	2	2 years of the same language other than English or equivalent to the second level of high English school instruction.
(F)	Visual & Performing Arts	1	1 year chosen from dance, drama/theater, music, or visual art.
(G)	College Preparatory	1	1 year chosen from the “A-F” courses beyond those used to satisfy the Elective requirements above, or courses that have been approved solely for use as “G” electives.

effort include:

- Educating students and parents about “A-G” college entrance requirements and career options starting in sixth grade.
- Collaborating with LBCC and CSULB to establish criteria for guaranteed college admission, helping students meet those criteria, identifying various college pathways for students, and providing support to students during college.
- Aligning the higher education initiatives with career technical education to make certain that students have as many post-high school options as possible.

With enhanced Seamless Education at its core, the Academic and Career Success Initiative includes many other integrated efforts. The following are among the ten most critical elements:

1. *College “A-G” Courses Awareness, Access and Completion* - The “A-G” courses are a sequence of high school courses that students must complete, with a grade of C or better, to earn minimum eligibility for admission to California State University and the University of California (see “Course of Study” below for details). Students and parents will be made aware of these requirements beginning in sixth grade, and the school district will provide a written notice to parents of students in grades 8-12 annually.
2. *College and Career Awareness and Enrichment* - Beginning in the upper elementary grades, schools will provide students with college and career exposure that will continue through high school. Coursework will incorporate real-life and relevant activities so that students see a stronger connection between school and the real world.
3. *Early Algebra Readiness and Completion* - For many students, algebra is one of the toughest requirements needed to graduate from LBUSD and be eligible for entrance into most colleges. The goal in local middle schools is for more students to complete Algebra with a grade of “C” or better.
4. *Literacy Development* - Literacy development can be especially challenging for students whose first language is not English and those who have special needs. LBUSD is expanding an academic vocabulary program that provides students, especially children still learning English, with key vocabulary needed for success in math, science, English and history.
5. *AVID Expansion* - Advancement Via Individual Determination (AVID) is an elective class for 6th-12th graders who want to go to college, but may need additional skills and knowledge to make their college dreams come true. AVID teaches study and organizational skills, note-taking, and other skills needed to succeed in college. Students visit colleges and learn how to apply for admission.
6. *Advanced Placement Course Expansion* - Advanced Placement courses prepare students for the rigor of college and save parents thousands of dollars in tuition by helping students earn college credit in high school. Additional training for teachers and extra support for students will help expand enrollment in these courses.
7. *Enhanced Counseling* - Counselors now provide stronger support services to meet the academic, career and personal needs of all students, including those requiring more intense services. Beginning in middle school, every student will have at least one meeting with their counselor annually.
8. *Parent Outreach* - Parents play a critical role in the academic and career success of students. The school district is committed to educating parents about the programs available to their children, requirements for graduation and college eligibility, the options available after high school, and much more.
9. *Mentoring* - The Middle and K-8 Schools Office, in partnership with community organizations Academic UpRise and Kingdom Causes, provides mentoring for middle school students to prepare them for success in high school and beyond.
10. *Enhanced Interventions* - Academic interventions are the steps taken to assist students who need extra help. The school district will evaluate and monitor interventions more systematically, and use effective interventions more frequently.

### Course of Study

One important part of the Academic and Career Success Initiative is to inform parents about the options that their children have after high school. Below are several resources on

college admissions and career technical education (CTE).

### *College Admissions*

The Subject Requirements, more commonly referred to as the “a-g” subject requirements, is one requirement students must meet to enter UC or CSU as a freshman. Specifically, students must complete a pattern of 15 college-preparatory courses drawn from the areas of history/social science, English, math, lab science, a language other than English, the visual and performing arts, and the college preparatory elective. Each subject area or requirement is labeled with a letter to easily identify the different course requirements.

The courses from each high school used to satisfy the “a-g” subject requirements must be certified by UC and appear on the school’s “a-g” course list. These courses are to be academically challenging, involving substantial reading, writing problems and laboratory work, and show serious attention to analytical thinking, factual content and developing students’ oral and listening skills.

Access your school’s approved A-G course list at [www.ucop.edu/doorways](http://www.ucop.edu/doorways). For further information, please visit these online resources:

<http://www.californiacolleges.edu/>  
<http://www.csummentor.edu/>  
[www.ucop.edu/agguides/a-g-requirements](http://www.ucop.edu/agguides/a-g-requirements)  
<http://www.collegeboard.com/parents/>  
<http://www.act.org/aap/>

### *Career Technical Education*

CTE engages all students in a dynamic and integrated learning experience resulting in mastery of the technical skills and academic knowledge necessary to become productive, contributing members of society. CTE courses offer rigorous, integrated, technical and academic content focused on careers that are intrinsically interesting to students delivered through applied performance- and project-based teaching strategies that facilitate understanding and mastery. With the sequence of CTE courses, students are able to make a stronger connection between school and the real world. Making this connection often increases students’ interest in school and motivating them to go on to college and/or pursue a particular career. For more information about CTE courses go to the Career Technical Education and Linked Learning on the district webpage or go to [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct).

### *Counseling Support*

Students are encouraged to meet with their counselors about fulfilling graduation requirements, choosing courses that satisfy the A-G / College Entrance Requirements, and selecting CTE courses that will meet graduation and/or college entrance requirements.

### **Cal Grants**

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

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student’s GPA.

Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. Grade 12 students’ GPAs will be sent to CASC.

### **Curriculum Guidelines**

Schools adhere to rigorous local and state academic standards. A summary of academic standards and curriculum is available upon request for review at each school. Additional information is available on the school district’s website at [www.lbschools.net](http://www.lbschools.net) under *Academic Standards* as well as under subject areas.

## **Promotion, Retention and Intervention Guidelines**

### **Promotion and Retention**

In 1996, the Board of Education approved the first of the educational improvement measures related to promotion and retention. Since then, a series of policies in grades 1-5 have become part of the district’s overall plan to im-

prove student achievement by requiring students to meet specific criteria in reading and mathematics.

#### *Purpose*

The promotion and retention policy ensures that all students acquire essential skills and attain high standards in academic achievement. At all grade levels from first through fifth grade, promotion criteria have been established requiring students to attain minimum levels of academic achievement prior to advancing to the next grade level.

#### *Expectation*

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed.

#### *Retention at Grade 1*

First grade students must read at mid-year, first grade, in both fiction and non-fiction Benchmarks AND achieve a Level 3 in addition and subtraction math facts sums up to 10 by the end of the school year. If your child does not meet these expectations, he/she will be recommended for retention.

#### *Retention at Grade 2*

Second grade students must read at the end of first grade in both fiction and non-fiction Benchmarks AND achieve a Level 3 in addition and subtraction math facts by the end of the school year. If your child does not meet these expectations, he/she will be recommended for retention.

#### *Retention at Grade 3*

Third grade students must read at the end of second grade, in both fiction and non-fiction Benchmarks AND achieve a Level 3 in addition and subtraction and a Level 2 in multiplication and division math facts by the end of the school year. If your child does not meet these expectations, he/she will be recommended for retention.

#### *Retention at Grade 4*

Fourth grade students must read at the end of third grade, in both fiction and non-fiction Benchmarks AND achieve a Level 3 in addition, subtraction, multiplication, and division math facts by the end of the school year. If your child does not meet these expectations, he/she will be recommended for retention.

#### *Retention at Grade 5*

Fifth grade students must read at the end of fourth grade, in both fiction and non-fiction Benchmarks AND achieve a Level 3 in addition, subtraction, multiplication, and division math facts by the end of the school year. If your child does not meet these expectations, he/she will be recommended for retention.

### **Interventions**

#### *Interventions at Grades 1-5*

Parents should always refer to their student's report card to monitor his/her progress. Parents will be notified during regularly scheduled parent conference and special conferences, as needed. Letters are sent home notifying parents that their child is not performing at grade level or at risk of retention. Students at risk of retention may be offered school-based supplemental instruction.

When students are not performing at grade level according to Reading Benchmark Assessment and Math Facts, they will be offered site-specific supplemental instruction such as, intensive small group instruction in reading and mathematics, after school tutoring, or a literacy classroom. All schools will give students the maximum opportunity to be successful. Parents will be expected to provide support at home and will be provided with parent education opportunities to learn how to support children at home.

#### *Interventions at Grades 6-8*

Sixth through eighth grade students who on multiple indicators are determined at-risk of not meeting the High School Readiness indicators will be provided appropriate interventions which may include a two-period language arts program or a mathematical intervention program.

#### *Interventions at Grades 9-10*

Ninth and tenth grade students who on multiple indicators are determined at-risk of not meeting college and career ready criteria may be enrolled in a one to two-period literacy intervention course in addition to the grade level English course and/or enrolled in an Algebra 1 Lab course in addition to Algebra 1. These intervention courses provide the support needed to accelerate students to achieve grade level standards.

Parent notification of and involvement in prescribed intervention and/or retention programs are required by Education Code

48070.5 (e). The support and approval of parents/guardians are extremely important to a student's success; however, in cases of retention, the final decision shall be that of school authorities.

## High School Graduation Requirements

The high school graduation requirements for the Class of 2018 include (1) the successful completion of the required course of study which includes the completion of a minimum of 220 credits in grades 9-12. Students must complete 220 credits as follows: 40 credits of English, 30 credits of History/Social Science, 30 credits of Mathematics (including the successful completion of Algebra 1), 20 credits of science (including biological and physical sciences), 10 credits of Visual/Performing Arts or World Language, 20 credits of Physical Education, and 70 credits of approved electives.

Although students are required to take 20 credits of Physical Education to meet the high school graduation requirements, students must now pass the State Physical Fitness Test in ninth or tenth grade to request to be exempt from taking Physical Education courses in grades eleven and twelve. Students are encouraged to see their counselor for more information about this new requirement.

In addition to the requirements above, students in the Class of 2019 will be required to complete 40 credits of Mathematics (including the successful completion of Algebra 1). Students in the class of 2018 and beyond, while encouraged to take rigorous "a-g" eligible college preparatory courses in their junior and senior years, may take applied math courses aligned to a career pathway/industry need to meet the third and fourth year math graduation requirement.

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

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the

Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

Supplemental instruction is offered to students in grades nine through twelve who do not demonstrate "sufficient progress" in meeting college and career ready indicators. In addition, students have opportunities to make up credits for courses that they have failed through Summer School.

Students planning to go to college are may be required to complete additional courses beyond that approved for high school graduation. The "a-g" college entrance courses are a sequence of high school courses that students must complete, with a grade of "C" or better, to earn minimum eligibility for admission to California State University and the University of California. See the "Course of Study" section for further details.

### **California High School Exit Exam – EC 60840**

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

## Homework Plan Involves Three Crucial Partners

The Long Beach Unified School District's carefully designed homework plan can contribute to your child's success in school. To attain the greatest gains in learning, the homework plan needs the full participation and cooperation of three very important persons: the student, the parent and the teacher.

Wise parents create in the home a positive, encouraging atmosphere for study. Pupils who approach homework with a "can-do" attitude learn more. Working closely with the parent and pupil, the teacher assigns appropriate homework to reinforce learning taking place at school. Active participation of parents in this three-way partnership can produce lasting benefits for children: improved study habits,

self discipline, higher achievement and a personal sense of accomplishment. These skills and successes equip students for the future.

The amount of time required to complete any given assignment will vary among students. The following guidelines are suggested. Students who finish more quickly should be encouraged to do recreational reading.

### Homework Guidelines

Grade	Suggested Average Daily Minutes
Kdg	15-30 minutes
Gr. 1	20-30 minutes
Gr. 2	20-40 minutes
Gr. 3	30-50 minutes
Gr. 4	40-60 minutes
Gr. 5	45-60 minutes
Gr. 6	60 minutes
Gr. 7-8	60-75 minutes
Gr. 9-12	Will vary based on courses

### Library Materials

Reference materials, books, magazines, online resources, etc. are available in the school library for student use. Many of these items may be checked out for use away from the school site. It is the responsibility of the student to return these materials when due and in the same condition as when they were checked out. The student, or his/her parents, will be responsible for paying the purchase price (or, if unavailable, the average replacement cost) for lost or damaged materials. Fines are charged for late materials at the high school level. The loan period is two weeks, and materials that are not returned on the due date must be returned within a five-day grace period or a fee of \$.10 per school day, up to a maximum of \$10.00 per item, per school year will be assessed.

### Megan's Law Sex Offender Notification

California law provides the public with access to information on registered sex offenders under Megan's Law, Penal Code §290. Sex offenders are required to register specific information with local law enforcement. The public may use their personal computers to view information on registered sex offenders living in their community. The law is not intended to punish the offender and specifically prohibits

using the information to harass or commit any crime against an offender. The website can be accessed at <http://www.meganslaw.ca.gov>.

# 2017-18 School Calendar

August 30	School Begins
September 19	Elementary School Back-to-School Night
September 26	Middle School Back-to-School Night
October 3	High School Back-to-School Night
November 1	First Quarter Ends
November 10	Veterans Day
November 20-24	Thanksgiving Recess
December 25-January 5	Winter Recess
December 25-26	Declared Holidays
January 1	New Year's Day
January 15	Martin Luther King, Jr. Day
January 26	Fall Semester Ends
January 29	Spring Semester Begins
February 12	Lincoln's Day
February 19	Washington's Day
April 2-6	Spring Recess
April 4	Third Quarter Ends
May 28	Memorial Day
May 21-25	Public Schools Week
June 14	School Ends

**Note:** CAMS and Sato use unique tracks not included here.



# Getting Involved in Your Schools

**Volunteers in Public Schools** -- More than 9,000 assist in local schools and classrooms. If you would like to apply to become a school volunteer, call your school or 997-8457.

**Business Partners** -- Our schools have formed more than 1,000 Educational Partnerships with business and industry. They provide guest speakers and encourage students to learn. If your company would like to participate, call your local school.

**Most Inspiring Student Awards** -- Each year the Long Beach Education Foundation sponsors this heartwarming event. If you know of a student who has overcome great odds to excel, please notify your school if you would like this student considered for the award.

**Parent-Teacher Association** -- Thousands of local PTA members help our children and schools. For information about PTA membership and activities, call your school.

**Rotary Readers** -- In local elementary schools, more than 100 Rotary Readers are trained to help our children improve their reading skill in kindergarten through third grades. For information, visit [rotarylongbeach.org](http://rotarylongbeach.org).

**Teacher Awards** -- The Long Beach Unified School District has many award-winning teachers. Hundreds of teachers receive letters from students and parents on the Day of the Teacher in May. For information about nominating teachers for awards, call 997-8250.

**Long Beach Education Foundation** provides school library books, scholarships to at-risk students, uniforms for needy children and other assistance. For information call 997-8054.

**Parent Boosters** and alumni groups assist high schools and students with uniforms, grad nights, scholarships and in dozens of other ways. For more information, call the office of the activities specialist at each high school.

**School Site Councils** provide an avenue for parents to work with staff in reviewing assessment data and planning to improve student achievement at the local school. Call your principal for information.

**Public Schools Week** attracts thousands of visitors to schools each spring to see student work and visit classrooms and teachers. For information about Open House, contact your child's school.

**College and Career Night** at CSULB provides vital information from representatives of dozens of colleges, occupations and professions. For information call 997-8122.

**Education Celebration** -- Parents and students are invited to learn about schools, special programs and enrollment options available in the Long Beach Unified School District. Call 997-8307.

**Science Fair** -- Each spring thousands of students, parents and community representatives see hundreds of science projects on display at a local high school or shopping mall. For information contact the Science Office at 997-8000, ext. 2963.

**Principal for a Day** -- Each year schools in the district invite community leaders to serve as principals for a day. These guest principals see firsthand the strengths and needs of our schools and have a greater appreciation for the dedication of school staff. Contact your principal if you are interested in being considered for this one-day eye-opening experience.

**Parent Outreach Workshops and Meetings** -- Visit the Parent University section at [lbschools.net](http://lbschools.net) or call 997-8307.