

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 Support is Needed and Appreciated

Dear Parents,

Thank you for entrusting our school system with the education of your child. Each new school year brings wonderful opportunities for students to succeed in the Long Beach Unified School District. Despite tough challenges -- including severe cuts in state funding -- our schools remain among the nation's best, largely because of strong parental support. In fact, LBUSD recently was recognized as one of the 20 leading school systems in the world, in terms of steady and significant improvement in student achievement.

I'm also pleased to report that our graduating seniors this year earned more than \$50 million in college scholarships, and eight of our high schools were named among a Washington Post list of America's best high schools. These schools surpass 93 percent of other public high schools nationwide in terms of their ability to offer rigorous college prep courses. No other urban school system in California can claim such a high percentage of its high schools on this prestigious list.

While such success is due to the hard work of the outstanding educators and support staff in our schools, much of the credit 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 encouraging progress in our schools. Be sure to visit our website at [www.lbschools.net](http://www.lbschools.net) for all of our latest news and information.

With your support, we will continue to uphold our proud tradition of providing students a high quality education and a brighter future.

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 2011-12 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:

**Excuse from Comprehensive Sexual Health Education**—51938, 51939. 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.

**Exemptions from Class Session**—51938, 51939. The following courses in the high school curriculum include some class sessions involving study of human reproductive organs and their functions and processes and/or venereal disease:

Biology 1-2; Human Anatomy and Physiology 1-2; Health Education (7th and 9th/10th Grade) Home Economics; Teen Living 1-2; Effective Living 1-2; Hospital Health Services Occupations 1-2; Life Science; Nurse Aide/Orderly 1-2; Parent and Child 1-2.

If it is your desire to have your son or daughter exempted from portions of the above courses, please mail at once your request to the principal of the school your child attends.

Students who are excused from certain class sessions will be assigned to study hall, library or another class for those periods of time.

**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 in kindergarten through grade twelve 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.)

**Prescribed Medication for Pupils** —49423, A.C. Title 17. Medical treatment is the responsibility of the parent/guardian and family

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

Parents may prohibit the release of directory information about their students by informing the principal in writing 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 complete and return the form below by October 1, if you wish directory information withheld.

Information about your students that can be released includes name, address, telephone number, 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.

Under No Child Left Behind, school districts are required to release student directory information for military recruitment purposes unless parents request in writing that Student Directory Information be withheld. You must complete and return this form to your school if you do not wish your student's information given to the military or other agencies listed above. If you wish your students' directory information to be withheld, complete and return the form below, preferably by October 1. You may designate whether you would like your student's information withheld from the armed services (military) only or from all agencies. Should you decide later in the year, you may request a form from the school or district and have information withheld from that point forward.

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### Parent Request for Withholding of Student Directory Information

I request that Student Directory Information be withheld for my student during the current school year. Please withhold my child's information from: (check one box)

ALL AGENCIES

ARMED SERVICES/MILITARY ONLY

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

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

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

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 stu-

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dent'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 prescribed 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.

**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, head lice or nits, 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 con-

ducted 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.

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.

**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 free or reduced price meal during each school day which meets or exceeds established nutritional requirements.

Approved free and reduced price meal applications from the prior school year will be valid while new applications are being processed. Once a new application is processed for a household, the new eligibility will go into effect immediately. If no new application is received, the prior year's application will expire 30 operating days after the school session begins. 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 cafeteria. Parents may make secured payments, via the internet, to their child(ren)'s account(s). Visit the District's web site, "Nutrition Services: Meal Payment Options" for details.

Parents of students with special dietary needs may contact a Child Nutrition Specialist 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, mental, 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. 6000-6065. No student may be unconditionally admitted to school without adequate immunizations against polio, diphtheria, tetanus and pertussis (DTP), measles, mumps, rubella (MMR), and hepatitis B. Students who enter a California school for the first time after July 1, 2001, must also be immunized against varicella (chickenpox). Documentary proof must be presented verifying immunizations. Exemption from these immunization require-

# Immunization Requirements for all K-12 students entering LBUSD schools

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## Polio

- Required doses  
Kindergarten only - 4 doses at any age, but 3 doses sufficient if last dose was given on or after 4th birthday  
Grades 1-12 – 4 doses, but 3 doses sufficient if last dose was given on or after 2nd birthday  
*Time between doses:* 2nd dose: 6-10 weeks after 1st  
3rd dose: 6 weeks to 12 months after 2nd
- 

## Diphtheria, Tetanus and Pertussis

- Required doses for age 6 and under  
Kindergarten only - 5 doses at any age, but 4 doses sufficient if last dose given on or after 4th birthday  
All others – 4 doses, but 3 doses sufficient if last dose was given on or after 2nd birthday  
*Time between doses:* 2nd dose: 4-8 weeks after 1st  
3rd dose: 4-8 weeks after 2nd  
4th dose: 6-12 months after 3rd
  - Required doses for age 7 and older can be a combination of DtaP, DT, Td, or Tdap.  
3 doses sufficient if last dose given on or after 2nd birthday.  
*Time between doses:* 2nd dose: 4-8 weeks after 1st  
3rd dose: 6-12 months after 2nd
- 

## Tdap

- All students entering into 7th, 8th, 9th, 10th, 11th or 12th grades will need proof of a Tdap shot.
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## Measles, Mumps, Rubella (MMR)

- 2 doses required for kindergarten through 12th grade. Both must be on or after the first birthday.
- 

## Hepatitis B

- 3 doses required for Kindergarten through 12th grade  
*Time interval:* 2nd dose 1-2 months after 1st  
3rd dose 2-6 months after 2nd and at least 4 months after 1st
  - There is also a two-dose series for adolescents between 11-15 years of age – health record must have a health care provider's signature noting that "both doses were 2-dose formulation."  
*Time interval:* 2nd dose at least 4-6 months after 1st
- 

## Varicella (Chickenpox)

- 1 dose required for Kindergarten through 10th grade.
  - Out-of-state entrants (grades 1-12): 1 dose for children under 13 years; 2 doses are needed if immunized on or after 13th birthday.
- 

## TB Test Requirements

- All students  
All students entering LBUSD schools for the first time and students returning to a LBUSD school from another school district must have a Mantoux tuberculin test within one year before school entry. Not required for students already enrolled in a LBUSD school who transfer to another LBUSD school
- Students with Previous Positive Mantoux  
Report of a chest X-ray, within one year before school entry, and a written statement from a physician or health department stating the child is free of communicable tuberculosis are required.

Students who present a physician's written documentation of 6 months or more in INH treatment do not need a chest X-ray.

ments is only permitted for medical or personal reasons upon the written and signed request of the parent/guardian and/or physician. Students who require subsequent doses are subject to exclusion from school if immunization is not received when needed.

Tuberculosis skin testing is required of all students entering Long Beach Unified School District schools for the first time, students transferring into Long Beach Unified School District schools from other school districts (public/or private), and students who previously attended a Long Beach Unified School District school who are returning from another school district. **This must be given within one year prior to school entry.**

Students with a previous documented positive Mantoux tuberculin test must present a written report of a chest X-ray, **given within one year prior to school entry**, from a physician or health department stating the child is free of communicable tuberculosis. Students who present written documentation from a physician of having received 6 months or more of INH treatment do not need a chest X-ray.

The only acceptable tuberculosis skin test is the Mantoux (e.g. PPD, 5TU). Multi-puncture tests such as the Tine or Monovac are **not** acceptable. The test must be administered **and** read before the student will be admitted to class. Documentary proof must be presented.

**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.

**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 textbook and audiovisual materials to be used in instructional programs. Such lists/catalogues are available at the principal's office of each school and at the Long Beach Unified School District Office of Textbook 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 to be inappropriate for use with their child, they should present their objections, preferably in writing, to the classroom teacher and principal of their child's school. Parents may request the student be excused from the use of certain materials. The school staff will make an effort to accommodate the parents' wishes and will notify the parents. Questions about this procedure should be referred to the Deputy Superintendent, Curriculum, Instruction and Professional Development at 997-8267.

**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 is held each November 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 Career/Tech Education link on the LBUSD website for information about colleges, 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 HIV/AIDS prevention education at least once in middle school and once in high school. Permits school districts to provide comprehensive sexual health education. 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](http://www.lbschools.net), and provided upon request from the Public Information Office or 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 state academic content 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.

**Free English Classes for Parents and Community Members** – Free classes of adult Eng-

lish language instruction to parents and other members of the community are offered as a component of the parenting skills program provided at the Jefferson Parent Center by the PALMS Office. Contact Pamela Seki at 997-8031 for assistance.

**Parent Education** – Parent workshops designed to assist families with parenting, learning activities, standards and curriculum are provided by the Office of Special Projects Services. 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) 997-8047 or check at lbschools.net 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 997-8031 for assistance.

**Tobacco-Free Schools**

The Long Beach Unified School District is a tobacco free district. Any tobacco use (smoking, chewing, 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.).

**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 offi-

cer 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)

<b>Activity</b>	<b>Date</b>	<b>Level</b>
First Day - Traditional	Sept. 7	All
Back to School - Elementary & K-8	Sept. 21	Elem. & K-8 Schools
Back to School - Middle	Sept. 27	High & Middle Schools
Back to School - High	Oct. 5	High & Middle Schools
Parent Conferences (6 days)	Nov. 7-15	Elem. Schools
Secondary “Floating Day”	Nov. 23	High & Middle Schools
Winter Break	Dec. 23 (Nov. 18)	All (Track B Elem.)
Fall Finals	Jan. 25, 26, 27 (Jan. 24)	High Schools (block only)
Parent Conferences (2 days)	Mar. 28-29	Elem. Schools
Secondary “Floating Day”	Apr. 6	High & Middle Schools
Open House Middle School	May 22	High & Middle Schools
Open House High School	May 23	High & Middle Schools
Open House Elementary	May 24	Elem. & K-8 Schools
Spring Finals	June 11, 12, 13 (June 8)	High Schools (block only)
End of Traditional Year	June 14	All

## Dismissal Time on Minimum Days

Standard Bell Dismissal	Minimum Day Dismissal	Bus Departs School
Elem. Schools 2:20	1:00	1:10
Elem. Schools 3:20	2:00	2:10
High Schools 1:15/1:35	11:20/11:45	11:40/12:00
High Schools 2:40/3:00	1:10	1:20
Middle Schools 2:30	1:18	1:30
Middle Schools 3:30	2:18	2:30

## Parents' Rights Outlined Regarding Student Records

**Access to Records.** Parents and eligible students have an absolute right of access to student records. They have the right to file a complaint with the Department of Education if an educational institution fails to comply with the federal student records law.

**Information available to the parents—49063.** The following information is available to parents upon request as required by federal and state law:

1. The types of pupil records and information contained therein which are directly related to students and maintained by the institution.
2. The position of the official responsible for the maintenance of each type of record.
3. The access record placed in each pupil's file.
4. The criteria used by the school district defining "school officials and employees" and determining "legitimate educational interest."
5. The policies of the institution for reviewing and expunging those records.
6. The right of the parent to access pupil records.
7. The procedures for challenging the content of pupil records.
8. The cost, if any, which will be charged to the parent for reproducing copies of records.
9. The categories of information defined as "directory information".
10. A prospectus of course offerings is available, upon request, from the school principal.

Parents may request the above information from the principal of the school where their child is enrolled.

## Elementary and Secondary Education Act-Title I

In January 2002, a federal law, the *No Child Left Behind Act* was passed. One provision in this law 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 Long Beach Unified School District recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall provide students experiencing homelessness with the same public education, programs and services to meet the same challenging performance standards as other students. Homeless is defined in educational codes as, "students who lack a fixed, regular and adequate nighttime residence." Students experiencing homelessness may:

- Participate fully in all school activities and programs for which they are eligible.
- Continue to attend the school in which the student was last enrolled.
- Receive transportation from current residence back to the school of origin, if feasible.
- Automatically qualify for child nutrition programs.

For questions or assistance in enrolling students experiencing homelessness, please contact the district Homeless Liaison, James Suarez at (562) 997-8322.

## **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 magnet 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 are generally available at each school in January. At that time, application can be made for the next school year. Deadlines for applying to the various schools or magnet programs are usually in mid February each year. Check with your school for specific deadline dates during that time period.

Information about all educational program options in each LBUSD school, including magnet, 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. A sample of the application form is provided after this section.

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 an elementary school student are employed 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. 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.

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.

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 several



LONG BEACH UNIFIED SCHOOL DISTRICT  
LONG BEACH, CALIFORNIA

**SAMPLE ONLY**  
Forms are available at  
Assistant  
Superintendents Offices.

**APPLICATION FOR SCHOOL OF CHOICE**  
**(No District Transportation Provided)**

Part A

**TO BE FILLED OUT BY PARENT OR GUARDIAN**  
PLEASE PRINT

**SCHOOL REQUESTED** \_\_\_\_\_

**School Year** for Which Application Is Being Made \_\_\_\_\_

**Grade** for Which Application Is Being Made \_\_\_\_\_

Student's Last Name, First Name, M.I. \_\_\_\_\_

Street Address Including Apt. # \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Birthdate \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Language Spoken in \_\_\_\_\_

Home \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**School of Residence:** \_\_\_\_\_ **Current School:** \_\_\_\_\_

**REASON FOR APPLICATION – CHECK ONE OPTION ONLY**

Name of brother or sister currently attending school of choice, if any? \_\_\_\_\_ Current Grade \_\_\_\_\_

**SPECIAL SCHOOL PROGRAM:**

Applying for special school program  Name of Program \_\_\_\_\_

Currently attending a LBUSD Child Development Center  Name of CDC \_\_\_\_\_

Applying for Dual Literacy or Dual Immersion

**SPECIAL TRANSFER:** Off Campus Child Care \* Health or Physical \* Change of Residence \* Severe Hardship to Parent or Child \* Senior Option \* Emotional and/or Social Adjustment \*

**OTHER REASON:** \* Please explain: \_\_\_\_\_

**\*See back of Application; must provide documentation**  
Incomplete applications will be returned.

I have read and understand the **REGULATIONS STATED ON THE REVERSE SIDE** of this application regarding school transfers. I understand all new school transfers are subject to cancellation based on space availability. (Regulation C.3)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Part B

**FOR SCHOOL USE ONLY**

\_\_\_\_\_ Denied \_\_\_\_\_ Approved: Pending Space Available (See Regulation C.3 on the back)

EL Level \_\_\_\_\_ Special Ed. Class If Any \_\_\_\_\_

SCHOOL CODING: Paired School  Special Program  Dual Literacy/Dual Immersion  Special Transfer  Other   
(PS) (MG) (AC) (ST) (SC)

Receiving School  
Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: **WHITE:** School of Choice **YELLOW:** Current School **PINK:** Parent  
REVISED: 11/05



**Office of the Assistant Superintendent/Elementary Schools**  
**1515 Hughes Way, Long Beach, CA 90810**  
**(562) 997-8247 • FAX (562) 997-8285**

**SAMPLE ONLY**  
 Forms are available at  
 Assistant  
 Superintendents Offices.

Application for School Year \_\_\_/\_\_\_

Application for Grade \_\_\_\_\_

New \_\_\_\_\_ Renewal \_\_\_\_\_

**INTERDISTRICT PERMIT FORM**

**TO BE FILLED OUT BY PARENT OR GUARDIAN**

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Ethnicity \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Father or Guardian's Name (Please Print) \_\_\_\_\_

Mother or Guardian's Name (Please Print) \_\_\_\_\_

**REASON FOR REQUEST** (Please check one only)

- Grades K-12 GENERAL INTERDISTRICT PERMIT – Please attach a letter of explanation. (See restrictions on reverse side.)
- Grades K-8 INTERDISTRICT PERMIT FOR CHILD CARE – Please include the following: (1) Child care provider information below, (2) Letter of verification from child care provider along with proof of residency (i.e. utility bill, mortgage statement), or letter on letterhead from child care agency, (3) Employment verification for both parents, showing the actual work site with the employee's name. (See restrictions on reverse side.)
- Grades K-8 EMPLOYMENT-RELATED INTERDISTRICT PERMIT – Please include employer verification, showing the actual work site with the employee's name. (See restrictions on reverse side.)

DOES YOUR CHILD RECEIVE SPECIAL EDUCATION SERVICES? Yes \_\_\_ No \_\_\_

DISTRICT REQUESTED \_\_\_\_\_ SCHOOL REQUESTED \_\_\_\_\_

LBUSD HOME SCHOOL \_\_\_\_\_

**See reverse side of this form for conditions governing approval of permits.**

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Father/Guardian's EMPLOYER**

**Mother/Guardian's EMPLOYER**

**Child Care Provider**

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_ Address \_\_\_\_\_

City/Zip \_\_\_\_\_ City/Zip \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**LONG BEACH UNIFIED SCHOOL DISTRICT**

**RECEIVING SCHOOL DISTRICT**

\_\_\_\_ Approved for the 20\_\_ - 20\_\_ school year only

\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_ Denied

**Please notify LBUSD only if denied/canceled.**

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Revised 2/10

schools across the district for students who will not reach age five until fall. Transitional kindergarten classes are a response to recent state legislation changing the entry date for kindergarten from Dec. 2 to Sept. 1 over the course of four years. LBUSD is among a statewide group of early implementers of Transitional Kindergarten. As an early implementer, LBUSD is offering the program ahead of many other school districts where children will only be eligible for Transitional Kindergarten if their fifth birthday falls between:

- Nov. 2 and Dec. 2 (for 2012-13);
- Oct. 2 and Dec. 2 (for 2013-14);
- Sept. 2 and Dec. 2 (for 2014-15 and each school year thereafter).

Transitional Kindergarten is the first year of a two-year kindergarten program. In 2014-2015, 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. At this time, not all schools will be offering Transitional Kindergarten programs. LBUSD will be piloting this program in multiple sites in an effort to prepare the district for system-wide implementation by 2014-2015, when all students with birthdays between September 1st and December 2nd will be required to attend Transitional Kindergarten, followed by Traditional Kindergarten. 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 for information about availability in programs in other schools.

## 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:

- (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.
- 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.)
- Unlawfully possessed, used, sold or furnished, or been under the influence of any drug, alcoholic beverage, or intoxicant of any kind.
- 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. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- 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, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

### **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 shall be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the above reasons upon a first offense, if the principal determines that the student committed any offenses A through R, 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 R 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. 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).

## 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 standards 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 with-

out 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 progressive discipline (see discipline plan for Defiance).

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 and Hill

Wilson High School and Hill Middle School offer a classical program which includes school uniforms and special academic and attendance requirements. Millikan High School also offers challenging academic programs with a

school uniform requirement. Attendance at these special programs is by application and includes the mandatory school uniform program. In cases of economic hardship, help in obtaining uniforms is available. For more information, call the school. If there are problems, call the appropriate assistant superintendent office (middle or high school). If you are unable to resolve your concerns, you may obtain a parent/guardian complaint form at 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 required, including one year of U.S. History or one-half year of U.S. History and one-half year of American Government; and one year of world history, cultures, and geography.
- B. English** - Four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature.
- C. Mathematics** - Three years of college preparatory mathematics that include 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 these three disciplines: biology (which includes anatomy, physiology, marine biology, etc.), chemistry, and physics or three years of integrated science.
- E. Language other than English** - Two years of the same language other than English. Three years recommended.
- F. Visual & Performing Arts** - One year in any of the following areas: dance, drama/theater, music, and/or visual art.
- G. College Preparatory Elective** - In addition to those courses required in "a-f" above, one year (two semesters) of college preparatory electives is required, chosen from visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

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 on the district webpage in the High School Course Selection Guide or at the UC webpage: [www.ucop.edu/doorways](http://www.ucop.edu/doorways).

### **Discrimination Prohibited at School**

The Long Beach Unified School District adheres to a policy of nondiscrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Title V, California Code of Regulations,  
Title VI of the Civil Rights Act of 1964,  
Title VII of the Civil Rights Act of 1964,  
Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation

Act of 1973, Americans with Disabilities Act of 1990 (ADA).

For students this means that educational programs and activities must be free from policies and practices which unlawfully discriminate on the basis of race, language spoken, color, gender, religion, disability, national origin, age, socioeconomic status, sexual orientation, immigration status, or political belief with regard to admission or access to and treatment in such programs and activities.

Under section 504, meaningful access will be provided for persons with disabilities to school initiated activities related to academic and/or disciplinary aspects of their child's education. If a person with disabilities needs to meet with an instructor, counselor, or other LBUSD personnel whose office is inaccessible, the meeting will be relocated to an accessible location. This same policy and procedure applies to students with disabilities who need to attend such meetings. Please request such relocations at least one day in advance.

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

The Long Beach Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, including same-sex harassment, is a form of gender discrimination and is a violation of state and federal laws and a violation of this policy. The district considers sexual harassment to be a major offense which will result in disciplinary action against the offending employee or the suspension or expulsion of the offending student. The district prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Each complaint alleging sexual harassment shall be promptly investigated in a confidential manner, respecting the privacy of all parties to the fullest extent possible.

Sexual harassment, including same-sex harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, when:

1. Submission to such conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress,

2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting such individual,
3. Such conduct has the purpose or the effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment, or
4. Submission to, or rejection of, such conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Conduct which constitutes sexual harassment, including same-sex harassment, is prohibited and will not be tolerated. Individuals who commit sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school district, dismissal from school district employment, the filing of criminal charges with the proper authorities, and liability through civil litigation as well.

Any student who believes that he/she is being sexually harassed should report any allegation of sexual harassment through the informal and/or formal process outlined in this policy so that appropriate action may be taken to resolve the situation.

Informal Process: A student may discuss his/her complaint with any school administrator, counselor, nurse, or teacher. All allegations of sexual harassment shall be reported to the principal by the employee who learns of the harassment of the student. School staff will promptly investigate the allegation and determine what types of actions will resolve the situation. School staff will provide for some type of follow-up to verify that the harassment has stopped. A written record will be kept of the complaint and actions taken to resolve the situation as reported.

Any complaint of sexual harassment of a student by an employee of the school district must also be reported to the district's Title IX Compliance Officer for appropriate investigation and possible disciplinary action:

Ruth Ashley, Assistant Superintendent  
Human Resource Services  
1515 Hughes Way, Long Beach, CA 90810  
(562) 997-8257.

Allegations of sexual harassment of a student by an employee may not be dropped or dismissed, nor shall the investigation of such allegations be concluded, without the approval of the district's Title IX Compliance Officer.

**Formal Process:** If a complaint cannot be resolved informally or the student does not wish to utilize the informal process, a formal investigation of the complaint shall be completed within 60 days of receipt of the written complaint.

A written statement must be filed with the site administrator within a time period no later than six months from the date that the reported incident occurred. This written statement may be filed as described under the district's Uniform Complaint Procedure. The site administrator shall provide a prompt, thorough, and impartial investigation of the complaint. Results of that investigation and the disposition of the complaint shall be provided in writing. If the complaint is resolved, the process ends here.

The decision of the site administrator can be appealed to the district's Title IX Compliance Officer within 15 days of receipt of the site administrator's decision:

Ruth Ashley, Assistant Superintendent  
Human Resource Services  
1515 Hughes Way, Long Beach, CA 90810  
(562) 997-8257.

The appeal must be in writing and include the reason(s) for the appeal and list any steps that were taken in an attempt to resolve the complaint. The district's Title IX Compliance Officer shall provide an opportunity for the complainant and/or his/her representative to present information relevant to the complaint. The alleged offender shall be afforded the same opportunity to present information. All parties involved may request additional individuals be contacted to provide witness statements or information. This investigation shall be conducted in as confidential a manner as possible.

The written decision of the district's Title IX Compliance Officer shall provide the findings of the investigation and the disposition of the complaint. As noted in the district's Uniform Complaint Procedure, any student or the parent/guardian of any student with a complaint of sexual harassment is not precluded from filing a formal Title IX complaint directly with

the Office for Civil Rights, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

A copy of this policy shall be displayed in a prominent location in the main administrative building or other areas of each campus or school site. A copy of this policy shall be provided as a part of all orientation programs (K-12) for new students at the beginning of a school term. A copy of this policy shall be provided to all district employees upon initial employment and at the beginning of the school year. This policy shall appear in any publication of the district setting forth comprehensive rules or standards of conduct.

Reference: California Code Sections 212.5, 212.6, 48900.2, 48915, 48980 LBUSD Policy: 1314.2--Uniform Complaint Procedures Regarding State and Federal Programs, 4116.6--Non-Discrimination and Employee Privacy, 4119.11--Prohibition of Sexual Harassment-Employees.

## Uniform Complaint Procedures

### I. General Information

The Long Beach Unified School District recognizes that the District has the primary responsibility for ensuring that it complies with officially adopted Board Policies and state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination and seek to resolve those complaints in accordance with the procedures set out in sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board. The Uniform Complaint Procedures may be used for complaints or non-compliance involving the following educational programs and complaints alleging violations of the following non-discrimination protections:

1. Adult education programs;
2. Career technical instruction programs;
3. Child care and development programs, including, but not limited to Head Start, Early Head Start, State Pre-Schools and Child Development Centers;
4. Nutrition programs;
5. Consolidated categorical aid programs;

6. Migrant and Indian education programs
7. Special Education programs;
8. The Uniform Complaint Procedures also apply to the filing of complaints which allege unlawful discrimination, actual or perceived, on the basis of age, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of the actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state or Federal financial assistance.

Individuals filing complaints under these procedures are entitled to do so free of any form of retaliation, and all complaints are to be handled in a confidential manner consistent with the District's obligations to disclose necessary portions of a complaint in order to investigate and resolve the issues raised. Copies of the complaint procedures shall be available free of charge. Complaints alleging retaliation for filing a complaint under this procedure or for engaging in any activity protected by the laws identified in this procedure may be filed under this procedure with the appropriate District officer listed below.

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with the law:

Director, Office of the Deputy Superintendent  
 1515 Hughes Way  
 Long Beach, CA 90810  
 562.997.8025

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

## II. Referral of Complaints

Complaints pertaining to the following may be referred to the persons or entities indicated below, as appropriate:

1. Allegations of child abuse shall be referred to the applicable County Department of Children's and Family Services (DCFS) or to the appropriate law enforcement agency.
2. Health and safety complaints regarding a child development program shall be referred to the Department of Public Social Services for licensed facilities and to the appropriate child development regional administrator for licensing-exempt facilities.
3. Employment discrimination complaints may be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by first class mail of any DFEH transferal. The referral of a complaint to the DFEH shall not relieve the District from an investigation into the allegations contained within the discrimination complaint.
4. Allegations of fraud shall be referred to the Chief Business and Financial Officer who may consult with the California Department of Education's (CDE) legal and audits branch.
5. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments, or CAHSEE intensive instruction and services, shall be investigated pursuant to the district's Williams Uniform Complaint Procedure. Such complaints must comply with the Williams Uniform Complaint Procedure.

## III. Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

*Step 1: Filing of Complaint*

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date the alleged discrimination occurred. A complaint may be filed by a person who alleges he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If the complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with Title 5 CCR 4632. The compliance officer will coordinate the investigation and processing of the uniform complaint with the administrator(s) considered the representative of the district for purposes of reviewing and coordinating responses to complaints and correspondence related to this policy.

Within ten days of receipt, the appropriate District office will acknowledge the receipt of the complaint and will review the complaint to determine whether it meets the criteria for filing under the procedures or fails within the exceptions listed in Referral of Complaints in order to refer it to the proper agency.

The designated District office shall determine whether the discrimination complaint has been filed within six months of the alleged violation that is the basis of the complaint. The appropriate District office shall then:

- a. Accept the filing of the complaint and notify the complainant of the allegations to be investigated by the District and the time frames for complaint resolution; or
- b. Deny the complaint if it has not been filed in a timely manner, and notify the complainant of his/her right to appeal to the State Superintendent, upon the complainant's written request for an extension of time in which to file the complaint, setting forth reasons for the extension.

*Step 2: Investigation of Complaint*

The compliance officer shall hold an investigative meeting within five to ten days of receiving the complaint. This time frame may be extended upon written notice to the complainant. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631.) The complainant and/or his/her representative shall have the opportunity to examine relevant records. (34 C.F.R. 104.36.)

The compliance officer shall obtain statements from other individuals who were witnesses to the alleged violation or who can provide relevant information concerning the alleged violation.

The compliance officer shall review documents that may provide information relevant to the alleged violation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure, or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure, or refusal to cooperate in the investigation or its engage-

ment in any other obstruction of the investigation, may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

*Step 3: Response*

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision within 60 days of the district's receipt of the complaint.

*Step 4: Final Written Decision*

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631) The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law. The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies under State law. (EC 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**IV. Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and

whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

**V. Civil Law Remedies**

A complainant may pursue available civil law remedies outside the 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. For discrimination complaints under state law, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622

State Department of California  
Department of Education

State Superintendent of Public Instruction  
P.O. Box 944272  
Sacramento, CA 94244-2720

## VI. Office For Civil Rights

Complaints of discrimination on the basis of disability, race, color, national origin, sex or age may be filed with the U.S. Department of Education Office For Civil Rights at any time within 180 days of the date of the alleged discrimination.

U.S. Department of Education  
Office For Civil Rights  
50 Beale St., Suite 7200  
San Francisco, CA 94105  
P: (415) 486-5555  
F: (415) 486-5570

## VII. Assistance Resource

LBUSD, 1515 Hughes Way, Long Beach, CA 90810:

1. Director, PALMS/Migrant Education (For language assistance including Spanish, Khmer, Vietnamese, and Tagalog)
  2. Director, Employee Relations
- Other agency:
3. Toby Rothschild, Legal Aid Foundation of Long Beach, 110 Pine Avenue, Suite 420, LB, CA 90802

## VIII. Williams Uniform Complaint Procedures

- A. The Uniform Complaint Procedures include complaints related to the State of California's Williams Case settlement in Board Policy 1312.4. These complaints fall under other time lines and procedures than the Uniform Complaint Procedures discussed above and, therefore a different complaint form is provided. The complainant need not use the Williams complaint form to file a complaint. The Williams Uniform Complaint Procedures focus on the following conditions:
  1. There should be sufficient standards-aligned, state or district adopted, or other required textbooks and instructional materials. For there to be sufficient textbooks and instructional materials in the core content areas, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to

take home.

2. Facility conditions should not pose an emergency or urgent threat to the health or safety of students or staff. Restrooms should be maintained and open and stocked with toilet paper, soap and paper towels or functional hand dryers.
3. There should be no teacher vacancies or misassignments.
4. A pupil who has not passed the high school exit exam by the end of grade 12 should be provided the opportunity to receive intensive instruction and services for two consecutive academic years, or until the pupil has passed both parts of the exam, whichever comes first.

## B. Filing a Complaint

1. Complaint forms are available at all school offices, the District Office, and are posted on the District web site. The complaint shall be filed with the administrator or designee for items #1-3. A complaint regarding item #4 shall be filed with the Director, Office of the Deputy Superintendent. The Complainant may remain anonymous.
2. The principal or designee shall investigate the complaint.
3. The principal or designee shall also forward a complaint to the District Compliance Officer within 10 working days.
4. The principal or designee shall investigate any problem within his/her authority and remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.
5. If the complainant indicated that he/she would like a response, the principal, designee, or affected district office shall report the resolution to the complainant within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be sent to the mailing address of the complainant as indicated on the complaint form. If the complaint is filed in a language other than English and 15% or more of the school

population speaks that language, the response shall be in that language. A copy of the report will be sent to the District Compliance Officer within the same timeframe.

### C. Appeal Process

1. If the complainant is not satisfied with the resolution of the site administrator, Director, Office of the Deputy Superintendent or the Superintendent, he/she may describe the complaint to the Governing Board at a regularly scheduled meeting.
2. For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the State Superintendent of Public Instruction within 15 days of receiving the report. This appeal request should be sent to: State of California Department of Education, State Superintendent of Public Instruction, P.O. Box 944272, Sacramento, CA 94244-2720. The complainant shall comply with the appeal requirements specified in the Title 5, California Code of Regulations, Section 4632.

## IX. Quarterly Reports

Long Beach Unified School District shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the County Superintendent of Schools and the District's Governing Board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the Governing Board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. All complaints and responses shall be available as public records.

## X. Annual Notice

Annual written notification of these procedures and District staff responsible for implementation are to be provided to students, employees, parents/guardians, school and District advisory committees,

appropriate private school officials or representatives, and other interested parties.

## 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 – 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 infants, toddlers, and preschool-age children may be made by calling your home school site. Referrals for school-age children may be made through your child's school by speaking with the school counselor/administrator.

### 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 serv-

ices 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.

## **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 de-

signee. 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.

## LBUSD Student Acceptable Use Agreement

- The purpose of the LBUSD Student Acceptable Use Agreement is to comply with federal and state mandates, such as the Federal Children's Internet Protection Act (CIPA), to prevent unlawful and malicious activities on the LBUSD network, and secure confidential information from unauthorized access.
- It is also the purpose of the Student Acceptable Use Agreement to make sure that students use the technological resources provided by the district in accordance with Board policy and in a safe, responsible manner in support of the instructional program and for the advancement of learning.
- Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the agreement specifying user obligations and responsibilities.

### Online/Internet Services

In LBUSD, all access to Internet-based information is routed through a "technology protection measure" designed to filter out material that is in violation of the district Internet policies. This filter will block most objectionable material, but some objectionable material may be missed by the filter and requests can be made to the HelpDesk to block the websites from access within the district.

### File storage:

Network storage areas will be treated like student lockers and privacy on the use of district computers is neither implied nor granted. Any type of information, files and communications stored on district computers becomes the property of the district. Computer systems may be periodically reviewed under the direction of the school's administration, senior management or the Technology And Information Systems to assure its use is appropriate, maintain system integrity, and ensure that requirements of federal and state mandates are being observed. The district may edit or re-

move any material which the administrators, at their sole discretion, believe to be inappropriate.

### Acceptable Use:

When using the district's network systems, whether with district equipment or district permitted personal electronic devices, students need to maintain high standards of ethical conduct and use the system safely, responsibly and primarily for educational purposes:

1. The student in whose name the online service is issued is responsible for its proper use at all times. Students shall keep personal accounts numbers and passwords private and only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
4. Unless instructed by school personnel, students shall not disclose or disseminate personal information (name, address, telephone number, Social Security number, or other personally identifying information) about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.
5. Students shall not use the system to encourage use of drugs, alcohol, or tobacco nor shall they promote unethical practices or any activity prohibited by law, Board Policy or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Students shall not intentionally upload, download, install or create computer viruses, and/or maliciously attempt to harm or destroy district equipment or ma-

terials or manipulate the data of any other user, including so-called “hacking”. Students are not allowed to install software onto their computers or the network.

9. Students shall not attempt to interfere with other users’ ability to send, receive e-mail, nor shall they attempt to read, delete, copy, modify or use another individual’s identity.
10. Students shall report any security problems or misuse of the services to the teacher or principal.

### Copyright Laws:

11. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
12. Any students caught transferring such files and anyone whose accounts are found to contain such illegal files, may have their accounts revoked.

### Penalties for Violation of the Acceptable Use Agreement:

The system administrators of the LBUSD computer network, in conjunction with school administration and senior management, will be the sole determiners of what constitutes inappropriate behavior. The violation of any item contained in this agreement may result in the loss of computer and network access and/or other disciplinary action as well as possible punitive action as provided for by local, state, and federal law and/or Ed. Codes.

## 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 as-

sess 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 Office at the Maintenance Branch.

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 have established a comprehensive school safety and disaster plan to promote a safe school environment under

# Pesticide Management

To meet 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 2011-2012 school year, Long Beach Unified School District may apply the following pest management products as necessity dictates:

Structural Product	Active Ingredient	Signal Word
CB-80	Pyrethrins, piperenyl butoxide, Eihane, 1,1-Difluoro-, C12-C15 Iso-Paraffinic hydrocarbon, and ethanol.	Caution
CB Boric Turbo	Orthoboric acid.	Caution
Conrac	Bromadiolone.	Caution
Microcare	Pyrethrins, Piperenyl Butoxide, Technical, and N-Octyl Bicycloheptene Dicarboximide.	Caution
Mop Up	Disodium Octaborate Tetrahydrate.	Caution
Orange Guard	d-Limonene	Caution
PCO Fogger	Pyrethrins, Piperenyl butoxide, N-octyl Bicycloheptene Dicarboximide, Propane, n-Butane.	Caution
Pigxn Bird Control	Capsaicin	Caution
Suspend SC	Deltamethrin and inert ingredients.	Caution
Talon-G	Brodifacoum.	Caution
Termidor	Fipronil; 5-amino-1-(2,6-dichloro-4-(trifluoromethyl)phenyl)-4((1,R,S)-(trifluoromethyl)sulfinyl)-1-H-pyrazole-3-carbonitrile, and inert ingredients.	Caution
Uld Bp-100	Pyrethrins, Piperenyl Butoxide, technical, and N-Octyl bicycloheptene Dicarboximide, Petroleum distillate.	Caution
Wasp Freeze	d-trans Allethrin, 3-Phenobenzyl-(1RS,3RS; 1RS,3SR) - 2,2-Dime-ethyl-3-(2-methylprop-1-enyl) cyclopentanecarboxylate, and inert ingredients.	Caution
<b>Baits and Gels</b>		
Structural Product	Active Ingredient	Signal Word
DuPont "Advion"	Indoxacarb, (S)-methyl 7-chloro-2,5-Dihydro-2-[[methoxycarbonyl] [4(trifluoromethoxy) phenyl] amino] carbonyl]indeno[1,2-e] [1,3,4] oxadiazine-4a-(3H)-carboxylate	Caution
Cockroach Bait Arena	Fipronil.	Caution
Maxforce Bait-Ants	Fipronil.	Caution
Maxforce Bait-Roaches	Fipronil.	Caution
DuPont Advion	Ant Gel (S)-methyl 7-chloro-2,5-dihydro-2-[[methoxy-rbonyl]4(trifluoromethoxy) phenylamino]-carbonyl]indeno[1,2-e] 1,3,4[oxadiazine-4a-(3H)-carboxylate	Caution
<b>Grounds Services Product</b>		
Structural Product	Active Ingredient	Signal Word
Atrimec	Dikegulac-sodium (sodium salt of 2,3,4,6-bis-O-(1-methylethylidene)-a-1-xyllo-2-hexulofuranosonic acid)	Caution
Azotrol	Azadirachtin, other ingredients.	Caution
AquaCap	Pendimethalin, -(1-ethylpropyl)-3, 4-dimethyl-2,6-dinitrobenzamine.	Caution
Can-hance	Methylated canola oil, Polyalkyleneoxide hepta-methyltrisiloxane, Alkylphenol ethoxyate	Caution
Dimension 270-G	Dithiopyr, 3,5-pyridinedicarboxylic acid, 2-(difluoromethyl)-4-(2-methylpropyl)-6-(trifluoromethyl)-S,S-dimethyl ester	Caution
Drive XLR8	Quinclorac; 3,7-dichloro-8-quinubikcarbextrinac acid	Caution

## Grounds Services Product Cont'd.

Envoy Plus	Clethodim, (E)-2-[1-[[[(3-chloro-2-propenyl)oxy]imino] propyl]-5-[2-(ethylthio) propyl]-3-hydroxy-2-cyclohexen-1-one	Caution
Freehand	Diamethenamid-P: (S)-2-chloro-N-aution [(1-methyl-2-methoxy)ethyl]-N-(2,4-dimethyl-thien-3-yl)-acetamide pendimethalin: N-(1-ethylpropyl)	Caution
Fusilade II	Fluaziflo-p-butl, Technical and isomers.	Caution
Gallery	Isoxaben: N-[3-(ethyl-1-methylpropyl)-5-isoxazoly]-2,6-dimethoxybenzamide, and isomers. acetic acid, butoxyethyl ester.	Caution
Garlon 4 Ultra	Triclopyr; 3,5,6-trichloro-2-pyridimloxy-acetic acid, butoxyethyl ester	Caution
MSMA	Monosodium acid Methanearsonate	Caution
Merit	Imidacloprid, 1-[(6-chloro-3-pyridinyl) methyl]-N-nitro-2-imidazolidinimine.	Caution
Mosquito Dunks	Bacillus thuringiensis	Caution
Pointer	4-dimethyl-2,6-dinitrobenzenamine.	Caution
Pro Spreader Activator	Imidacloprid 5%, Alcohol & Acrylic Acid Nonylphenoxy polyethoxy etanols, Isoropropanol and fatty acids.	Caution
Roots 1-2-3	Nonylphenoxy poly ethanol, vitamins B1, C, and E, Manganese phosphate-citrate, zinc phosphate-citrate.	Caution
Roundup Quick Pro	Glyphosate, N-(posphonomethyl glycine), Glycine, in the form of its ammonium.	Caution
Round-up Pro Max Sedgehammer	Glyphosate, N-(phosphonomethyl) glycine Halosulfuron-methyl, methyl 5-(((4, 6 dimethoxy-2-pyrimidinyl)amino) carbonylamino)sulfonyl]-3-chloro-1-methyl-1H-pyrazole-4-carboxylate.	Caution
Sluggo	Iron phosphate.	Caution
Speedzone Southern	Carfentrazone-ethyl 2,4-D, 2-ethylhexyl Mecoprop-p-acid, Dicamba acid	Caution
Sprint 330	Iron Chelate	Warning
Turf Supreme® 16-6-8 Plus Trimec®	Trimec (DMB #2 Turf Herbicide Dry Concentrate) 2,4-D Dichlorophenoxyacetic Acid (+)-(R)-2-(2-methyl-4-chlorophenoxy) Propionic acid Dicamba (3,6-Dichloro-0-ansic acid)	Caution
Talstar-Pro	Bifenthrin	Warning
Vista XRT	Fluroxpyr 1-methylheptyl ester	Warning
Wilco Gopher Getter Type II	2-((p-chlorophenyl) phenylacetyl)-1,3-Indandione.	Caution

## Contractor Applied

Structural Product	Active Ingredient	Signal Word
Fumitoxin Tablets, Pellets, Bags	Hydrogen phosphide, ammonia, and carbon dioxide.	Danger
Greyhound	Abamectin B1, and inert ingredient	Warning
Strychnine Coated Grain	Strychnine	Danger
Avitrol	4-aminopyridine.	Caution
Methyl Bromide	Methyl bromide, Chloropicrin.	Danger
Master Fume	Sulfuryl fluoride.	Danger

Additional information about pest management products may be accessed on the California Department of Pesticide Regulation website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

Most products used fall into the safest category, "caution". The Long Beach Unified School District does not use any pest management products with the signal word "danger" except in a very limited case. Pest management products are applied when children are not present or when the treatment area has been restricted from unauthorized entry.

To register with the school district to receive notification of pest management product applications, complete the form below and return it to school. Registrants will be notified of applications at least 72 hours in advance. Annual registration is required to remain on the notification list for each school year. For information, contact the Operations Branch at (562) 663-3060.

Date	School	Name of Student
Please register my name to receive notification of Long Beach Unified School District individual pest management applications in accordance with the Healthy Schools Act of 2000.		
Name of Parent or Guardian		Telephone Number
Street Address	City	Zip Code
Signature		

California Education Code (§32280-32282, §32286 §32288, §35295, §35297) and the U.S. Department of Homeland Security, National Incident Management System (NIMS). School plans include strategies and procedures to promote a high level of safety, including a safe environment conducive to learning. Parents and guardians are encouraged to review the school's Safe School Plan and the Emergency Operations Plan to gain an understanding of procedures designed to keep students safe while at school and during an emergency or disaster event.

## 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.

## 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 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 “A-G” college entrance requirements represent the basic level of academic preparation that high school students should achieve to undertake university work.

For further information, please visit these online resources:

<http://doorways.ucop.edu/list/>  
<http://www.californiacolleges.edu/>  
<http://www.csumentor.edu/>  
<http://www.ucop.edu/a-gGuide/>  
<http://www.collegeboard.com/parents/>  
<http://www.act.org/aap/>

#### *Career Technical Education*

CTE engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. CTE courses, which are offered at all high schools in Long Beach, provide technical training while also emphasizing the integration of core academic concepts such as mathematics and language arts. For further information, please visit the California Department of Education at <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/or enrolling in CTE.

### **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 improve 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 who attend, but do not demonstrate proficiency at mid-year, first grade, in reading both fiction and non-fiction texts and who do not demonstrate proficiency in addition and subtraction math facts with sums up to 10 by the end of the school year will be recommended for retention.

#### *Retention at Grade 2*

Second grade students who do not demonstrate proficiency at end of first grade, in reading both fiction and non-fiction texts and who do not pass addition and subtraction facts at the proficient level by the end of the school year will be recommended for retention.

#### *Retention at Grade 3*

Third grade students who do not demonstrate proficiency at end of second grade, in reading both fiction and non-fiction texts and who do not demonstrate proficiency in addition and subtraction facts and partial proficiency in multiplication and division facts by the end of the school year will be recommended for retention.

#### Retention at Grade 4

Fourth grade students who do not demonstrate proficiency at the end of third grade, reading both fiction and non-fiction texts and who do not pass math facts at the proficient level in all four operations by the end of the school year will be recommended for retention.

#### Retention at Grade 5

Fifth grade students who do not demonstrate proficiency at the end of fourth grade, in reading both fiction and non-fiction texts and who do not pass math facts at the proficient level in all four operations by the end of the school year 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 passing the California High School Exit Exam (CAHSEE) will be required to enroll in a two-period language arts course or participate in a mathematics intervention program.

#### Interventions at Grade 9

Ninth grade students who on multiple indicators are determined at-risk of not passing the California High School Exit Exam (CAHSEE) will 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 1-2 Lab course in addition to Algebra 1-2. These intervention courses provide the support needed to accelerate students to achieve grade level standards.

#### Interventions at Grade 10

Tenth grade students who on multiple indicators are determined at risk of not passing the California High School Exit Exam (CAHSEE) will be enrolled in a two-period literacy intervention course in addition to the grade level English course and/or enrolled in a CAHSEE preparation course in addition to the required math course during the regular school day.

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

## A-G Requirements

	Subject	Years	Details
(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 includes frequent and regular writing, and reading of classic and modern literature. Only 1 year of English Language Development (ELD) 4 counts toward this requirement.
(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 English	2	2 years of the same language other than English.
(F)	Visual & Performing Arts	1	1 year, including dance, drama/theater, music, or visual art.
(G)	College Preparatory Elective	1	1 year (two semesters), chosen from additional "A-F" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "G" electives.

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 Classes of 2012 to 2014 include (1) the successful completion... of the required course of study which includes the completion of a minimum of 220 credits in grades 9 through 12, (2) demonstration of proficiency in English and Mathematics on the California High School Exit Exam (CAHSEE), (3) demonstration of computer proficiency by successfully completing Intermediate Computers in middle school, Computer Applications 1 in high school or passing the Computer Proficiency Exam, and (4) completion of 40 hours of service learning to demonstrate civic responsibility and enhance career opportunities. Students must complete 220 credits as follows: 40 credits of English, 30 credits of History-Social Science, 20 credits of Mathematics (including the successful completion of Algebra 1-2), 20 credits of Science, 5 credits of Health Education, 5 credits of Technology (unless the computer proficiency requirement is met through other means, as defined above), 10 credits of Visual/Performing Arts or Foreign 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 graduation requirements, students must now pass the State Physical Fitness Test in ninth or tenth grade to be exempt from taking Physical Education in grades eleven and twelve. Students are encouraged to see their counselor for more information about this new requirement. Beginning with the Class of 2015, students will be expected to complete a minimum of 210 credits in grades 9 through 12. The 40-hour service learning requirement and the 5 credits of coursework to demonstrate computer proficiency will no longer be discrete graduation requirements for the Class of 2015, but will rather be infused strategies incorporated into key required courses. In addition, the 5 credits of Health will no longer be a requirement for graduation.

Supplemental instruction is offered to students in grades nine through twelve who do not demonstrate "sufficient progress," as defined by Board policy, toward passing the CAHSEE. In addition, students have opportunities to

make up credits for courses that they have failed through Summer School. Students who have passed all state and local graduation requirements, except for passage of one or both parts of the CAHSEE by the end of grade twelve, will have the option to receive intensive instruction and services for up to two consecutive years after the completion of grade twelve or until they have passed both parts of the exam through attendance at Educational Partnership High School (EPHS) or School for Adults.

Students planning to go to college are 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.

## 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

<b>Grade</b>	<b>Suggested Average Daily Minutes</b>
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 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>.

# 2011-12 School Calendars

## Traditional Calendar

(all schools except year-round)

Sept. 7	School Begins
Sept. 21	Elementary School Back-to-School Night
Sept. 27	Middle School Back-to-School Night
Oct. 5	High School Back-to-School Night
Nov. 8	First Quarter Ends
Nov. 11	Veterans Day
Nov. 24-25	Thanksgiving Day & Declared Holiday
Dec. 26-Jan. 6	Winter Recess
Dec. 26-27	Declared Holidays
Jan. 2	(Holiday) New Year's Day
Jan. 16	Martin Luther King, Jr. Day
Jan. 30	Fall Semester Ends
Jan. 31	Spring Semester Begins
Feb. 13	Lincoln's Day
Feb. 20	Washington's Day
May 21-25	Public Schools Week
Apr. 9-13	Spring Recess
Apr. 4	Third Quarter Ends
May 28	Memorial Day
June 14	School Ends

## Track B Year-Round Calendar

(Addams, Alvarado, Burbank, Burnett, Edison, Grant, Harte, Lafayette, Lee, Lincoln, Powell, Robinson, Roosevelt, Signal Hill, Stevenson, Whittier and Willard schools)

Sept. 7	School Begins
Sept. 21	Elementary School Back-to-School Night
Sept. 27	Middle School Back-to-School Night
Nov. 11	Veterans Day
Nov. 24-25	Thanksgiving Day & Declared Holiday
Dec. 12-Jan. 6	Off Track
Dec. 26-27	Declared Holidays
Jan. 2	(Holiday) New Year's Day
Jan. 16	Martin Luther King, Jr. Day
Feb. 13	Lincoln's Day
Feb. 20	Washington's Day
Apr. 2-May 2	Off Track
May 28	Memorial Day
July 4	Independence Day
July 25	School Ends

**Note:** CAMS and charter schools 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 997-8250.

**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 or 997-8046.

**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 call 436-8181.

**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 Career Night** at CSULB provides vital information from representatives of dozens of colleges, occupations and professions. For information contact the Career Education office at 989-7872.

**Education Celebration** -- Parents and students are invited to learn about dozens of magnet schools, special programs and enrollment options available in the Long Beach Unified School District. Call the Magnet Office for information at 997-8308.

**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 fall 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** -- Visit the district website at [www.lbschools.net](http://www.lbschools.net) and click on parent education or call 997-8047 for a variety of classes.