

LN-2

(Revised May 2015)

Norwalk-La Mirada Unified School District



*Where every student is given every opportunity to
demonstrate excellence*

Parent and Student Guide

(Rights and Responsibilities)

Annual Legal Notice

2015-2016

Department of
Student and Family Services

NOTICE TO PARENT/GUARDIAN:

State law requires that the enclosed "Parent and Student Guide/Annual Legal Notice Form" located on the **second** page of this notice be signed by the parent or guardian and returned to the student's school by the end of the first week of enrollment.

**REQUIRED ANNUAL NOTIFICATION
TO PARENTS, GUARDIANS AND STUDENTS
2015-2016**

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| KEYS TO CODE SECTIONS | | | |
|------------------------------|--------------------------------|-------------|---|
| CCR | California Code of Regulations | IDEA | Individuals with Disabilities Education Act |
| CFR | Code of Federal Regulations | WIC | Welfare and Institution Codes |
| EC | Education Code | PC | Penal Code |
| USC | United States Code | BP | Board Policy |
| HSC | Health and Safety Code | § | Section |

**REQUIRED ANNUAL NOTIFICATION
TO PARENTS, GUARDIANS AND STUDENTS**
(In accordance with California EC § 48980)
2015-2016

Dear Parents or Guardians and Students:

The Norwalk-La Mirada Unified School District ("NLMUSD") Student and Parent/Guardian Handbook is an annual notification based on California Education Codes 48980-48984 and public law to parents, guardians and students regarding their rights and responsibilities. Some other timely information is provided for your awareness; additional related items will be communicated throughout the year in school newsletters/notices and other District publications. Please review this information with your student.

ATTENDANCE & WELFARE

**1. COMPULSORY EDUCATION
(EC 48200; BP 5112)**

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or guardian is located.

**2. ALTERNATIVE RESIDENCY REQUIREMENTS FOR SCHOOL ATTENDANCE
(EC 48204, EC 48850)**

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

The NLMUSD may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of the student are physically employed within the boundaries of the district for a minimum of (30) hours during the school week.

3. STUDENT ATTENDANCE/SCHOOL FUNDING

School districts do not receive funding from the State for pupils who are absent from school for any reason. Studies have shown there is a direct correlation between good school attendance and student achievement; therefore parents are encouraged to reinforce the importance of good school attendance.

**4. ABSENCES AND TRUANCY
(BP 5113)**

The NLMUSD urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The District also asks that travel or other absences be avoided during the time school is in session. The higher the District's daily attendance rate, the more a student will learn and the greater the amount of funding that the District will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

**5. EXCUSED ABSENCES
(EC 46014, 48205)**

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

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

- a) A pupil shall be excused from school when the absence is:
- 1) Due to his or her illness.
 - 2) Due to quarantine under the direction of a county or city health officer.
 - 3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - 4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - 5) For the purpose of jury duty in the manner provided for by law.
 - 6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - 7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - 8) For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
 - 9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment

to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

6. ABSENCES FOR RELIGIOUS PURPOSES (EC 46014)

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this Code.

7. OPEN ENROLLMENT ACT (EC 48350 et seq.)

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

8. INTRA-DISTRICT OPEN ENROLLMENT (EC 35160.5; BP 5116)

The Board of Education desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options. Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent. Application materials will be available by the first business day in January and must be received by the last business day of January. For further information, please contact the SFS Department at (562) 868-0431 ext. 2232.

9. INTRA-DISTRICT PERMIT (Inside of School District Permit) (EC 35160.5(b); BP 5130)

It is the intent of the Board of Education that students residing in the NLMUSD, as established by the State of California, shall attend the school serving their respective zone.

Parents may request an "Intra-District" permit, which is a permit issued at the request of the parent/guardian allowing a student to transfer from one school in the District to another school within the District. Requests for Intra-District permits shall be considered when there is space available at the school being requested and when it can be shown that granting such a permit would be in the best interest of the student and the District. Intra-District permits are issued for one school year only. The District is not required to provide transportation under this provision.

10. INTER-DISTRICT PERMIT (Outside of School District Permit) (EC 46600-46607; BP 5130)

It is the intent of the Board of Education that students residing in the NLMUSD and students residing in other districts, shall attend their respective districts of residence.

Parents may request permit, to allow a student to transfer from a school in the NLMUSD to a school in another school district. Requests for Inter-District permits that meet the criteria established by the Board of Education shall be considered when it can be shown that granting such a permit would be in the best interest of the student and the District. Applications for Inter-District permits may be made on or after January 1, preceding the school year for which the permit is requested. The District is not required to provide transportation under this provision. If either district denies the Inter-District permit, the parent/guardian may appeal the decision to the County Board of Education.

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the inter district transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an inter-district transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

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

ACADEMIC

1. GRADUATION REQUIREMENTS

(EC 51225.3, EC 51225.1)

Requirements for graduation and alternative modes for completing the prescribed course of study are available for students, parents, and community at each of the high schools. Please note that the graduation requirements for homeless students or students in foster care who have transferred between schools after his or her second year of high school may have reduced requirements.

2. AVAILABILITY OF PROSPECTUS

(EC 49063, 49091.14)

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the school main office for a copy of the prospectus.

3. CAREER COUNSELING AND COURSE SELECTION

(EC 221.5)

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

4. PROMOTION OR RETENTION OF PUPILS

(EC 48070.5; BP 5240)

In addition to the policy adopted pursuant to § 48070, the governing board of each school district and each county board of education shall, in those applicable grade levels, approve a policy regarding the promotion and retention of pupils between the following grades:

- 1) Between second grade and third grade
- 2) Between third grade and fourth grade
- 3) Between fourth and fifth grade
- 4) Between the end of the intermediate grades and the beginning of middle school grades which typically occurs between sixth grade and seventh grade, but may vary depending upon the grade configuration of the school or school district
- 5) Between the end of the middle school grades and the beginning of high school which typically occurs between eighth grade and ninth grade, but may vary depending upon the grade configuration of the school or school district.

The NLMUSD expects students to meet grade-level standards. The Board recognizes that all students can learn, but that not all pupils learn at the same rate or in the same way. Instruction must accommodate the learning styles, development patterns, and varying interests of individual students and include strategies for addressing academic deficiencies when needed. Acceleration or retention shall be considered as a program alternative in meeting a student's learning needs. Cognitive, social, and physical development will be factored into any decision to accelerate or retain a student.

5. MANDATORY SUMMER SCHOOL

(EC 37252.2)

The NLMUSD offers supplemental instruction to pupils in grades 2-9, inclusive, who have been retained, during the Summer recess. Enrollment in supplemental instruction may be required unless declined by parent. Instruction may be offered to pupils who have been identified as at-risk and to students with low mathematics, reading and written expression testing results.

6. ADVANCED PLACEMENT FEES

(EC 52244)

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact the Main Office at the school site for more information.

7. CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

(EC 48980(e), 60850-60854)

All California public school students, except eligible students with disabilities, must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. Students also must meet all other state and local graduation requirements. All students, including English learners, will take the exam for the first time in grade ten. There are two parts of the CAHSEE: English language arts and mathematics. Students must earn a score of 350 or higher on each part of the CAHSEE to pass the exam. Students who do not pass the exam in grade ten will have more opportunities to retake the part(s) not passed in grades eleven and twelve. Students with disabilities who are eligible for the exemption must still take the CAHSEE in grade ten.

8. CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM

(5 CCR 11523)

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

9. GIFTED AND TALENTED EDUCATION PROGRAM

(5 CCR 3831)

District policy must include a procedure for notifying a pupil's parent/guardian of participation or non-participation in the GATE program. Please contact the Educational Services Office at (562) 868-0431 ext. 2115 for more information.

10. HARMFUL USE OF ANIMALS

(EC 32255, 32255.4)

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

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

11. DRUG EDUCATION

(EC 51260)

Instruction shall be given in the elementary and secondary schools by appropriately trained instructors on drug education and the effects of the use of tobacco, alcohol, narcotics, and dangerous drugs, as defined in § 11032 of the HSC, and other dangerous substances.

In grades 1 through 6, instructions on drug education should be conducted in conjunction with courses given on health with courses given on health pursuant to subdivision (f) of § 51210.

In grades 7 to 12, inclusive, instruction on drug education shall be conducted in conjunction with courses given on health or in any appropriate area of study pursuant to § 51220.

12. SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION, PARENT OR GUARDIAN NOTIFICATION

(EC 51938; BP 6253)

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

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

Parents or guardians may:

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

13. BILINGUAL-BICULTURAL EDUCATION

(EC 52173; 5 CCR 11303)

The NLMUSD will provide parents an opportunity for consultation prior to placement of child in program of bilingual education. Notification will be by mail or in person, to parent will include simple, nontechnical description of purposes, method, and content of the program, encourage parent/guardian to visit such classes and to come to school for a conference to explain the nature and objectives of such an education, and that parent has the right not to have their child enrolled in such a program. Written notice to the parent/guardian will be in English and the primary language of the pupil.

14. INTERNET ACCESS

(EC 51871.5, 48980 (h); BP 6245)

Student Use of Technology/On-Line/Internet Services: User Obligations and Responsibilities

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the Internet and on-line sites.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use. Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy and the district's Acceptable Use Agreement.

- 1) The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
- 2) The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
- 3) The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
- 4) The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
- 5) Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.

- 6) Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
- 7) Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
- 8) Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
- 9) Users shall not read other users' mail or files, attempt to interfere with other users' ability to send or receive electronic mail, or attempt to delete, copy, modify or forge other users' mail.
- 10) Users shall report any security problem or misuse of the services to the teacher or principal.

The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final.

**15. CO- AND EXTRA-CURRICULAR PARTICIPATION, GRADES 6-12
(BP 5390)**

The California Interscholastic Federation (CIF) sets the minimum standards for eligibility. In addition to the minimum CIF rules, extra curricular and co-curricular eligibility in the NLMUSD requires:

- 1) Academic - A student shall maintain a "C" average (2.0) or better on a 4.0 scale during the previous quarter.
- 2) Citizenship - Utilizing a marking scale of "S" and "U", a student shall not receive more than two "U's" during the previous quarter. Citizenship shall not reflect attendance.
- 3) Attendance - A student shall not have more than three verified incidents of truancy during the previous quarter. Verified incidents of truancy are defined as absences without parent permission for either all or a portion of a given day.
- 4) Students are encouraged to attend summer school and only improved grades resulting from summer school can be used in the calculation of the eligibility status.

**16. QUALIFICATIONS OF TEACHERS, PARENTS' RIGHT TO KNOW
(20 USC § 6311, 34 CFR § 200.61)**

Requires district, at beginning of school year, to notify parents of each student attending school receiving Title I funds that they may request information regarding professional qualifications of their child's classroom teachers. Further requires timely notification when child has been assigned, or has been taught for four or more consecutive weeks, by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements. Notification to be in an understandable and uniform format, and to extent practicable, provided in a language that parents can understand. Please contact the Educational Services Office at (562) 868-0431 ext. 2115 for more information.

**17. ENGLISH IMMERSION PROGRAMS
(EC 310, 5 CCR 11309)**

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver. Please contact the Educational Services Office at (562) 868-0431 ext. 2059 to request a parental exception waiver form. The NLMUSD procedures for granting parental exception waivers include the following components:

- 1) Parents and guardians are provided, on enrollment and annually, full written and, on request, spoken descriptions of the structured English immersion program, English language mainstream program, alternative programs, all educational opportunities available to the pupil, and the educational materials to be used in the different options.
- 2) Parents and guardians are informed that a pupil under age ten must be placed for not less than 30 calendar days in an English language classroom the first year of enrollment in a California school.
- 3) Parents and guardians are informed of any recommendation by the school principal and educational staff for an alternative program and are given notice of their right to refuse the recommendation.
- 4) Parental exception waivers are acted on within 20 instructional days of submission to the school principal. However, waivers submitted under EC 311(c) must be acted on either no later than ten calendar days after the expiration of the 30-day English language classroom placement or within 20 instructional days of submission of the waiver, whichever is later.

Parental exception waivers are granted unless the school principal and educational staff determines that an alternative program offered at the school would not be better suited for the overall educational development of the pupil.

If a waiver is denied, parents and guardians are informed in writing by the principal and other educational staff of the reason for denial and advised that they may appeal to the local board of education or to the court.

Each school in which 20 or more pupils of a given grade level have been granted a waiver provides such a class. If fewer than 20 waivers are granted, the school provides such a class or allows the pupils to transfer to a public school in which such a class is offered.

**18. MIGRANT EDUCATION
(EC 5444.2)**

Requires a school district receiving migrant education funds or services to actively solicit parental involvement in planning, operation, and evaluation of its programs through establishment of parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council.

19. CAL GRANT PROGRAM

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

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student,

or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. All grade 12 students' GPA will be sent to CASC in December.

STUDENT WELFARE

1. STUDENT SUPPORT POLICY

(BP 5555)

The Board of Education of the NLMUSD recognizes the need to systematically and professionally respond to student problems as they are manifested in schools. The NLMUSD shall develop a plan addressing the needs of students troubled by physical, emotional, social, sexual, medical, familial or substance abuse problems.

The desired outcomes of this plan are:

- 1) **BASIC PREVENTION:** To provide students with appropriate information and developmental experiences necessary to make responsible life decisions about substance abuse.
- 2) **EARLY INTERVENTION:** To identify and intervene on students whose behavior may indicate substance abuse or other problems before dependency or crisis occurs.
- 3) **CRISIS INTERVENTION:** To provide alternatives and services for students whose problem-related behavior results in a violation of school rules, trouble with the law, or a situation requiring the immediate attention of school personnel.
- 4) **STUDENT SUPPORT:** To provide support activities for identified students whose lives are affected by substance abuse, low self-esteem, pregnancy, child abuse, or other identified problems.
- 5) **PROGRAM AWARENESS:** To develop among staff, students, parents, and community, an awareness of behavior altering problems such as substance abuse, low self-esteem, child abuse, and pregnancy, as well as to create an understanding of the purposes of prevention, intervention, treatment, and aftercare.

2. RESOURCES AND INFORMATION

To obtain information on parents' rights or family involvement issues, contact the Learning Support & Partnership Division, California Department of Education, 1430 N Street, Sacramento, CA 95814, or call (916) 319-0800.

3. NON-DISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

(EC 200, 5 CCR 4900, 20 USC 1681, 29 USC 794, 42 USC 2000 and 12101, Title IX, Educational Amendment Act of 1972, Title VI, Civil Rights Act of 1964)

The NLMUSD is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. State law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: the NLMUSD Human Resources Department at (562) 868-0431 ext. 2122.

4. UNIFORM COMPLAINT PROCEDURE

(5 CCR 4622; EC 32289)

The Uniform Complaint Procedures apply to the filing, investigation and resolution of any complaint alleging:

- 1) District violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.
- 2) Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in District programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.
- 3) Bullying in District programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.
- 4) District violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.
- 5) That the District has not complied with legal requirements related to the implementation of the local control and accountability plan.
- 6) Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- 7) Failure to comply with school safety planning requirements.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Human Resources Department who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 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. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Human Resources at (562) 868-0431 ext. 2133 for additional information or assistance.

5. SUPPLEMENTAL UNIFORM COMPLAINT PROCEDURE (WILLIAMS) (EC 35186)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the NLMUSD Human Resources Department. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

6. FREE AND REDUCED-PRICED MEALS (EC 49512)

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Applications forms may be obtained through the school Main Office or the Nutrition Services Department.

7. SCHOOL UNIFORM POLICY (EC 35183; BP 5596)

The philosophy of the Board of Education for the NLMUSD to have mandatory elementary and middle school uniforms shall commence with the 1997-98 school year. The mandatory school uniform policy shall conform with Board and State policies for the health and safety of students in the school environment. However, an exemption from the uniform policy exists for those parent(s) or guardian(s) who desire such an option.

8. STUDENT SURVEYS (EC 51513; 51938(b))

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Note: EC 51938(b) allows for passive consent when measuring student's health behaviors and risks, including attitudes and practices relating to sex, for students grades 7-12.

9. SCHOOL BUSES: PASSENGER SAFETY (EC 39831.5)

All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public school who are transported in a schoolbus or school pupil activity bus shall receive instruction in schoolbus emergency procedures and passenger safety. The county superintendent of schools, or superintendent of the school district, as applicable, shall ensure that the instruction is provided as follows:

- 1) Upon registration, the parents or guardians of all pupils not previously transported in a schoolbus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on schoolbus safety. The information shall include, but not be limited to, all of the following:
 - a) A list of schoolbus stops near each pupil's home.
 - b) General rules of conduct at schoolbus loading zones.
 - c) Red light crossing instructions.
 - d) Schoolbus danger zone.
 - e) Walking to and from schoolbus stops.
- 2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the schoolbus through emergency exit doors.

10. BICYCLE SAFETY HELMET (BP 5910)

Students in grades 4-12 who ride bicycles to and from school shall be required to wear bicycle helmets. Students in grades K-3 are not permitted to ride bicycles to school. Adherence with this policy shall be monitored by the school staff, with student and community involvement.

11. FOSTER PUPILS (EC 48850; BP 6173)

The NLMUSD Foster Pupil Educational Liaison will ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards. For more information, please contact the SFS Department at (562) 868-0431 ext. 2232.

12. HOMELESS PUPILS

(EC 51225.1, 51225.2 42 USC § 11432; BP 6175)

The NLMUSD Homeless Liaison ensures parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Homelessness includes living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth. Homeless pupils have the following rights: right to immediate enrollment in their school of origin or the school where they are currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers; right to participate in all school activities and programs for which the child is eligible; right to qualify automatically for nutrition programs; right to receive transportation services; right to contact the homeless liaison to resolve disputes that arise during enrollment; right to be notified of the possibility of graduating within four years with reduced state requirements, if the homeless pupil transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements; and the right for the District to accept partial credits for courses that have been satisfactorily completed by the homeless student. For more information, please contact the McKinney Vento Office at (562) 868-0431 ext. 2253.

13. VISITORS ON CAMPUS

(PC 627.2, 627.5; BP 5513)

Visitors on school campus, including school volunteers, shall register in the front office upon arrival. Persons denied registration and/or entrance to a school may submit a written request for a hearing. The principal or superintendent is required to promptly mail a written notice of the date, time, and place of the hearing.

14. ASBESTOS MANAGEMENT PLAN

(40 CFR 763.93)

The NLMUSD maintains and annually updates its management system plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the NLMUSD Maintenance Department at (562) 868-0431 ext. 2180.

15. INVESTING FOR FUTURE EDUCATION

(EC 48980 (d))

The NLMUSD believes in the importance of investing for future college or university education your children. Parents may want to consider appropriate investment options, including, but not limited to, United States Savings Bonds.

16. PESTICIDE PRODUCTS

(EC 17612)

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact (562) 868-0431 ext. 2180.

17. SAFE PLACE TO LEARN ACT

(EC 234, 234.1)

The NLMUSD is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact the SFS Department at (562) 868-0431 ext. 2133.

18. VICTIM OF A VIOLENT CRIME

(20 USC 7912)

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the SFS Department at (562) 868-0431 ext. 2232.

DISCIPLINE

1. DISCIPLINE RULES

(EC 35291)

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

2. GROUNDS FOR SUSPENSION AND EXPULSIONS

(EC 48900)

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

- a) 1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- 2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with § 11053) of Division 10 of the HSC, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with § 11053) of Division 10 of the HSC, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in § 11014.5 of the HSC.
- k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in § 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in § 32050.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - 2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i) A message, text, sound, or image.
 - ii) A post on a social network Internet Web site, including, but not limited to:
 - I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - 3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - 1) While on school grounds.
 - 2) While going to or coming from school.
 - 3) During the lunch period whether on or off the campus.
 - 4) During, or while going to or coming from, a school-sponsored activity.
- t) A pupil who aids or abets, as defined in § 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- v) A superintendent of the school district or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program for a pupil subject to discipline under this section.
- w) It is the intent of the Legislation that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities.

3. LIMITATIONS ON IMPOSING SUSPENSION (EC 48900.5)

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

4. POSSESSION OF DRUGS / "HUFFING" (the purposeful inhalation of chemical vapors and aerosols to achieve an altered mental or physical state) (EC 48900(c); BP 5495)

- a) EC 48900 § (c) – Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (Commencing with § 11053) of Division 10 of the HSC, an alcoholic beverage, or an intoxicant of any kind, and
- b) BP 5495 – Controlled Substances

1) FIRST OFFENSE

On the first occasion of unlawful use, possession, (except possession for sale or as the result of a school-related purchase, furnishing to another person, or offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance, or material and representing the liquid, substance, or material or a controlled substance, alcoholic beverage, or intoxicant), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be suspended and referred to the District Guidance Committee for possible transfer to another school. If at the District Guidance meeting, the student and parent commit to enrolling in a voluntary drug and alcohol education program, the transfer will be suspended and the student will be allowed to remain at the home school. The student and parent must show proof of enrollment within five days of the District Guidance meeting. If the drug and alcohol program is not completed within eight weeks the student will immediately be transferred to the site recommended by the District Guidance Committee.

2) SECOND OFFENSE

On the second occasion of unlawful use or possession (except possession for sale or as the result of a school related purchase, furnishing to another person, or offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another substance, or material as a controlled substance, alcoholic beverage, or intoxicant), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be recommended by the principal to the superintendent for transfer to another school (if a drug and alcohol education class has been attended). If the student has already been transferred to a different school for violation of BP 5495 because of failure to enroll and complete the drug and alcohol program, the student will be recommended for expulsion from the school district.

3) THIRD OR SUBSEQUENT OFFENSE

On the third or subsequent occasion of unlawful use or possession (except possession for sale or as the result of a school related purchase, furnishing to another person, or offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another substance, or material as a controlled substance, alcoholic beverage, or intoxicant), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be recommended by the principal to the superintendent for expulsion from the school district.

5. SEXUAL HARASSMENT

(EC 48900.2, 48980(g), 231.5; BP 5510, 1340)

The NLMUSD is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the Human Resources Department.

6. VICTIM OF A VIOLENT CRIME

(20 USC 7921a)

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the SFS Department at (562) 868-0431 ext. 2232.

7. APPROPRIATE CLOTHING AND GROOMING

(EC 35183, 35183.5, 5 CCR § 302; BP 5595)

The Board of Education requires all students attending district school to be suitably groomed and to wear clothing that is neat, clean, safe and appropriate for school activities. Items of dress which are known to support or encourage gang involvement, drug or alcohol use, criminal or immoral behavior, profanity, or which lack modesty are not permitted. If at any time a student's dress is such that it detracts from or disrupts the educational program he/she may be required to return home to make appropriate changes in dress or grooming. Students and parents are to understand that a school is an educational institution and that proper attire, footwear and grooming are required at all times. Visible tattoos or body graffiti, whether permanent or temporary, are discouraged. Although the school is responsible for enforcing the dress code, it is the parent's responsibility to make sure that students come to school properly groomed and attired.

PROHIBITED ITEMS:

- 1) Gang identification: such as, but not limited to, hairnets, bandanas, hats, spiked collars, belt buckles with gang symbol, and other type apparel.
- 2) Immodesty, such as, but not limited to, halter tops, short shorts, see-through blouses and other items.
- 3) Criminal, immoral, anti-social behavior.
- 4) Profanity or abusive language.
- 5) Drug, alcohol, and tobacco use.
- 6) Lack of safety, such as jewelry, inappropriate footwear or other paraphernalia that could cause injury.

- a) It is the responsibility of the school administration to determine the extent to which the dress disrupts the education program as listed in items 1-6.

PERMITTED ITEMS:

- 1) Only school approved hats or visors in school colors will be permitted.
 - a) No gang related logos will be permitted on hats or visors as per board policy.
 - b) Hats may only be worn outdoors. The bill of the hat must face forward.
- 2) P.E. guidelines will allow approved hats, long sleeve shirts, long sweats, or warm up pants while students are outdoors.
- 3) Sunscreen may be applied and worn outdoors.

**8. TOBACCO-FREE SCHOOLS
(EC 48901, 48900; HSC 104420; BP 4023, 5490)**

The Governing Board of the NLMUSD recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth. Students shall not smoke or be in possession of tobacco or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (EC 48901).

The district's comprehensive prevention/intervention program shall be based on an ongoing assessment of objective data regarding tobacco use in the schools and community and on research identifying strategies that have proven effective in preventing or reducing tobacco use among youth. The program shall be designed to meet a set of measurable goals and objectives and shall be periodically evaluated to assess progress. The district shall provide developmentally appropriate tobacco use prevention instruction for students in grades Kindergarten-12.

The Superintendent or designee also may provide students with counseling and other support services to assist in the prevention or reduction of tobacco use. Because of the additional health risks of tobacco use for prenatal development, the district shall provide outreach, motivational and other support services to prevent or reduce tobacco use among pregnant and parenting minors. Information about smoking cessation programs shall be made available and encouraged for students and staff. (HSC 104420) The Superintendent or designee shall coordinate prevention and cessation efforts with the local health department, or local agencies and community organizations and shall involve students, parents/guardians, families and the community in support of school-based programs.

**9. TEACHER MAY REQUIRE PARENT/GUARDIAN TO ATTEND CLASS
(EC 48900.1)**

A teacher may require the parent/guardian of the student suspended by the teacher to attend a portion of a school day in the child's classroom. The following circumstances pertain:

- Suspension must be for offenses describe in EC 48900 (i) or (k)
- Attendance of parent is limited to the class from which the student is suspended
- Attendance may be required on the day the pupil is scheduled to return to class or within a reasonable period of time thereafter.

**10. ELECTRONIC DEVICES
(EC 51512)**

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

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

**11. POSSESSION OF CELLULAR PHONES, CELLULAR CAMERA PHONES, OTHER ELECTRONIC SIGNALING DEVICES (BEEPERS)
(EC 48901.5; BP 5412)**

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a District employee.

1. Cell phones may be used during non-instructional time (before/after school, snack/lunch). However, there may be times during non-instructional time when students will be instructed not to use cell phones and they must put them away.
2. If a cell phone rings during class time, the cell phone will be confiscated and a parent/guardian must pick up the phone during office hours.
3. Students are responsible for their cell phones when bringing them to school. The District is not responsible and will not investigate lost or stolen cell phones.
4. If a cell phone has been confiscated from a student, the school will take responsibility for the safety of the cell phone.
5. The use of cellular camera phones for the purpose of teasing, cheating, taunting, embarrassing, intimidating and intentionally causing fear or harm to another student is prohibited. Students who use a cellular camera phone to take a photograph of a person who is partially or fully unclothed without consent or in areas where they would expect privacy such as locker rooms, bathrooms or swimming pools may be suspended and/or recommended for expulsion for violation of any of the subsections listed on EC 48900 including one or all of the following: 1) EC 48900 (i) – Committed an obscene act or engaged in habitual profanity or vulgarity; 2) EC 48900 (k) – Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties; and 3) EC 48900.2 – In addition to the reasons specified in EC 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in § 212.5.

HEALTH

**1. IMMUNIZATION REQUIREMENTS
(EC 48216, 49403; HSC 120335, 120365, 120370)**

The NLMUSD is required to exclude any pupil not properly immunized and to notify the parent or guardian that they have two weeks to supply

evidence that the pupil has been properly immunized or that the pupil is exempt from the immunization requirements as specified in HSC 120365 or 120370.

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

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

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

Free- or low-cost immunizations for children are available. Please call (562) 868-0431 ext. 2102 for more information. Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at all school sites.

2. PARENT'S REFUSAL TO CONSENT TO PHYSICAL EXAMINATION (EC 49451)

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

3. ENTRANCE HEALTH SCREENING (HSC 124100, 124085, 124105)

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

4. CONFIDENTIAL MEDICAL SERVICES (EC 46010.1; BP 5514)

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

5. PUPIL HEALTH, ORAL HEALTH ASSESSMENT (EC 49452.8)

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

6. SIGHT AND HEARING TEST (EC 49452)

The NLMUSD shall provide for the testing of the sight and hearing of each pupil enrolled in the schools of the district. Vision and hearing tests are for students K, 2, 5, 8, and 10th grades. Vision color discrimination testing is for boys in 2nd grade.

7. VISION APPRAISAL (EC 49455)

A parent/guardian has the right to deny vision appraisal of their student due to religious beliefs. A copy of a private physician's, surgeons, or optometrist's report may be provided.

8. VISION AND OTHER DEFECTS (EC 49456)

The NLMUSD will notify parents of any pupil noted by the supervisor of health to have visual or other defects. Notification is to ask parent to take such action as will cure or correct the defect.

9. SCREENING SCOLIOSIS (EC 49452.5)

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

10. MEDICATION REGIMEN (EC 49480, 48923, 49423.1, 49414.7; BP 5141)

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other contact person of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the

school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

The NLMUSD Governing Board recognizes that students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. The Board of Education recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. The NLMUSD Governing Board recognizes that students may need to take prescribed medication injections requiring assessment and judgment.

**11. ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPILS
(EC 49423 and 49423.1)**

Any pupil who is required to take, during the regular schoolday, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

**12. ADMINISTRATION OF EPILEPSY MEDICATION
(EC 49414.7)**

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

**13. MEDICAL AND HOSPITAL SERVICES FOR PUPILS/HEALTH CARE COVERAGE
(EC 49472, EC 48452.9)**

The School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance. Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance go to www.CoveredCA.com.

**14. HEALTH INSURANCE COVERAGE FOR ATHLETES
(EC 32221.5)**

Under state law, the NLMUSD is required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling the Healthy Families Program at (800) 880-5305. Information regarding insurance can be obtained in the main office at each school site.

15. APPROVAL OF EMERGENCY PROCEDURES

When the principal decides a minor child needs emergency medical treatment, the principal will make reasonable attempts to contact parent or guardian. This authorization is given to the school in advance so when parent/guardian cannot be reached, the principal will have the power to give approval for necessary medical attention recommended by a licensed physician or surgeon.

Neither agents nor organizations will assume any financial responsibility for this action. In emergency situations where parent/guardian cannot be contacted, they shall authorize the principal to follow the procedures listed below which are pursuant to § 25.8 of the Civil Code of California:

- 1) Time and situation permitting, to make reasonable attempts to contact parent's named agents.
- 2) When agents cannot be contacted, the principal is to act in parent's behalf: to be parent's agent to give consent for any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is recommended by any licensed physician or surgeon.

**16. AVAILABILITY OF DENTAL FLUORIDE TREATMENT
(HSC 104830, 104850, 104855)**

The NLMUSD will provide its pupils the opportunity to receive within the school year the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth in the manner approved by the department. The program of topical application shall be under the general direction of a dentist licensed in the state. Topical application of fluoride may include, according to the prescription and protocol established by the dentist, self-application or application by another person.

The NLMUSD shall distribute to each pupil's parent or guardian or responsible relative or adult who has assumed responsibility for his or her care and custody (in the case of a minor) a letter which may be returned to the school district, in which the person to receive the letter may indicate that the treatment is desired and the pupil is to receive the treatment, or that the pupil is not to receive the treatment for one of the following reasons: (i) the pupil has received the treatment from a dentist, or (ii) the treatment is not desired.

Treatment shall be provided for a pupil only if the parent or guardian or responsible relative or adult who has assumed responsibility for his or her care and custody files with the governing board of the school district, as the case may be, a letter provided by the district or authority pursuant to Section 104855, stating that such treatment is desired. For more information please contact (562) 884-1947.

**17. AVAILABILITY OF TYPE 2 DIABETES INFORMATION SHEET
(EC 49452.7)**

The NLMUSD will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade pupils. To the extent that resources or funds are available, the NLMUSD will provide information regarding locations at which parents may receive diabetes screening and education services at free or reduced costs from public or private sources. For more information, please contact the SFS Department at (562) 868-0431 ext. 2102.

**18. CONCUSSION AND HEAD INJURIES
(EC 49475)**

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications

including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular schoolday or as part of a physical education course.

**19. EMERGENCY TREATMENT FOR ANAPHYLAXIS
(EC 49414)**

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

ALTERNATIVE EDUCATION

**1. ALTERNATIVE ATTENDANCE
(EC 58501)**

California state law authorizes all school districts to provide for alternative schools. EC 58500 defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- a) Maximize the opportunity for student to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy
- b) Recognize that the best learning takes place when the student learns because of the desire to learn
- c) Maintain a learning situation maximizing student self motivation and encouraging the student on their own time to follow their interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by their teachers of choice of learning projects
- d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located

Alternative Programs within the NLMUSD area:

| | | |
|-------------------|---------------------|-----------------------|
| Independent Study | NLMUSD Adult School | El Camino High School |
| Southeast Academy | R.O.P | |

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 the NLMUSD, and the principal's office in each school 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.

**2. HOME INSTRUCTION TO PUPILS WITH TEMPORARY DISABILITY
(EC 48206.3; 48207, 48208)**

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact the Home Teaching Office at (562) 868-0431 ext. 2107 for further information.

**3. OFF-CAMPUS INSTRUCTION TO HOSPITALIZED PUPILS WITH TEMPORARY DISABILITY
(EC 48207, 48208, 48980(a))**

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. Please contact the Home Teaching Office at (562) 868-0431 ext. 2107 for further information.

STUDENT RECORDS

**1. PUPIL RECORDS
(EC 49063, 49069, 34 CFR 99.7, 20 USC 1232g)**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be

inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the PUPIL District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the NLMUSD Director of CWA and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of \$.15 per page.

Any challenge to school records must be submitted in writing to the NLMUSD Director of CWA. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

2. RELEASE OF DIRECTORY INFORMATION (EC 49073, BP 5516)

The NLMUSD directory information includes the following: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information: United States Armed Forces.

No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

3. ACCESS BY MILITARY RECRUITERS (20 USC 7908)

Federal law requires school district to provide military recruiters the same access to secondary school pupils as is provided to post secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

SPECIAL EDUCATION

1. SPECIAL EDUCATION

The NLMUSD Special Education Local Plan Area provides a full continuum of program options to meet the educational and service needs of individuals with exceptional needs in the least restrictive environment.

The NLMUSD is committed to meeting the educational needs of all students, and as such, looks to identify students who require special education services, under the Individuals with Disabilities Education Act (IDEA), and to offer services under an Individualized Education Plan (IEP) for qualifying students. Should a parent or staff member suspect that a student might need a specialized program due to a suspected disability, they are encouraged to work through the appropriate school administrator to address their concern.

Some students may have protections and rights under Section 504 of Title 29 USC 794, which provides that no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. A student who qualifies under Section 504 may be entitled to special accommodations and modifications as determined by a 504 team.

2. REFERRAL FOR INSTRUCTION AND SERVICES Child Find System (EC 56301)

SELPA has established written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment. For more information, please contact the Special Education Department at (562) 868-0431 ext. 2086.

3. SECTION 504, REHABILITATION ACT OF 1973/IDENTIFICATION AND EDUCATION (29 USC 794, 34 CFR 104.32 and 104.36)

Provides that no otherwise qualified individual with handicaps as defined in this Section shall solely by reason of his/her handicaps be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered by this district. Pupils shall not be discriminated against on the basis of sex, handicap, race, color, national origin, sexual orientation or lack of English skills. The district will provide identification of qualified students, assessment of the needs of referred or qualified students, a free, appropriate public education with reasonable accommodations for all qualified students, a system of procedural safeguards which includes notice and an impartial hearing on the issues of identification evaluation and education placement and appropriate procedural safeguards with regard to discipline of qualified students. For further information on Section 504, please contact the Director of Special Education at (562) 868-0431 ext. 2086. The provisions of this policy and all related regulations and procedures are intended to supplement and not replace applicable federal and state

laws and regulations. Complaints may be forwarded to the District Compliance Officer. Complaints may also be forwarded to the appropriate governmental agency, i.e., the Office for Civil Rights.

Changes to the federal regulations for the Individuals with Disabilities Education Act effective on December 31, 2008, give parents the right to revoke their consent for the student to receive special education and related services. The parent, caretaker, legal guardian or the adult student can revoke the consent without any recourse from the district. This request must be submitted in writing.

Please read this document carefully. Before the District can provide you with access to computer equipment and/or Information Technology Resources, you must sign where indicated below. If you are under the age of 18 years, the signature of your parent/guardian is also required. By signing this document, you are representing that you have read this Acceptable Use Agreement and that you will abide by the rules and provisions for the use of the District's Information Technology Resources as set forth in Board Policy 6245 and the associated Administrative Regulations as summarized below.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
STUDENT-PARENT/GUARDIAN ACCEPTABLE USE AGREEMENT
INFORMATION TECHNOLOGY RESOURCES**

Rules for Use of Information Technology Resources*

- A. **Privilege** - The use of District technology and the Information Technology Resources is a privilege, not a right, and unacceptable use may result in the cancellation of that privilege.
- B. **Acceptable Use** - Access to Information Technology Resources must be for the purpose of education or research, and must be consistent with the educational goals and objectives and/or the business uses of Norwalk-La Mirada Unified School District (NLMUSD). With respect to acceptable use, please note the following:
- a. The tools and resources provided by computing equipment, the Intranet, and the Internet support the goals and objectives identified in the District technology plan. NLMUSD supports the use of these resources by students for productivity, information access, communication, and problem-solving.
 - b. All students who receive a password/account code will participate in an orientation or training regarding proper etiquette and use of the Information Technology Resources. Account codes/passwords provided to each user are intended for the exclusive use of that person and are not to be revealed to or shared with others.
 - c. These guidelines shall also apply to the use of personal student computers and/or electronic devices whenever connected to or accessing the District's computing equipment, networks, and/or Information Technology Resources.
 - d. Electronic communication or other use of District technology may be subject to disclosure under the California Public Records Act. (See California Government Code section 6252.) Accordingly, personal use of District technology may be subject to public disclosure.
 - e. Whenever using District e-mail that includes a return address/domain name identifying the NLMUSD, the user must take care to ensure that the user's personal statements are not attributed to the District.
- C. **Unacceptable Use** - Each user is responsible for his/her actions and activities involving the Information Technology Resources. Examples of unacceptable use include:
- a. Using the Information Technology Resources for any unlawful activity, including defamation, copyright infringement, violation of contracts, or transmitting any material in violation of any United States or State law.
 - b. Using the District's Information Technology Resources for private financial or commercial gain or for commercial or private advertising.
 - c. Gaining unauthorized access to resources or entities; invading the privacy of individuals or sharing of personal data about students or District personnel, such as street address, phone number, home e-mail address or photographs, through e-mail, chat rooms, or other Internet communications; or transmitting emails to students or parents/guardians of students on matters unrelated to the student's education.
 - d. Using another person's account or password or sharing of passwords, engaging in activities that compromise the security of the computer systems, or using accounts other than those provided by the District for access to the Internet or e-mail.
 - e. Creating, communicating, using, or knowingly accessing images or text that are obscene, pornographic, inflammatory, harassing, threatening, degrading, or harmful to minors, or that promote illegal, discriminatory, or unethical activities, including, but not limited to, cyberbullying, hate mail and chain letters.
 - f. The unauthorized downloading or installation of any software, including shareware and freeware or spyware. Downloading unauthorized programs or utilizing techniques to bypass the District filter.
 - g. Playing games, except when specifically authorized by a teacher for instructional purposes.
 - h. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), unless specifically authorized by the system administrator.
 - i. Any malicious attempt to harm or destroy research, data or documents including web pages of another user or any other agencies or networks that are connected to the system including, but not limited to, the uploading or creation of computer viruses, and including damage to hardware or software.
 - j. The use of the built in camera on any electronic device shall be limited to educational/curriculum use only as instructed by the teacher. Use of the camera to record video or take pictures of other students, teachers and staff is strictly prohibited unless instructed to do so by the teacher.
 - k. Participation in credit card fraud, electronic forgery or other forms of illegal behavior, use of sites selling term papers, book reports and other forms of student work is strictly prohibited.

- D. **Responsibility** - Access to electronic research requires students and parents/guardians to maintain consistently high levels of personal responsibility. The District will not be responsible for any damages suffered by the user, as follows:
- The District shall not be responsible for loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions whether caused by its negligence or the user's errors or omissions or any other cause.
 - The District reserves the right to change the terms and conditions of this Acceptable Use Agreement and any related Board policies and administrative regulations. Any changes will be posted on the District network. Continued use or access of District technology once changes to any policy have been made will constitute the user's acceptance of the amended terms.
 - The District reserves the right to delete, without notice, from e-mail messages and school, class or student Web pages, any material violating this Acceptable Use Agreement.
- E. **Security; Children's Internet Protection Act** - Network security is a high priority. If you identify a security problem, you must notify your teacher or school principal. Do not demonstrate the problem to other users. The District employs filtering technology in the interest of protecting students from accessing Internet sites that contain any form of communication that is obscene, pornographic or harmful in nature. The District complies with the applicable provisions of the Children's Internet Protection Act (CIPA).
- F. **Privacy** - The data files, e-mail and Internet/Intranet use of all users of the District's Information Technology Resources constitute the property of the District. The District reserves the right to access, monitor and review any and all use of its Information Technology Resources. Students have no expectation of privacy in their use of the District's Information Technology Resources, including the transmission and receipt of e-mail.
- G. **Harassment/Discrimination** - The use of District technology to harass any other person including, but not limited to, a District employee, a student, or a parent/guardian of a student is strictly prohibited. Information may not be transmitted over District computers that harasses or disparages others based on their race, national origin, sex, actual or perceived sexual orientation, age, disability, religion, or political beliefs. The District's policies on discrimination and sexual harassment apply to the use of District technology.
- H. **Defamation** - False or unverified statements about others may be defamatory and may subject the publisher (writer or forwarder) of the statements to civil liability. The District's technology resources may not be used to defame or disparage others.
- I. **Information Literacy: Plagiarism and Fair Use** - Plagiarism is the failure to acknowledge the sources and authors of all borrowed, quoted, copied or paraphrased material in any format. All use of, or references to, the work or ideas of others (including books, research, opinions, statistics, Web/Internet content, electronic communications), whether published or unpublished, must be correctly cited. Plagiarism is considered theft and is unacceptable, and possibly illegal in cases of copyright infringement.
- J. **Role of Parents/Guardians**
- Parents/guardians are encouraged to discuss responsible use with their children. Parents/guardians are also encouraged to contact school staff with questions about these guidelines as well as any question regarding District technology.
 - Parents/guardians who wish their minor child to have access to District technology are required to sign this Acceptable Use Agreement (signature page attached).
- K. **Consequences** - System users are expected to follow District guidelines at all times when using the District's Information Technology Resources. Unlawful activity will be reported to appropriate authorities. The consequences for violating the District's Acceptable Use Agreement and related policies include, but are not limited to:
- Suspension or revocation of District network privileges;
 - Suspension or revocation of computer or Internet access;
 - Student suspension;
 - Student expulsion; and/or
 - Civil and/or criminal action.

*As used herein, "Information Technology Resources" means technology resources including, but not limited to, computers and systems, Intranet and Internet resources, electronic communications and data files.

**ACCEPTABLE USE AGREEMENT
INFORMATION TECHNOLOGY RESOURCES***

STUDENT AFFIRMATION:

I have read the attached document that references Norwalk-La Mirada Unified School District ("NLMUSD") policy, rules and procedures for use of computer technology and I understand and will abide by these rules and procedures. I understand and acknowledge that violations of such District rules and procedures may result in appropriate disciplinary action, the revoking of my user access and/or legal action. I agree to report any misuse of Information Technology Resources to my teacher or school principal. I further agree that if I inadvertently access objectionable materials on the Internet or other locations, I will report this immediately to my teacher or school principal.

[And for students age 18 or over]: I agree to indemnify and hold harmless the District and all District personnel for the failure of any technology protection measure, violations of copyright restrictions, my mistakes or negligence, or any cost incurred by me in connection with or arising from my use of the District's Information Technology Resources.

Student Name (please print) _____ ID Number: _____

Student Signature _____ Date ____/____/____

PARENT AFFIRMATION (Required if student is under the age of 18 years):

As the parent/guardian of _____ (child's name), I have read the attached document that references District policy, rules and procedures for use of computer technology. I understand that the District's Information Technology Resources are designed for educational purposes. I further understand that if my child fails to abide by the rules and procedures of the NLMUSD regarding its Information Technology Resources, he/she may be subject to appropriate disciplinary action, that may include revocation of user access, and legal action.

I also understand that it is impossible for the NLMUSD to restrict access to all controversial materials and to supervise and observe every student at all times. I will not hold the District or its employees responsible for material acquired by my child on the network or damages suffered due to my child's use of the Information Technology Resources. I agree to report any misuse, as described herein, of the Information Technology Resources to a NLMUSD administrator.

I agree to indemnify and hold harmless the District and all District personnel for the failure of any technology protection measure, violations of copyright restrictions, my child's mistakes or negligence, or any cost incurred by me or my child in connection with or arising from my child's use of the District's Information Technology Resources.

I have reviewed with my child the contents of the attached document that references District policy, rules and procedures for use of computer technology and he/she understands and will abide by these rules and procedures. He/she understands that violations of such District rules and procedures may result in disciplinary action, the revoking of his/her user access and/or other appropriate disciplinary action. He/she understands that he/she is required to report any misuse of Information Technology Resources to his/her teacher or school principal. He/she further understands that if he/she inadvertently accesses objectionable materials on the Internet or other locations, he/she is to report this immediately to his/her teacher or school principal.

This agreement will remain in effect for as long as my child is a student at any school in the NLMUSD.

Parent/Guardian Name (please print) _____

Parent Signature _____ Date ____/____/____

Phone Number: (____) _____

***Information Technology Resources** include, but are not limited to, computers and systems, Intranet and Internet resources, electronic communications and data files.

Student Name:

ID Number:

Norwalk-La Mirada Unified School District
2015-2016 RELEASE FORM FOR DIRECTORY INFORMATION
(Applicable Only For the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL

Student Name: _____ Date of Birth: _____
Address: _____
City: _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

The primary purpose of directory information is to allow the Norwalk-La Mirada Unified School District ("NLMUSD") to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and EC 49073 permits NLMUSD to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Student Directory Information

- 1. I do not wish to have any directory information released to any individual or organization.
- 2. I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:

- United States Armed Forces* Universities or Other Institutions of Higher Education*
- PTA (if applicable) Health Department Elected Officials

Media Release

- The student may be interviewed, photographed, or filmed by members of the media.
- The student may NOT be interviewed, photographed, or filmed by members of the media.

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

Signature of Student (if student is 18 or older)

*For 11th or 12th grade students only

Norwalk-La Mirada Unified School District
2015-2016 PARENTAL OPTIONS
(Applicable Only For the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Student Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Telephone No.: _____ Grade: _____

School: _____

Physical Examination

Norwalk-La Mirada Unified School District may require physical examinations of students enrolled in District programs or activities. Any physical examination required by the District shall be kept confidential. A parent or guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which s/he is enrolled a statement in writing, signed by the parent or guardian, stating that s/he will not consent to a physical examination of the child.

- I **do not** want my child to undergo a physical exam for District programs or activities.
- I grant consent for my child to undergo a physical examination for District programs or activities.

Sexual Health and HIV/AIDS Prevention Education

Students enrolled in District programs or activities may receive instruction in health education, which may include sexually transmitted disease prevention and alcohol/drug abuse prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving comprehensive sexual education or HIV/AIDS prevention education, or from participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

I would like my child **excused** from

- participation in any class involving comprehensive sexual education or HIV/AIDS prevention education,
- participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

My child may

- participate in any class involving comprehensive sexual education or HIV/AIDS prevention education,
- participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

Right to Refrain from Harmful or Destructive Use of Animals

Pursuant to EC 32255 *et seq.*, any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

- I would like my child **excused** from participation in an education project involving the harmful or destructive use of animals.
- My child may participate in an education project involving the harmful or destructive use of animals.

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

Signature of Student (if student is 18 or older)