

Yearly Opening Packet Forms Checklist

This packet must be completed every year.

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

Due: Friday, August 28, 2026

Welcome to the New 2026-2027 School Year!

1. Please print and complete all forms included in this opening packet checklist.
2. All form pages below are also fillable digitally, so you can complete them on your computer, and then print and sign the required pages.
3. Return the complete packet to the front office of Canyon anytime before 8/28/26.

The packet contains the following forms:

- ☐ LAUSD Student Emergency Information Form (one per child)
- ☐ LAUSD District Wide Attendance Policy (one per family)
- ☐ Canyon Digital Device/Cell Phone Policy (one per family)
- ☐ LAUSD Publicity Authorization & Release (one per family)
- ☐ Canyon Computer Use Agreement (one per family)
- ☐ LAUSD Responsible Use Policy (one per family)
- ☐ LAUSD Google Parental Consent Form (one per family)
- ☐ LAUSD Student Housing Questionnaire (one per family)
- ☐ Carpool Line Sign (print for all drivers and place on passenger side dashboard)

Tasks to Complete Online

- ☐ [LAUSD Parent Portal - www.lausd.net](http://www.lausd.net)

For new families who have not already set up an account or those who have another child entering Canyon. *Pin numbers for registration will be available after the school year starts.

- ☐ [Membership Toolkit Account Registration - www.canyoncharter.com](http://www.canyoncharter.com)

New Families: Please register for access to the directory and all school communications. You can also download the Membership Toolkit app from the [App Store](#) or [Google Play](#) to access school directory and information, manage family profiles, and more from your mobile device.

Returning Families: Log in to your existing account and verify that your information is up to date.

Volunteer Forms

- ☐ [LAUSD Volunteer Information](#) - must be done **annually** for ALL volunteers. Once completed, print and sign the application and return it at the school office with your current TB results unless on file (good for 4 years).
- ☐ [Booster Volunteer Interest Form](#) - If you're interested in getting more involved at Canyon, we invite you to complete a short survey to share your interest in joining a committee for next year. Each committee includes a brief description, and you are welcome to select any you'd like to be considered for.

After School Programs

- ☐ [ELOP Application \(TK-5\)](#) - Free after school program from dismissal until 6pm. It is recommended that all families complete this in the event that students are not picked up right at dismissal time.
- ☐ [Star Galaxy Application](#) - Fee-based structured after school program with enrichment opportunities from dismissal until 6pm.

Additional Information

- [LAUSD Master Calendar 2026-2027](#)
- [Canyon Bell Schedule 2026-2027](#)
- [Booster Club Brochure](#)
- [Cafeteria Menu](#)
- [The Orchestra Place after-school music programs](#)
- [Children's Health Access and Medi-Cal Program \(CHAMP\)](#)
- [FERPA Notification](#)



LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT EMERGENCY INFORMATION FORM

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

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



District Wide Attendance Policy

Regular and punctual attendance supports academic success for every student. When students miss school—whether the absence is excused or not—they lose valuable instructional time. Parents are encouraged to regularly check in with school staff about their child's attendance and request support if needed.

Parent Absence Verification: Absence verifications are usually accepted; however authorized school staff may ask for more information or refuse the excuse.¹ **Absences must be verified within 10 school days to avoid being counted towards truancy. Verification may be submitted by phone, written note, email, or in-person.**

To report an absence, go to [Canyoncharter.com](https://canyoncharter.com) and click on "report an absence".

History of Excessive Parent Excused Absences: Schools may limit the number of parent excuse absences and may require absences to be provided with a satisfactory explanation in-person or in writing.¹

Automated Absence Phone Calls: The district sends automated calls twice a day for absences and tardies. Parents must keep their address and phone number updated using the *Student Emergency Information Form*.²

Students should not miss more than 7 days in an entire school year. Students with excessive absences may be referred to the school's attendance designee for additional interventions and possible referrals to the School Attendance Review Team (SART) and/or the School Attendance Review Board (SARB).³

- A partial day of attendance is preferred over a full day absence. If you can't avoid scheduling appointments during instructional time, please bring your child before/after the appointment.
- Vacations/trips should not be scheduled during instructional days. Please review the school calendar prior to making arrangements to travel.

We look forward to collaborating with you to ensure your child succeeds.

Nicole Sheard
Principal

By signing below, you are indicating that you will remain committed to your child's education and will make every effort to avoid absences for reasons other than medical.

Parent Signature

Date

In accordance with California Education Code 48205 absences from school will be excused for:

- | | |
|---|---|
| <ul style="list-style-type: none">• Funeral services or grieving the death of an immediate family or person of close association (max 5 days per incident regardless of funeral location)• Access victim or grief support services or participate in safety planning as it relates to the death of the student's immediate family member or person of close association (max 3 days per incident)• Illness or injury of pupil• Illness or medical appointment of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor | <ul style="list-style-type: none">• Medical, dental, optometric, or chiropractic services• Mental or behavioral health (absence for the benefit of the pupil's mental or behavioral health)• Middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence (1 day per school year)• Quarantine• Participating in a cultural ceremony or event• Administrator Approval of Student Absence form may be provided to parents/guardians requesting administrator approval for "justifiable personal reason" absences. |
|---|---|

*For a complete list of excusable absences, refer to the **LAUSD Parent Student Handbook**.*

Canyon Charter School Digital Device Policy

At Canyon Charter School, our priority is to provide a safe, focused, and engaging learning environment for all students. While we understand that some families may wish for their child to carry a cell phone for communication before or after school, personal electronic devices can be a significant distraction during the instructional day.

We ask that students bring cell phones to school only when absolutely necessary. School telephones are available for student use when needed.

Cell Phone Expectations

Cell phones are permitted on campus under the following conditions:

- Cell phones must be **powered off or placed in airplane mode and stored in a backpack** immediately upon arrival at school.
- Cell phones must remain **out of sight and unused throughout the entire school day**, including before school, recess, lunch, passing periods, and instructional time.
- Students may not use cell phones to call, text, take photos, record audio or video, access social media, play games, or browse the internet during the school day.
- Cell phones may be used only after dismissal and once students have exited the school grounds, unless otherwise authorized by school staff.

Any cell phone that is visible, audible, or used during the school day may be confiscated.

Other Electronic Devices

To minimize distractions and protect student privacy, the following personal electronic devices **are not** permitted during the school day:

- **Smart watches** with communication, camera, or internet capabilities
- Personal tablets or gaming devices
- Cameras or recording devices
- Any other electronic device that may disrupt learning or compromise student privacy

Consequences for Violations

Students who violate the Digital Device Policy will be subject to the following progressive consequences:

First Violation

- Device will be confiscated and returned to the student at the end of the school day.

Second Violation

- Device will be confiscated and held in the office.
- A parent/guardian must retrieve the device.

Third Violation

- Device will be confiscated and held in the office.
- A parent/guardian conference with administration will be required.
- The student may lose the privilege of bringing a device to school.

Repeated violations may result in additional disciplinary action consistent with school policies.

Responsibility for Personal Property

Canyon Charter School and the Los Angeles Unified School District are not responsible for lost, stolen, or damaged electronic devices brought to school.

Student and Parent Acknowledgment

☐ We have read and understand the Canyon Charter School Digital Device Policy. We agree to follow the expectations outlined above regarding the possession and use of personal electronic devices at school.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Together, we can ensure that every student remains focused, engaged, and ready to learn.



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

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means educational program activities in which your pupil has participated. Your authorization will enable us to use specially prepared materials to (1) train teachers, (2) increase public awareness and promote continuation and improvement of education programs, and/or (3) highlight accomplishments of students and educational programs including but not limited to honor roll, school/District awards, and graduation/culmination, through the use of mass media, displays, brochures, websites, social media, approved blogs, and related District publications.

1. Name of Pupil (please print)

2. Birthdate (please print)

3. Name of Parent (please print)

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

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

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

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

11. Principal

12. School

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

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

CANYON CHARTER SCHOOL
COMPUTER USE AGREEMENT

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

Procedures for checkout from cart and use of laptop computer:

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

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

Thank you,
Nicole Sheard, Principal

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

Print Student's Name

Parent Signature

Grade

TITLE: Responsible Use Policy (RUP) for District
Computer and Network Systems

NUMBER: BUL-999.16

ISSUER: Soheil Katal
Chief Information Officer
Information Technology Services

DATE: September 22, 2025

POLICY: The purpose of this bulletin is to ensure that teachers, students, parents, administrators, and other District and school personnel use District data systems in a responsible, efficient, ethical, and legal manner, and that such use is in support of the District's business and education objectives.

MAJOR CHANGES: This revision replaces BUL-999.15, dated October 9, 2023. This version includes a new Device Opt-In/Out form for Parents outlining accepted responsibilities for loaned equipment and addresses student use of smartphones.

BACKGROUND: On January 8, 2002, the Los Angeles Unified School District Board of Education established Board Rule 1254 as the "Acceptable Use Policy," pursuant to the Children's Internet Protection Act (CIPA), a federal law affecting the educational use of digital media. All uses of District computer and network systems by students, parents, employees, contractors, and consultants are subject to this policy. This bulletin will undergo periodic review to ensure it reflects current laws and regulations.

GUIDELINES: The following guidelines apply.

Users of District computer systems, networks, or the Internet must adhere to the Responsible Use Policy.

Site administrators must annually distribute, collect, and keep on file the completed attached forms prior to authorizing access to the Internet or the District's network:

1. ATTACHMENT A: RUP information and sign-off form for Students
2. ATTACHMENT B: RUP information and sign-off form for Employees

ROUTING

All Employees
All Locations

3. ATTACHMENT C: RUP Information and sign-off form for Parents
4. ATTACHMENT D: Device Opt-In/Out form for Parents

Employees will confirm their assent to the RUP both in writing and electronically when they activate their District account and/or change passwords.

VALIDITY & DOCUMENT MANAGEMENT

The owner of this document is the Chief Information Security Officer (CISO), who must check and, if necessary, update the document at least once a year. When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

1. Number of incidents related to unacceptable or unauthorized use of District equipment
2. Number of incidents related to unauthorized installations of software or files on computers, tablets, and mobile devices

AUTHORITY:

This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy:

1. [Children's Internet Protection Act \(CIPA\), Pub. L. 106-554](#)
[Children's Online Privacy Protection Act \(COPPA\), 16 CFR Part 312](#)
2. [Family Educational Rights and Privacy Act \(FERPA\), 20 U.S.C. §1232g; 34 CFR Part 99](#)
3. [California Business and Professions Code, Chapter 22.1, Privacy Rights for California Minors in the Digital World](#)
4. [California Business and Professions Code, Chapter 22.2, Student Online Personal Information Act California Education Code §44932 et seq. and California Penal Code §422 et seq.](#)
5. [California Electronic Communications Privacy Act, \(CalECPA\), SB178 Chapter 3.6](#)

RELATED RESOURCES:

[BUL-6399.2, Social Media Policy for Students, dated July 18, 2018](#)

[BUL 5688.2, Social Media Policy for Employees and Associated Persons, dated July 31, 2018](#)

[BUL-1077.2, Information Protection Policy, dated July 18, 2017](#)

[BUL-1347.5, Child Abuse and Neglect Reporting Requirements, dated March 27, 2023](#)

[BUL-1597.0, Acceptable Use Policy for ITD Virtual Private Network \(VPN\) Services, dated March 7, 2005](#)

[BUL-1893.1, Sexual Harassment Policy \(Employee-to-Employee\), dated August 1, 2005](#)

[BUL-2047.3, Hate-Motivated Incidents and Crimes – Response and Reporting, dated September 4, 2018](#)

[BUL-5159.13, Uniform Complaint Procedures \(UCP\), dated July 1, 2024](#)

[BUL-5167.1, Code of Conduct with Students – Distribution and Dissemination Requirement Policy, dated March 13, 2023](#)

[BUL-5212.3, Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\), dated April 25, 2022](#)

[BUL-5798.1, Workplace Violence: Threat Assessment and Management \(Adult-to-Adult, Adult-to-Student, Student-to-Adult\), dated July 15, 2024](#)

[BUL-6612.1, Non-Discrimination And Anti-Harassment \(Including Sexual Harassment\) Policy and Complaint Procedure, dated January 30, 2019](#)

[BUL-162511.0 Supporting Student Mental Health and Learning by Implementing a Smartphone-Free School Day, dated February 10, 2025](#)

[Employee Code of Ethics](#)

[Los Angeles Unified School District Board Resolution, Respectful Treatment of All Persons, passed October 10, 1988](#)

[NIST CSF 2.0 The NIST Cybersecurity Framework \(CSF\) 2.0](#)

ATTACHMENTS: ATTACHMENT A - RUP information and sign-off form for Students (English and Spanish)

ATTACHMENT B - RUP information and sign-off form for Employees

ATTACHMENT C - RUP Information and sign-off form for Parents (English and Spanish)

ATTACHMENT D - Device Opt-In/Out form for Parents (English and Spanish)

ASSISTANCE: For further information, please contact ITS Information Security at information.security@lausd.net or one of the following offices:

Office of Communications, Engagement and Collaboration (213) 241-6766 - for assistance with obtaining approval to use District logos and general District communication

Student and Family Wellness Resource Line, Student Mental Health and Wellness Services (213) 241-3840 - for assistance with threat assessments and mental health issues

Equal Opportunity Section (213) 241-7685 - for assistance with alleged adult-to-adult discrimination and sexual harassment complaints

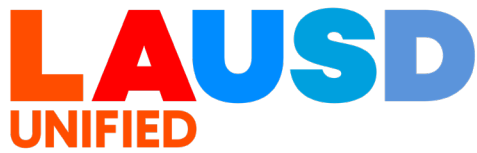
Employee Relations (213) 241-6591 - for assistance with employee records and personnel files

Human Relations, Diversity and Equity (213) 241-8719 - for assistance with issues of bullying, cyber-bullying, conflict resolution, and diversity trainings

Information Technology Services (213) 241-5200 - for technical assistance or questions related to this policy

Los Angeles School Police Department (213) 625-6631 - for assistance with any law enforcement matters

Office of the General Counsel (213) 241-7600 – for assistance/consultation regarding legal issues



Division of School Operations (213) 241-5337 - for assistance in school operations and procedures concerning students and employees

Staff Relations (213) 241-6056 - for assistance with employee disciplinary action

PURPOSE

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

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

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

The RUP also applies to the use of artificial intelligence (AI), including, but not limited to, generative AI tools that can generate new content, including text, images, video, audio, structures, computer code, synthetic data, etc. , in response to prompts generated by users.

STUDENT RESPONSIBILITY

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

_____ I am responsible for practicing positive digital citizenship.

- ☐ I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology such as generative artificial intelligence.
 - ☐ I understand, acknowledge, and agree that if I am under 13 years old, I will not use social media or artificial intelligence tools.
 - ☐ I will create and share images, recordings, videos, and statements that accurately represent information and aim to inform others positively.
 - ☐ I will be honest in all digital communications.
 - ☐ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I will only use smartphones or social media on campus before and after the school day.

_____ I am responsible for keeping personal information private.

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

_____ I am responsible for my passwords and my actions on District accounts.

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

_____ I am responsible for my verbal, written, and artistic expression.

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

_____ I am responsible for treating others with respect and dignity.

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

_____ I am responsible for accessing only educational content when using District technology.

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

_____ I am responsible for respecting and maintaining the security of District electronic resources and networks.

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

_____ I am responsible for taking all reasonable care when handling District equipment.

- ☐ I understand that vandalism in any form is prohibited.
- ☐ I will report any known or suspected acts of vandalism to the appropriate authority.
- ☐ I will report a lost or stolen district device immediately to my school.
- ☐ I will respect my and others' use and access to District equipment.
- ☐ I acknowledge that I am obtaining and using a District owned device(s)

_____ I am responsible for respecting the works of others.

- ☐ I will follow all copyright guidelines.
- ☐ I will not copy the work of another person and represent it as my own, and I will properly cite all sources.
- ☐ I will properly cite all sources, including when using AI, including generative AI.
- ☐ I will not download illegally obtained music, software, apps, and other works.

Consequences of Irresponsible Use

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see BUL-6399.1, *Social Media Policy for Students* [BUL 5688.2] *Social Media Policy for Employees and Associated Persons*, and BUL-5509.5 *Restitution Policy*.)

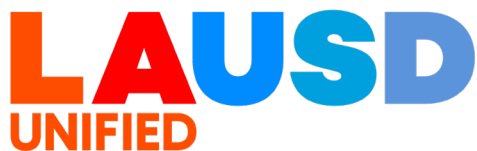
Disclaimer

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

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

Summary:

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



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Instructions:

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

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

Date: _____

School: _____

Student Name: _____

Student Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Teacher Name: _____

Room Number: _____

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Purpose

The purpose of the District's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of, or access to, sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalECPA). Furthermore, the RUP clarifies the educational purpose of District technology. As used in this policy, "user" includes anyone using computers, the Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network"), regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network or sensitive information. "Parent" is defined as a biological or adoptive parent, legal guardian, or educational rights holder who has rights to access pupil record information. **Only parents of current students are authorized to use the Parent Portal and associated applications.**

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

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

The RUP also applies to the use of artificial intelligence (AI) tools, including generative artificial intelligence tools that can generate new content including text, images, video, audio, structures, computer code, synthetic data etc. in response to prompts from users.

Parent Responsibility

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

_____ I am responsible for practicing positive digital citizenship.

- ☐ I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology such as generative artificial intelligence.
- ☐ I will not generate or distribute images, recordings, videos, or statements that misrepresent or seek to misinform others.
- ☐ I will be honest in all digital communication.
- ☐ I understand that what I do, and post online must not disrupt school activities or compromise school safety and security.
- ☐ I understand that students can only use smartphones and/or social media on campus before and after the school day.

_____ I am responsible for keeping personal information private.

- ☐ I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- ☐ I will not include personal information about myself or others as prompts for AI tools, including generative artificial intelligence tools.
- ☐ I will be aware of privacy settings on websites that I visit.
- ☐ I will abide by all laws, this Responsible Use Policy and all District security policies.

_____ I am responsible for my passwords and my actions on District accounts.

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

_____ I am responsible for my verbal, written, and artistic expression.

- ☐ I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and prompts for AI tools, including generative AI tools.

_____ I am responsible for treating others with respect and dignity.

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

-
- ☐ If I become aware of bullying, I am strongly encouraged to report it to the school.

_____ I am responsible for accessing only District-related content when using District technology.

- ☐ I will not seek out, display, generate, or circulate material that is hate speech, sexually explicit, or violent.
- ☐ I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

_____ I am responsible for respecting and maintaining the security of District electronic resources and networks.

- ☐ I will only use software and hardware that has been authorized by the District.
- ☐ I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the District.
- ☐ I will not install or use illegal software or files, including copyright or trademark protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- ☐ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- ☐ I will report system security weaknesses or security events to the school.

_____ I am responsible for taking all reasonable care when handling District equipment.

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

_____ I am responsible for respecting the works of others.

- ☐ I will follow all copyright guidelines.
- ☐ I will not download illegally obtained music, software, apps, and other works.

Consequences of Irresponsible Use

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to legal action.

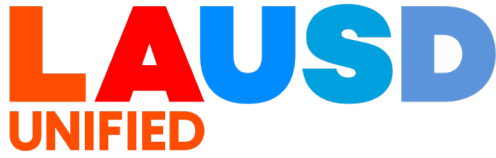
Disclaimer

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

Users are responsible for any charges incurred while using District devices and/or the network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Summary:

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



ATTACHMENT C

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Instructions:

Read and initial each section above and sign below. Return to your school site.

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

Date: _____

School: : _____

Student Name: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Please return this form to the school where it will be kept on file. It is required for all parents who



This Google Parental Consent form is accessible via the LAUSD Parent Portal. If you have previously completed and submitted this form through the portal, no further action is required.

Google Workspace for Education Notice to Parents and Guardian

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- Applied Digital Skills
- Chrome Web Store
- Colab
- Google Arts and Culture
- Google Bookmarks
- Google Books
- Google Maps
- Google My Maps



Google News
Google Photos
Google Translate
Google Earth
YouTube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. The District utilizes third-party applications and extensions to enhance student learning. All vendors must meet the District's network and data security requirements. Third-party apps/extensions used in the District include, but are not limited to, tools that support creativity, collaboration, assessment, and digital safety. Some examples of authorized third-party apps/extensions for students include Minecraft Education, Kami for Chrome, GoGuardian, LockDown Browser, and Scratch, Jr. Please check with your school or your child's teacher with questions about apps used in class.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, LAUSD may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

Account information, which includes things like name and email address.



Activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.

Settings, apps, browsers, and devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and Devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.

Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

Apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

Location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.



How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.



Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;

- Change your student's account password;

- Suspend or terminate your student's account access;

- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;

- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with the [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the School Principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for



Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).



Consent to Use Digital Instructional Tools

Your child will have the opportunity to use a variety of digital instructional tools as part of coursework, to support learning, complete assignments, collaborate with classmates, and communicate with teachers. Some of the digital instructional tools, or educational apps, that the District uses require parent/legal guardian's consent. The digital instructional tools used by LAUSD that require consent are listed below:

<u>Google App Name</u>	<u>Description</u>
Applied Digital Skills	Google Applied Digital Skills is a free, online curriculum designed to help individuals build practical digital skills for life and work. It uses a video-based, project-based approach, enabling learners to master fundamental digital competencies through hands-on activities using tools like Google Docs and Sheets.
Chrome Web Store	The Google Chrome Web Store is an online marketplace where users can discover and install apps, extensions, and themes for the Chrome web browser.
Colab	Google Colab is a free, cloud-based service that lets you write and execute Python code in a Jupyter Notebook environment.
Google Arts and Culture	Google Arts & Culture is a platform providing access to artworks, virtual tours, and cultural artifacts from around the world.
Google Bookmarks	Google Bookmarks lets users save and organize websites online, accessible from any device with a Google account.
Google Books	Google Books helps users search and preview books, offering limited views of copyrighted content and links to purchase or borrow.
Google Maps	Google Maps offers satellite views, street maps, and traffic info. Maps supports geotagging tools that can improve usability, with location sharing dependent on user settings and preferences.
Google My Maps	Google My Maps lets users create custom maps with locations and media. My Maps supports geotagging tools that can improve usability, with location sharing dependent on user settings and preferences.



Google News	Google News aggregates articles from various sources, offering personalized and localized news feeds.
Google Photos	Google Photos is a cloud-based service for storing, organizing, and sharing photos and videos.
Google Translate	Google Translate offers translation between 243 languages for text, documents, and speech.
YouTube	YouTube is a platform for uploading, watching, and sharing videos online. Only content designated as educational by Google and approved channels by LAUSD are viewable. While the platform does feature advertising, student exposure to these is limited.
Google Earth	Google Earth is a virtual globe that lets you explore satellite imagery, maps, terrain, and 3D buildings anywhere on Earth. Earth supports geotagging tools that can improve usability, with location sharing dependent on user settings and preferences.

In order for your child to access these digital instructional tools, the school needs to obtain your consent. All of these digital instructional tools have been approved by the District for student use for educational purposes and are under agreements that require vendors to maintain confidentiality, implement reasonable data security measures, and meet other network security requirements. These tools may have access to information about your child including name, usage data, location, and IP address, which is kept confidential.

By signing below, you consent to having your child use the digital instructional tools noted above as part of their educational program.

Print Name of Student: _____ Grade: _____

Print Name of Parent/Legal Guardian/Educational Rights Holder:

Signature of Parent/Legal Guardian/Educational Rights Holder:

_____ Date: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

ATTACHMENT

STUDENT HOUSING QUESTIONNAIRE (SHQ)

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

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



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

☐ YES ☐ NO



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

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

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

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

If yes, please check the services being requested.

☐ Backpack/School Supplies ☐ Hygiene Kits ☐ Transportation Assistance *

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

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

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

Parent/Guardian's Initials: _____

Date: _____

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

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

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

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

Your Designated School Site Homeless Liaison is:

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

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

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

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

Signature of Parent/Legal Guardian/Caregiver: _____

Date: _____

SCHOOL PLEASE NOTE:

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

For Staff Use Only

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DISTRICT ID NUMBER

SCHOOL YEAR

BEFORE AND AFTER SCHOOL PROGRAM APPLICATION/AGREEMENT

SCHOOL OF ATTENDANCE: _____

Program Applying for: (check one)			
BEFORE-SCHOOL	AFTER-SCHOOL		OTHER PROGRAM
Morning Program	Youth Services	Grant Funded Program	Name of Program
		Name of Program _____	
☐	☐	☒	☐

APPLICANT (PRINT CLEARLY)

FIRST NAME	MIDDLE INITIAL	LAST NAME	DATE OF BIRTH: MONTH DAY YEAR	GRADE
STREET ADDRESS		APT #	CITY	ZIP CODE

PARENT(S)/GUARDIAN(S)

PARENT/GUARDIAN NAME		PARENT/GUARDIAN NAME	
FIRST NAME	LAST NAME	FIRST NAME	LAST NAME
PHONE NUMBER (MAIN)	PHONE NUMBER (OTHER)	PHONE NUMBER (MAIN)	PHONE NUMBER (OTHER)
EMAIL ADDRESS		EMAIL ADDRESS	

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

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

- I/We understand the Beyond the Bell Before/After School Program is available to students attending an LAUSD school.
- I/We authorize the Beyond the Bell Before/After School Program to contact, and if necessary, release my child to any of the above individuals listed as an Emergency Contact/Release Information. The above listed individuals must be 18 years or older.
- The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers, (2) increase public awareness and promote continuation and improvement of education programs, and/or (3) highlight accomplishments of students and educational programs including but not limited to honor roll, school/District awards, and graduation/culmination, through the use of mass media, displays, brochures, websites, social media, approved blogs, and related District publications. ☐ Yes ☐ No
- The After School Education and Safety (ASES) Program Act of 2002, enacted by initiative statute, establishes the After School Education and Safety Program to serve pupils in kindergarten and grades 1 to 9, inclusive, at participating public elementary, middle, junior high, and charter schools. The act gives priority enrollment in after school programs and before school programs to pupils in middle school or junior high school who attend daily. Pupils who are identified by the program as homeless youth or as being in foster care will be given first priority. Parents/guardians may indicate this information below:
Pupil designation (please check if applicable): ☐ Homeless Youth ☐ Foster Care
- Does your child have any physical, emotional, and/or learning difficulties? If so, please specify: _____
- Does your child have any food allergies? If so, please specify: _____

ACKNOWLEDGEMENT

PARENT/GUARDIAN NAME (PRINT)	PARENT/GUARDIAN SIGNATURE	DATE
PARENT/GUARDIAN NAME (PRINT)	PARENT/GUARDIAN SIGNATURE	DATE
SITE COORDINATOR NAME (PRINT)	SITE COORDINATOR SIGNATURE	DATE

BEFORE AND AFTER SCHOOL STUDENT SUPPORT QUESTIONNAIRE

For Staff Use Only									
DISTRICT ID NUMBER									
SCHOOL YEAR									

SCHOOL OF ATTENDANCE: _____

STUDENT APPLICANT INFORMATION (print clearly)

LEGAL NAME:					DATE OF BIRTH:				
	FIRST NAME	MIDDLE NAME	LAST NAME			MONTH	DAY	YEAR	GRADE
	STREET ADDRESS		APT #	CITY			ZIP CODE		

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN NAME:					
	FIRST NAME	LAST NAME	PHONE NUMBER (MAIN)	PHONE NUMBER (OTHER)	

STUDENT EDUCATION INFORMATION

Does the student have a current Section 504 or Individualized Education Program (IEP)?	Yes	No
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STUDENT HEALTH INFORMATION

Does your child have any physical, emotional, and/or learning difficulties?	Yes	No	Decline to Answer
If yes, please specify below.			

Does your child have any allergies or asthma?	Yes	No	
If yes, please specify below.			

ACKNOWLEDGEMENT

PARENT/GUARDIAN NAME (PRINT)	PARENT/GUARDIAN SIGNATURE	DATE

RECEIVED/REVIEWED BY:

SITE COORDINATOR NAME (PRINT)	SITE COORDINATOR SIGNATURE	DATE



Please place on the passenger side of the dashboard.

Make copies for additional adults who may pick up your child(ren).

Student(s) First Name & Last Initial

Please write as big as possible.

