



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: High School Condom Availability Program

NUMBER: REF-5010.2

ISSUER: Rene Gonzalez, Executive Director
Student Health and Human Services

DATE: July 16, 2012

ROUTING
Superintendents
High School:
Principals
Assistant Principals
School Nurses
Health Teachers
Counselors
School Administrative
Assistants

PURPOSE: The purpose of this Reference Guide is to provide new contact information for ordering condoms for the District’s required high school Condom Availability Program (CAP), to stress parental notification/student waiver process including new responsibilities for school nurses, and to inform schools of the CAP Advisory Panel.

BACKGROUND:

On January 22, 1992 the Board of Education enacted a policy requiring condoms to be made available to senior high school students unless parents do not consent. Condoms are being supplied at no charge to the District by the Los Angeles County Department of Public Health in an ongoing effort to mitigate the spread of sexually transmitted disease, including HIV infection, among LAUSD high school students.

Although the policy of the District is to instruct all students that abstinence is the only one hundred percent effective method of preventing infection, the District also realizes that not all students practice abstinence and that some other means to stop the alarming spread of sexually transmitted diseases must be used. Since medical experts agree that the use of condoms can reduce the spread, the District has established a policy of making condoms available to high school students and instructing them that a condom properly used can provide protection against the sexual transmission of the HIV/AIDS virus and other STDs.

Each senior high school must have an oversight committee (CAP Advisory Panel) that oversees the implementation of the approved policy on the distribution of condoms to assure it is being carried out as a means of preventing HIV/AIDS infection.

MAJOR CHANGES: This is a revision of REF-5010.1 of the same title dated June 13, 2011. The CAP office has moved to the Roybal Annex requiring new contact information. School nurses will update the Secondary Student Information System (SSIS) Field 573 from annual requests by parents for their child NOT to participate in the CAP.



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Each high school shall have a CAP Advisory Panel that meets annually to ensure condom distribution procedure requirements.

INSTRUCTIONS: In adherence to Board Policy, the Parent Notification Letter (Attachment A and B) and or *Parent Student Handbook* will be issued to the parent/guardian upon student enrollment in high school. Thereafter, parents/guardians will receive the *Parent Student Handbook* annually. Parent/Guardian Annual Notification Regarding Condom Availability Program informs the parent/guardian that condoms are available to high school students unless they submit a written statement denying permission to participate in the CAP to the school nurse. **The parent/guardian waiver must be noted by the school nurse in the Secondary Student Information System (SSIS) in the appropriate Field 573 (CDP). The waiver (request for a student NOT to participate) is indicated with the text “NO” in Field 573. The school nurse will file the waiver in the health record.**

Condoms can be ordered using Attachment C. Orders may be submitted by a school nurse, designated teacher, or a counselor. Each request must be signed by the school administrator or designee.

The CAP Advisory Panel shall meet at least once a year and should be comprised of the Principal or designee, health teacher, school nurse, counselor, P.E. teacher or a coach; and other staff members who might be interested.

The CAP Advisory Panel shall determine condom distribution procedures:

- who will distribute the condoms
- location and time of distribution
- amount of condoms to be distributed each time
- CAP notification on campus (posters and where; school bulletin or PA; special events, etc.)

CAP training is now available for credentialed or licensed staff (school nurses, designated teachers and counselors). The trainings include: proper condom use, condom order and proper storage procedures, models of implementation as an increasing number of schools now use a team CAP approach for condom distribution. Trainings are approximately 45 minutes in length. To request CAP training, submit Attachment D, *Condom Availability Program Training Request* form.

RELATED RESOURCES: LAUSD Parent Student Handbook

ASSISTANCE: For assistance or further information please contact District Nursing Services at (213) 202-7543.



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ATTACHMENT A

(School Letterhead)
(sample letter)

Date _____

Dear Parent(s) or Guardian(s):

Subject: Parents/Guardians Annual Notification Regarding Condom Availability Program

HIV/AIDS and sexually transmitted diseases are epidemic in our community. Public health statistics and reports indicate that increasing numbers of young people in their early teens are becoming involved in activities that put them at risk for infection. Although the District does offer education which emphasizes abstinence as the only one hundred percent effective method of preventing infection, the District also realizes that not all students will practice abstinence, and therefore should be instructed that a condom properly used does provide protection against sexual transmission of the HIV/AIDS virus. In view of these facts, and in collaboration with medical and public health authorities, the Board of Education enacted a policy in 1992 to make condoms available for senior high school students unless parents contact the school in writing denying permission.

The Los Angeles County Department of Public Health will make condoms available at no cost to students who request them unless you, as the parent or guardian, withdraw permission by submitting a written letter to the school. In making condoms available, the District assumes no liability.

If you do not wish your son/daughter to be able to obtain condoms through the school's Condom Availability Program, please submit a written letter to the school nurse at any time.

Principal



(School letterhead)
(sample letter)

Fecha _____

Estimados Padres o Tutores,

Tema: Aviso anual a los padre o tutores sobre el Programa de Disponibilidad de Condones

El HIV/SIDA y las enfermedades transmitidas sexualmente son epidémicos en nuestra comunidad. Las estadísticas y los informes de salubridad indican un aumento en el número de jóvenes adolescentes que están participando en actividades que les ponen en riesgo de contraer infecciones. Aunque el Distrito ofrece educación que enfatiza la abstinencia como el único método cien por ciento eficaz para prevenir infecciones, el Distrito también se da cuenta de que no todos los estudiantes practicarán la abstinencia, y por lo tanto debe ser instruido que un condón usado correctamente proporciona protección contra la transmisión sexual del virus de HIV/SIDA. En vista de estos hechos y en colaboración con autoridades médicas y de salubridad, la Junta de Educación decretó una norma en 1992 que hizo disponibles los condones para los estudiantes de la escuela secundaria, a menos que los padres no den su consentimiento.

El Departamento de Servicios de Salud del Condado hará disponibles condones gratis para los estudiantes que los solicitan, a menos que usted, como el padre o el tutor, niegue su permiso por medio de una carta por escrito. Al hacer disponibles los condones, el Distrito no asume ninguna responsabilidad.

Si usted no desea que su hijo/a obtenga condones de la escuela por medio del Programa de Disponibilidad de Condones, por favor entregue una carta por escrito a la enfermera(o) escolar a cualquier tiempo.


Director(a)

REF-5010.2


Student Health and Human Services



ATTACHMENT C

 Date: _____

TO: Condom Availability Program
LAUSD District Nursing Services
121 N. Beaudry Avenue
Los Angeles, CA 90012

Fax: (213) 580-6557 

Phone: (213) 202-7543



FROM: Contact person: _____
School: _____
Principal's signature (or designee's): _____
Fax: (____) ____-____ Phone: (____) ____-____
E-mail: _____

SUBJ.: **Request for 250 condoms**

COMMENTS/SUGGESTIONS:

NOTE: this document can be downloaded at: <http://dns.lausd.net>
▶ Nursing Forms "Distribution of Condoms"

CONDOM AVAILABILITY PROGRAM OFFICIAL USE ONLY

Number of condoms shipped: _____, **Date:** _____

Initials: _____, **Lot number:** _____



CONDOM TRAINING REQUEST FORM

Contact person: _____

School: _____

Phone # (____) ____ - _____ **Fax #** (____) ____ - _____

Email: _____

Principal/Designee Signature: _____

Please provide up to three (3) possible requested dates and times.
(Morning trainings are preferable but afternoons can be arranged with advance notice)

- CAP trainings require 30-45 minutes.
- No AV equipment is required.

Requested Dates	Time	Number of Participants (Maximum of 12)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mail to: Condom Availability Program
District Nursing Services
Roybal Annex

OR

Fax to: (213) 580-6557