

Administrator Certification 2024-2025 Review for Schools



Welcome !!!

This PowerPoint is provided as a tool, developed in collaboration with the expertise of various departments, for school administrators as one way to share information with school staff regarding the administrator's certification.

This tool provides a general overview of each area but is not intended to be a substitute for knowledge of District policies and guidelines.

In addition, principals may have other required actions that they must complete to meet certification for each area.

School administrators may feel free to modify this PowerPoint as needed.



The following departments contributed to this presentation

Accounting and Disbursements Division
Budget Services & Financial Planning
Division of Instruction
Division of Risk Management and Insurance Services
Division of Special Education
Educational Equity Compliance Office
Ethics Office
Information Technology Services
Division of School Operations
Office of Emergency Management
Office of Environmental Health and Safety
Office of General Counsel
Student Health and Human Services
Student Integration Services



Abolition of Corporal Punishment

[BUL-5747.2 Abolition of Corporal Punishment](#)

Corporal discipline, in any form, is not to be used within this District.

Employees are directed to not engage in the use of corporal punishment, which includes but is not limited to:

- Engaging in a mutual physical altercation
- Food deprivation, hitting, painful body
- Postures, pinching, pushing, shaking
- Slapping, tripping,
- Use of excessive exercise drills
- Prevention of use of restrooms

Employees are reminded that corporal punishment may also result in child abuse and, as such, must be reported in accordance with mandatory child abuse reporting laws.



Access to Critical Information Systems

[BUL-114700.1 Access to Critical Information Systems](#)

To protect student information, access to critical information systems is restricted by job classification and need-to-know basis.

As individuals change positions or job assignments within the District, their access will change accordingly.

Student and employee information is confidential and should only be shared with appropriate personnel.



Automated External Defibrillator (AED)

[BUL-4480.2 Policy and Procedures for Acquisitions and Use of Automated External Defibrillators \(AEDs\)](#)

- Annually notify all staff the location of all AED units on campus and the proper use of an AED
- Designate AED/CPR trained staff to be on the AED Emergency Response Team
- Learn how to use an AED

Trainings and additional information

Nursing Services offers:

- American Heart Association CPR/AED and First Aid courses for employees.
- View course offerings and enroll via MyPLN or visit [LAUSD Nursing](#)



Bullying and Hazing Policy

[BUL-5212.3 Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\)](#)

Definition of Bullying

Any deliberate and unwanted severe or pervasive, physical, verbal, or electronic act that has the intention of, or can be reasonably predicted to have the effect of, one or more of the following:

1. Reasonable fear of harm to a person or property.
2. Substantially detrimental effect on physical or mental health.
3. Substantial interference with academic performance.
4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

Definition of Hazing

Any method of initiation, pre-initiation or rite of passage associated with actual or desired membership in a student organization or body, whether the organization or body is officially recognized by an educational institution which is likely to cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm



Bullying and Hazing Policy

[BUL-5212.3 Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\)](#)

Staff Responsibilities

- Model appropriate behavior and promote a safe, respectful, and inclusive office
- Recognize the indicators of bullying and hazing
- Report suspected incidents to the administrator or Bullying Complaint Manager
- Work with site administrator who will investigate the allegation, and if indicated:
 - Design interventions for the parties involved
 - Follow-up with employees
 - Monitor that the bullying has stopped
 - Develop individual safety plan for the employee, if necessary
 - Meet with the Positive Behavior Support Team



Child Abuse Reporting

BUL-1347.5 Child Abuse and Neglect Reporting Requirements

All District employees shall report instances of suspected child abuse or neglect **by telephone** immediately, or as soon as practically possible.

Prepare and send a **written report** to the same child protective agency called within 36 hours.

[Print](#) **SUSPECTED CHILD ABUSE REPORT** [Reset Form](#)

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____
CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE	MANDATED REPORTER CATEGORY			
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT?
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE		TODAY'S DATE		
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY				
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS				
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL	
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	TELEPHONE
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED?	DEVELOPMENTALLY DISABLED?	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			SPOKEN IN HOME		
	IN FOSTER CARE?	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			TYPE OF ABUSE (CHECK ONE OR MORE)		
<input type="checkbox"/> YES	<input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND			<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT			

The mandated employee must make the report to the appropriate child protective agency.

All District employees must annually complete the Child Abuse Awareness Training (CAAT) in MyPLN by September 13th.

Child Abuse Awareness Training

[MEM-6338.11 Child Abuse Awareness Training \(CAAT\) 2024-2025 School Year](#)

The annual Child Abuse Awareness Training (CAAT) is designed to deepen the knowledge and awareness of employees to better identify and report suspected child abuse.

All Los Angeles Unified employees are auto-enrolled during the first week of July and are required to complete the Fall CAAT in My Professional Learning Network (MyPLN) online course and assessment only during work hours no later than **September 13, 2024**.

- The Law – Child Abuse Reporting Act
→ i.e., Penal Code § 11164 et seq.
- District Policy – Child Abuse and Neglect Reporting Requirements
→ i.e., BUL – 1347



Breaking the Silence

[Breaking the Silence Child Abuse and Neglect Awareness - Spring 2024](#)

The Breaking the Silence - Child Abuse and Neglect Awareness Training is a District required training to be conducted in the **Spring semester for all schools and offices**. The goal of this training is to review knowledge about recognizing and reporting child abuse and neglect. The content of this PowerPoint is from the Child Abuse and Neglect Reporting Requirements bulletin. The training is designed to include facilitated group discussions by participants using scenarios that are based on real life events. The PowerPoint presentation includes the Elementary School scenarios and Secondary School scenarios that are reflected in the participant handouts.

The Due Date for the Spring Semester Breaking the Silence Training is **April 30, 2025**.



Breaking the Silence Child Abuse and Neglect Awareness Training For Employees



Code of Conduct

REF-057699.1 Code of Conduct with Students - Online Training Module

Employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid the situations indicated in the District's "Code of Conduct with Students".

All individuals who work with or have contact with students are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

To access the online training go to [MyPLN](http://mypln) or <http://achieve.lausd.net/mypln>



Attachment A-Poster

CODE OF CONDUCT WITH STUDENTS

A top priority of the District is the safety of our students. All employees, as well as individuals who work with or have contact with students (e.g., volunteers, mentors, coaches, etc.) must be mindful of the distinction between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and individuals who work with or have contact with students are expected to use good judgment, maintain professional standards and ethical boundaries, and are cautioned to keep these guidelines in mind and avoid the following when possible, including but not limited to:

-  **Engaging in behaviors** either directly or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.
-  **Touching, having physical contact,** or requesting the removal of clothing with a student(s) that is not age-appropriate or within the scope of the employee's/individual's professional responsibilities.
-  **Meeting individually with a student** of any gender behind closed doors or in spaces designated for students only (e.g., restrooms, locker rooms), except for specific school-related purposes (e.g., assessments, counseling, required services, supervision).
-  **Engaging in any conduct** that endangers students, inclusive of physical violence or threats of violence.
-  **Remaining on campus with student(s)** after the last administrator leaves the site; there are exceptions, such as afterschool programs, teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with administrative approval in advance.
-  **Using alcohol, or an illegal or unauthorized substance,** or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
-  **Providing preferential treatment** and/or giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
-  **Transporting student(s) in a personal vehicle** without proper written administrator and parent authorization forms on file in advance for District approved reasons.
-  **Making gestures, statements, or comments,** either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, profane, obscene, abusive, intimidating, bullying, harassing, discriminatory, or demeaning.
-  **Meeting with, taking or accompanying student(s)** off campus for activities other than a District-approved school journey, activity, or field trip.
-  **Providing students with, or requesting from students, personal contact information** and/or communicating/socializing with student(s), orally, in writing, by phone/email/electronically/webcam, via Internet, social media, or in person for purposes that are not specifically school-related.
-  **Taking pictures or videos** of or requesting them from students, except for specific school-related purposes with appropriate approvals.

Code of Conduct

[REF-057699.1 Code of Conduct with Students - Online Training Module](#)

Click the link below for the video:

<https://lausd.wistia.com/medias/h74bfqtop2>

CODE OF CONDUCT WITH STUDENTS



FACILITATOR'S GUIDE

Educational Equity
Compliance Office
(213) 241-7682



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Crisis Response

BUL-5800.1 Crisis Preparedness, Response and Recovery



- ❑ Every school creates a crisis team that consist up of multiple staff (administrator, counselor, school psychologist, PSW, nurse, and out of classroom coordinators)
- ❑ School site crisis teams are responsible for initiating crisis response, assessing the range of services needed, and providing direct intervention services
- ❑ Crisis team can refer students to extended counseling services
- ❑ Schools may collaborate with Regions and Central Offices for additional resources

Threat Assessment & Management

[BUL-5799.2 Threat Assessment and Management \(Student-to-Student, Student-to-Adult, Student to School\)](#)

Report

Report any worrisome behaviors or suspected threats to 911 or call LASPD at (213) 625-6631 immediately or as soon as practically possible. Notify relevant offices.

Investigate/Assess for Risk

Gather relevant information from reporting party, witnesses, and person of concern. Assess for risk to self and others.

Convene Multidisciplinary Team

A multidisciplinary team is convened to assess information and risk level.

Action Plan

Depending on the risk level, an action plan is implemented and resources are provided



Suicide Prevention, Intervention & Postvention

[BUL-2637.5 Suicide Prevention, Intervention and Postvention \(Students\)](#)

TRAINING

All District employees must complete the online Suicide Prevention and Awareness Training annually. The training must be completed no later than **September 16, 2024**.

REPORT

Inform the school site administrator/designee and/or Suicide/Threat Prevention Liaison at your school immediately or as soon as practically possible of concerns, reports, or behaviors relating to students who might be suicidal and/or engaging in self-injury.

ADHERE

Adhere to the Suicide Prevention, Intervention, and Postvention policy.



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LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Suicide Prevention, Intervention, and Postvention (Students)

NUMBER: BUL-2637.5

ISSUER: Andrés E. Chait,
Chief of School Operations
Division of School Operations

DATE: July 31, 2023

POLICY: The Los Angeles Unified School District (LAUSD) is committed to providing safe, healthy, welcoming, and affirming learning and working environments. LAUSD recognizes that in the United States, suicide is the second leading cause of death among youth ages 10-14 and the 3rd leading cause of death for young people ages 15-24 (Centers for Disease Control and Prevention, National Center for Health Statistics, 2020). The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. It is each employee's responsibility, as well as the District's charge to know the signs that a student may be heading down a pathway towards violence or self-harm, provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide. Suicide prevention involves school-wide activities and programs that enhance connectedness, build community, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

This policy is applicable to all schools, District and school-related activities, and in all areas within the District's jurisdiction.

MAJOR CHANGES: This bulletin replaces BUL-2637.4 *Suicide Prevention, Intervention and Postvention*, on the same subject issued by Student Health and Human Services, dated October 15, 2019.

The following are major changes included in this bulletin:

- The protocols for suicide risk assessment are described in the following four stages:
 - Stage I: Immediate Risk Reducing Interventions
 - Stage II: Assess for Suicide Risk
 - Stage III: Communicate with Parent/Guardian
 - Stage IV: Implementing Action Plan
- All previous attachments have been converted to Supplemental Tools and are available in Schoology (see Attachment B).

BUL-2637.5
Division of School Operations

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July 31, 2023

LAUSD
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Digital Citizenship

Social Media Policy for Students

[BUL-6399.2 Social Media Policy for Students](#)

- Provides instructional guidance that supports online engagement
- Provides rationale for engaging in digital literacy practices that promote productive, positive, and safe engagement online
- Provides operational guidance on leveraging digital spaces for online engagement with District employees, families, and students.



Policy Regarding Internet Safety for Students

[BUL-5181.2 Policy Regarding Internet Safety for Students](#)

Schools will educate all their students about appropriate online behavior, including:

- Cyberbullying and hate speech
- Relationships and communication
- Digital footprint and identity
- Screen time and well-being
- Protecting personal information

Social Media Policy for Employees and Associated Persons

[BUL-5688.2 Social Media Policy for Employees and Associated Persons](#)

- ❑ Provides instructional guidance that supports online engagement
- ❑ Provides rationale for engaging in digital literacy practices that promote productive, positive, and safe engagement online
- ❑ Provides operational guidance on leveraging digital spaces for online engagement with District employees, families, and students



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN		
TITLE:	Social Media Policy for Employees and Associated Persons	ROUTING All Employees All Locations
NUMBER:	BUL-5688.2	
ISSUER:	Frances Gipson, Ph.D., Chief Academic Officer Division of Instruction Sophia Mendoza, Director Instructional Technology Initiative	
DATE:	July 31, 2018	
POLICY:	The Los Angeles Unified School District Employees and all associated persons who work with or have contact with students are expected to follow all District policies when using social media as a form of communication. Under certain circumstances, the District has jurisdiction to discipline employees who violate rules of appropriate conduct which includes, but is not limited to, the use of social networking sites during or outside of work hours. Additionally, the District may not be able to protect or represent employees who incur legal action from a second party in response to the employee's behavior on a social networking site.	
MAJOR CHANGES:	This revision replaces BUL-5688.1 of the same title, dated February 2, 2015 to reflect updated guidelines and definitions for District users while engaging in social media (Attachment A).	
PURPOSE:	The purpose of this updated bulletin is to provide policies and guidelines for social media communications between employees, students, parents and other associated persons; to prevent unauthorized access and other unlawful activities by District users online; to prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). While the	

Responsible Use Policy (RUP) for District Computer Network System

[BUL-999.15 Responsible Use Policy \(RUP\) for District Computer and Network](#)



Schools will annually distribute, collect and keep on file a signed RUP for all students, parents and employees

All users are responsible for practicing positive digital citizenship which include:

- Communication** – exchanging information, covers social media, and direct messaging
- Etiquette** – standards for acceptable conduct over the internet
- Security** – precautions for internet safety
- Health and Wellness** – physical and mental well-being (e.g., cyberbullying)
- Copyright** – respecting ownership of intellectual property on media sharing sites

Information Security Training and Awareness

[BUL-079114.1 Information Security Training and Awareness](#)



The District has implemented an Information Security Training and Awareness (ISTA) program with the purpose of:

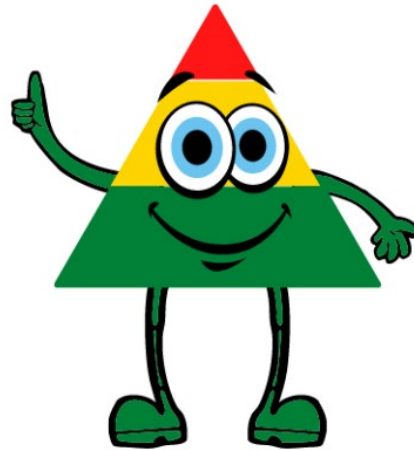
- Improving the District's resilience to cyber security threats
- Establishing a strong security-minded culture
- Improving compliance with external regulatory and contractual requirements
- Minimizing the frequency and impact of security incidents

Annual basic cyber security training is mandatory and must be completed by the end of the calendar year.

Discipline Foundation Policy

[BUL-133307.0 Discipline Foundation Policy: Multi-Tiered Systems of Support for Behavior and Social-Emotional Well-Being using Positive Behavior Interventions and Supports/Restorative Practices \(PBIS/RP\)](#)

All students must be taught and supported in learning the skills necessary to enhance a positive school climate, engage in learning, and demonstrate responsibility for themselves and respect for others. This is accomplished through the implementation of a multi-tiered system of Positive Behavior Interventions and Supports and Restorative Practices (PBIS/RP), which prioritizes wellness and nurtures the social-emotional development of the whole child, whole classroom, whole school, and whole community



Los Angeles Unified is committed to providing an appropriate, meaningful educational program that builds upon the strengths of and meets the needs of ALL students, including but not limited to English Learners, standard English Learners, students with disabilities (SWD), students in foster care and/or experiencing homelessness, students who are socio-economically disadvantaged, and students participating in gifted and talented education (GATE)

Emergency Supplies Checklist

REF-5451.3 School Site Emergency/Disaster Supplies

Requires storage and maintenance of specific emergency supplies for all students and staff

- 1 One-half gallon of potable water per person, per day, for three days
- 2 Emergency food supplies (excluding what school cafeteria may have)
- 3 First aid supplies (one District approved first aid supply kit for every 400 individuals on campus)
- 4 Search and Rescue supplies and equipment for each SAR team, including personal protective equipment



School Emergency Response Box details at:
[REF-5451.3 School Site Emergency/Disaster Supplies](#)

- 5 Adequate sanitation supplies and identification of location for portable toilets
- 6 Classroom emergency supplies
- 7 Sufficient number of hand-held radios available for emergency use
- 8 School emergency documents

Inventory and replenish emergency supplies in Fall and Spring

Employee Attendance

Employee Attendance Policy - Board of Education Report No. 393-0304

The Los Angeles Unified Board of Education expects employees to

Maintain regular attendance and avoid absenteeism.

Work every hour that they are assigned.

Be at their workstations on time every working day.

Comply with legal restrictions, Los Angeles Unified policies and procedures, and the respective collective bargaining rules regarding reporting of absence and providing appropriate documentation.

MEASURES OF SUCCESS

By 2026, we will:

- ✓ Increase the percentage of staff with excellent attendance to 86%
- ✓ Increase the percentage of staff reporting on the School Experience Survey that their school is a supportive and inviting place to work to 94%
- ✓ Increase participation rates in professional development focused on wellness by 100%
- ✓ Increase usage and participation in the EASE program

Staff Wellness

PILLAR 5

Investing
in Staff

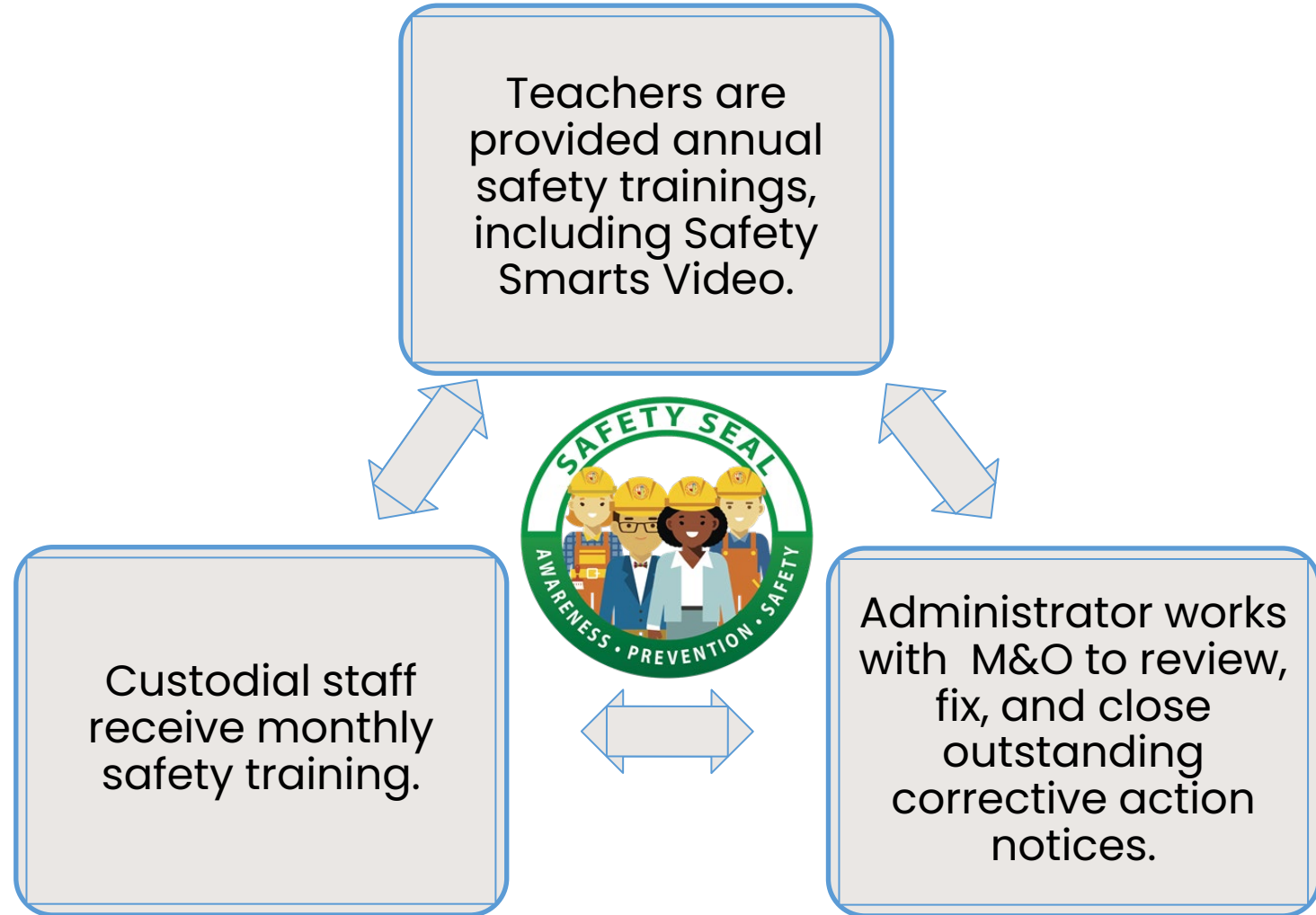
Employee Attendance

Reasons for which employees may request an absence leave and types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.

Los Angeles Unified School District				
CERTIFICATION AND/OR REQUEST OF ABSENCE FOR NON-ILLNESS				
Los Angeles Unified School District CERTIFICATION/REQUEST OF ABSENCE FOR ILLNESS, FAMILY ILLNESS, NEW CHILD				
EMPLOYEE INFORMATION (Please Print)				
Last Name	First Name	M.I.	Employee No.	
Work Location Name	Job Title	Substitute/Temporary <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee's Telephone ()	
REASON FOR ABSENCE				
1. Starting date of absence ____/____/____ Last date of absence (expected) ____/____/____ Mo. Day Yr. Mo. Day Yr.				
2. Total time (expected) of absence: ____ days; ____ hours. NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when required.				
3. Select appropriate type of leave: The following types of absence may qualify for protection under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). You may request protection if the absence is covered under the qualifying conditions. LAUSD may also, on its own, designate an absence/leave as FMLA/CFRA, if the absence meets legal requirements.				
<input type="checkbox"/> A) My Personal Illness/Injury/Disability/Medical Appointment/Accident <input type="checkbox"/> B) My Occupational Illness/Injury or Act of Violence <input type="checkbox"/> C) My Pregnancy-related Illness/Disability..... <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> D) Parental Leave (Birth of a child/Newly adopted/New foster care)..... <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> E) Illness/Injury/Disability/Accident-My Family Member (relation _____) <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Kin-Care				
NOTE: Absences "A" through "D" may qualify as Illness leave; "D", and "E" as Personal Necessity; "E" may also be Kin-Care.				
FMLA/CFRA INFORMATION				
4. Is the absence due to a "serious health condition" (see separate FMLA form for Definitions)..... <input type="checkbox"/> Yes <input type="checkbox"/> No Note: To confirm serious health condition, you are required to return "FMLA Certification of Health Provider within 15 calendar days				
5. Do you request FMLA/CFRA protections for serious health condition or other qualifying reason? <input type="checkbox"/> Yes <input type="checkbox"/> No (See District website or your supervisor for FMLA facts)				
IMPORTANT LAUSD INFORMATION				
'Physician Statement' is required if absence is over 5 consecutive days or if required by Administrator under LAUSD Rules. 'FMLA Certification of Health Care Provider' is required if FMLA/CFRA protections are being requested for serious health condition. Birth certificate or legal documentation is required for birth of a child/newly adopted/new foster care.				
6. Is the appropriate documentation submitted with this request?..... <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If the answer is "No", the correct documentation must be submitted separately and promptly.				
I certify I was/will not be employed elsewhere during my regular work hours within the time period claimed on this certification, unless taking				

Employee Safety Seal Program

This program helps reduce employee injuries while celebrating schools' commitment to safety. Schools earn "Safety Seals" by taking certain steps to ensure staff work safely and are in an environment free of hazards. These are the basics:



Ethics Policies

[BUL-4748.0 Ethics Policies](#)

We must use our Los Angeles Unified position, and LA Unified resources, for the public's benefit, not for our own, private gain.

We must avoid outside income that might be *perceived as* inconsistent, incompatible, or in conflict with our official duties.



We must avoid conflicts of interest and the *appearance* of a conflict.

Los Angeles Unified has an annual cumulative gift limit of \$100 from a single source, and a \$40 annual limit on gifts between parents/students and Principals/teachers.

Outside District Employment or Activities

BUL-049895.0 Outside District Employment or Activities

Los Angeles Unified policy mirrors state law. Under state law, a public agency employee (not just an LAUSD employee) must first disclose and obtain agency permission to engage in outside employment or other activities that may be inconsistent with the agency's mission or interfere with the agency's work.

- Read the Outside Activities Bulletin and know what it expects of you
- It's not your decision to make; prior LAUSD approval is required, and you must ask for it



Outside District Employment or Activities

BUL-049895.0 Outside District Employment or Activities

Read our Employee Code of Ethics and do your best to understand the ethical risks your outside work poses.

When you ask permission to engage in an outside activity, you must “clearly show that the outside activity does not violate the LAUSD Code of Ethics”.

Know what you can and can't do if you receive permission to engage in an outside activity.

You can't perform your outside activity during your LAUSD working hours.

If you need to do so, your supervisor (or site administrator) must approve vacation time (if available) for the hours worked and for the time required to travel to engage in the outside work.

You can't use LAUSD assets to perform your outside activity. “LAUSD assets” include work time, funds, materials, resources, supplies, equipment, and your LAUSD title and affiliation.



Family Medical Leave (FMLA)

BUL-1205.7 Family and Medical Leave Act/California Family Rights Act/Pregnancy

FMLA/CFRA (California Family Rights Act) Administration Requirements
Eligible employees are entitled to up to 12 workweeks of job-protected FMLA/CFRA/Parental Leave and up to 18 workweeks per pregnancy.

Employees must provide advance notice if the need for leave is foreseeable or as soon as reasonably possible if the need for leave is unforeseeable.

Site administrators/supervisors are responsible for providing employees with an Eligibility notice, along with a Rights & Responsibilities notice, once the status has been determined.

Employees are responsible for submitting a complete and sufficient leave certification.

Site administrators/supervisors are responsible for providing a designation (Approved or Not Approved) notice to applicants in writing.



See your administrator for guidance.
More information can be found at:
<https://achieve.lausd.net/Page/14893>

Reasonable Accommodations

BUL-4569.3 Reasonable Accommodation for Employee/Applicant with Disabilities

The District is committed to providing equal employment opportunities for employees with disabilities

The accommodation process begins as soon as an employee makes a request for accommodation.

The request for a reasonable accommodation does not have to be in writing. A verbal request should be documented by the employee or site administrator/designee.

Site administrators/supervisors are responsible for providing employees with an Eligibility notice, along with a Rights & Responsibilities notice, once the status has been determined.

Employees are responsible for submitting a complete and sufficient leave certification.

Site administrators/supervisors are responsible for providing a designation (Approved or Not Approved) notice to applicants in writing.



Non-Discrimination/Anti-Harassment (Including Sexual Harassment) Policy & Complaint Procedure (Adult to Adult)

[BUL-6612.1 Non-Discrimination and Anti-Harassment \(Including Sexual Harassment\) Policy and Complaint Procedure](#)

Applies to:

All District employees and non-employee 3rd parties including District vendors, applicants, parents, and interns (not an exhaustive list).

Policy Overview:

This Bulletin outlines the District policy as it is related to adult-to-adult protected category discrimination, harassment (including sexual harassment), and retaliation. It also outlines the complaint and investigative procedure under the policy.

Protected Categories:

Includes but are not limited to age, race, disability, sex, sexual orientation, gender identity/expression, religion, marital status, national origin, ancestry, veteran status, color, genetic information, political beliefs, and cancer-related medical condition.



When to Investigate Internally:

When the complaint is peer to peer (not involving an administrator) and allegations are one-time occurrences and not egregious.

When to refer to the Equal Opportunity Section (EOS):

When allegations involve an Administrator or when peer to peer allegations are more than a limited occurrence or the allegations are egregious.

Nondiscrimination Information & Sexual Harassment Prevention Policy

[MEM-5818.12 Nondiscrimination Required Notices and Ordering of Student Brochures](#)

[BUL-2521.4 Title IX Policy/NonDiscrimination Complaint Procedures](#)

Nondiscrimination Statement - English	Attachment A
LOS ANGELES UNIFIED SCHOOL DISTRICT	
NONDISCRIMINATION STATEMENT	
<p>The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.</p> <p>Discrimination is different treatment based on a protected characteristic in the context of an educational program, work or activity without a legitimate, nondiscriminatory reason that interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District or includes an adverse employment action.</p> <p>Hostile environment harassment occurs when a target is subjected to unwelcome conduct based on a protected characteristic, which is both subjectively offensive to the target and would be offensive to a reasonable person of the protected characteristics under similar circumstances and is sufficiently severe, persistent, or pervasive to interfere with or limit an individual's ability to effectively work or to participate in or benefit from the services, activities or opportunities offered by the District. Harassment may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or any conduct that may be threatening or humiliating. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District and can result in disciplinary action against the offending student or employee.</p> <p>Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct, or bullying based on actual or perceived protected characteristics, school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school/office has express notice or reason to know of such conduct, whether carried out by employees, students or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken regardless of whether an individual makes a complaint or asks the school/office to take action. Complainants are protected from retaliation. The District prohibits retaliation against any person who files a complaint or an appeal, reports instances of noncompliance, discrimination, harassment, intimidation, abusive conduct or bullying, or who participates in the complaint-filing or investigation process. This nondiscrimination policy applies to all acts related to school activity or school attendance within any school/office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.</p> <p><u>For inquiries or complaints related to discrimination, harassment, intimidation, or bullying of students based on actual or perceived protected characteristics, contact your school's administrator, the Title IX/Bullying Complaint Manager or:</u></p> <p>Julie Hall-Panameño, District Section 504 and Title IX Coordinator Educational Equity Compliance Office, (213) 241-7682</p> <p><u>For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment-related discrimination, harassment, abusive conduct or intimidation, contact your school administrator or:</u></p> <p>Equal Opportunity Section, (213) 241-7685</p> <p>Both Offices are located at: Los Angeles Unified School District 333 South Beaudry Avenue Los Angeles, CA 90017</p>	

The District is committed to providing a safe working and learning environment, free from discrimination, harassment, intimidation, abusive conduct, or bullying.

Federal and state law mandate that Districts annually publish and disseminate nondiscrimination notices.

The information is to be presented to all students in age-appropriate language as part of any orientation program conducted for students at the beginning of the school year or summer session as applicable.

Injury & Illness Prevention Program (IIPP)

[REF-5693.4 Cal/OSHA Log of Injuries and Illnesses](#)

The District is committed to providing equal employment opportunities for employees with disabilities.

Health and safety program required for all schools and offices by Cal/OSHA.
Here are the basics



Find more information, including the IIPP template and a training PowerPoint at:
<https://achieve.lausd.net/Page/3760>



Cal/OSHA 300A Annual Certification

[REF-5693.4 Cal/OSHA Log of Injuries and Illnesses](#)

California State law requires Administrators at every office and school to review, sign, and post the Annual Summary of Work-Related Injuries and Illnesses OSHA Form 300A.



OEHS mails the form to sites, the last week of January, but it can also be downloaded at:
<https://achieve.lausd.net/Page/3639>

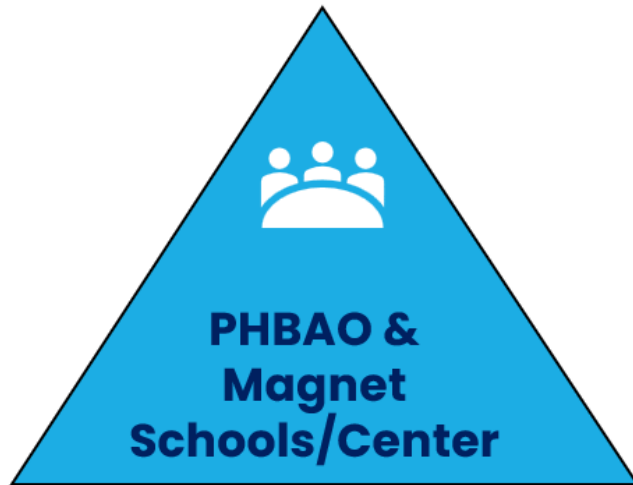
This form must be posted by February 1st until April 30th in a conspicuous place where notices to employees are customarily displayed.



PHBAO Schools

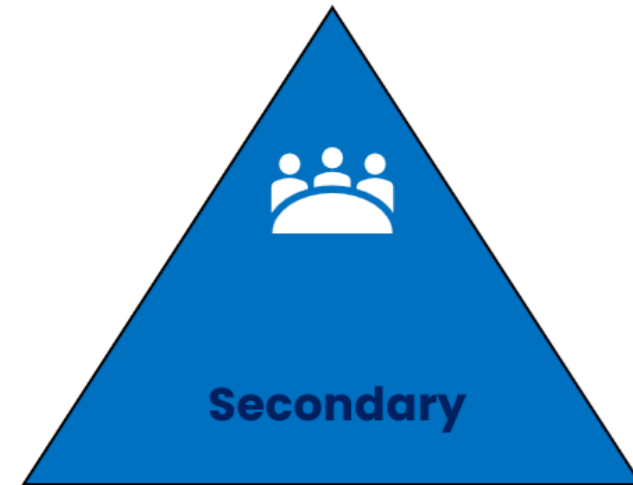
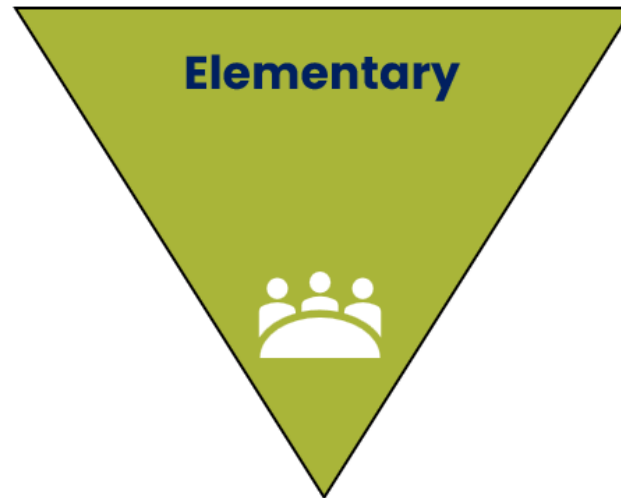
Predominantly Hispanic, Black, Asian, and Other Non-Anglo

[REF-1028.19 Parent Conferences to Support LAUSD's Master Plan for Integration in PHBAO Schools and All Magnet Schools/Centers](#)



Are required to provide two conferences between parents and teachers during the school year (one per semester) in accordance with the Desegregation Plan.

Conferences should be scheduled during the first week of the second reporting period in the fall semester and the first week of the third reporting period in the spring semester.



Conferences should be scheduled after the first five weeks of class and prior to the 15-week progress report in the fall semester and prior to the 15-week progress report in the spring semester.

Site Computer Inventory Policy



[BUL-095100.1 Site Computer Inventory Policy](#)

The current status of each device has been verified and updated in the IT Asset Management System. (i.e., checked-out, in inventory, lost, damaged, etc.)



Site administrators should designate a staff member to serve as an Inventory Device manager (IDM) responsible for managing devices inventory control.

The site administrator must submit an annual physical inventory certification of computing devices and Wi-Fi hotspots by June 30th of each year.

Section 504

BUL-4692.9 Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination/harassment on the basis of disability in any program or activity receiving federal financial assistance.

The District has specific responsibilities related to the provision of a "Free Appropriate Public Education" (FAPE) to school-age individuals with disabilities under Section 504 and the Individuals with Disabilities Education Act (IDEA).

To meet the criteria for Section 504 protections, a child must:

- Have a physical or mental impairment which substantially limits one or more major life activities
 - Have a record of such impairment
- OR
- Be regarded as having such an impairment

School personnel is required to use the Welligent Section 504 Program module when conducting section 504 activities.

The forms can be accessed by logging into the Welligent System and following the instructions outlined at:

[REF-6241.4 Mandatory Use of the Welligent Section 504 Program Module to Conduct All Section 504 Activities.](#)

Special Education

The School Self-Review Checklist, Students with Disabilities

Provides a special education “playbook” that gives you access to information from “A-Z” regarding special education policies and procedures. Sections include:

- Special Education Teams and Designees
- Beginning of School Year Procedures
- Compliance Procedures
- Compliant Timelines
- Special Education Supports and Resources

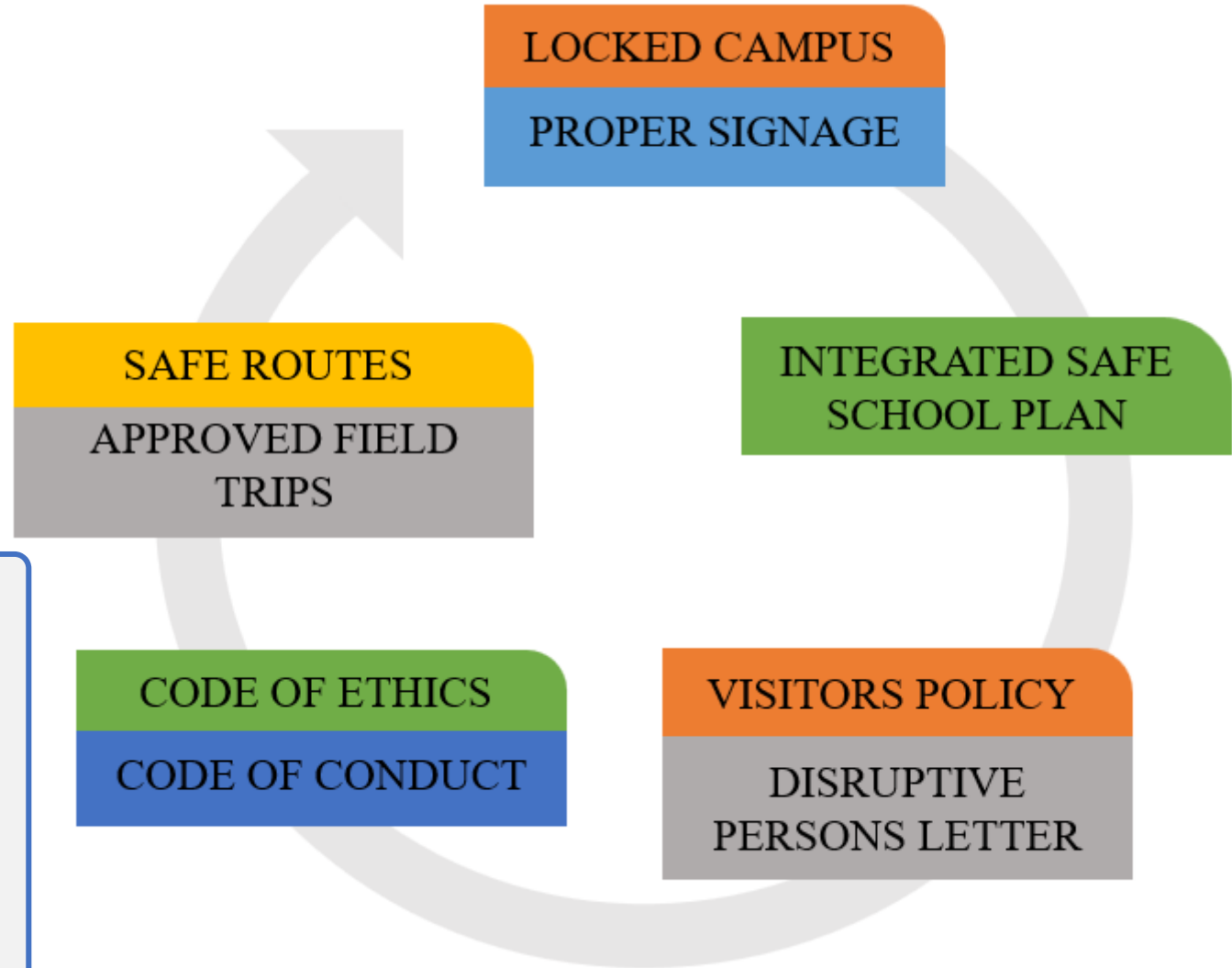
SCHOOL SELF REVIEW CHECKLIST		ATTACHMENT A		
STUDENTS WITH DISABILITIES		ALL SCHOOLS		
Due Date: _____				
Item #	Review Item	In Place	Not in Place	Not Applicable
SECTION 1: SCHOOL TEAM AND DESIGNEES				
1	The school has developed a system to ensure compliance with special education legal requirements and has appointed a Special Education Designee. https://achieve.lausd.net/spedPolicies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The school establishes a Student Support and Progress Team (SSPT) and appoints an SSPT Coordinator within the first six weeks of the school year. BUL- 6730: A Multi-Tiered System of Support Framework for the Student Support and Progress Team <i>Nonpublic Schools (NPS) - Mark Not Applicable (N/A)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The school has identified a Section 504 designee and notified staff and parents of the designee's responsibilities. BUL-4692: Section 504 of the Rehabilitation Act of 1973 <i>NPS-N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The school has identified a designee to attend IEP team meetings at nonpublic schools and coordinate public school services for all dually enrolled students in accordance with their IEPs. <i>NPS-N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The school identifies all Designees indicated in the School Designee Form: Special Education Designee, Special Education Clerk, Section 504 Designee, and Oral Interpreter(s) at IEP Team Meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	School's website contains a special education section where visitors can easily get information on special education and the name of the Special Education Designee/contact person. The following information that must be included on school's website: A: There is a section for special education on the school's website/main landing page or a menu item? Y / N B: The special education section of the website be easily located on the main page or as a menu item. Y / N C: A contact person is listed for special education inquiries. Y / N D: The language used for the special education section of the website parent-friendly. Y / N E: The special education section of the website provides parents/visitors with information about special education. Y / N F: Parents/visitors access the following special education publications on the school's website? Y / N <ul style="list-style-type: none"> • A Parent's Guide to Special Education Services: Including Procedural Rights & Safeguards • The IEP & You • The ITP & You (Secondary Schools) To mark "Yes" on Item 6 on all six items (A-F) noted above must be present on the school's website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 1 CERTIFICATION: SCHOOL TEAMS AND DESIGNEES (School Designee Form in Principal's Portal or online Charter Checklist)				
SECTION 2: BEGINNING OF SCHOOL YEAR PROCEDURES				
7	The school plans and provides school-level professional development which includes special education topics and maintains corresponding agendas, sign-ins, and evaluation forms. Additional Sped PD opportunities available via MyPLN and on DSE Website. https://achieve.lausd.net/spedEmployees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	The school plans and facilitates parent involvement activities and training to improve services and results for students with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student and Employee Security

BUL-5721.1 Student and Employee Security

The purpose of this bulletin is to provide guidelines, policies, and best practices for student and staff security on every campus.

These practices supplement existing safety practices at school sites and promote a collaborative approach by staff and students.

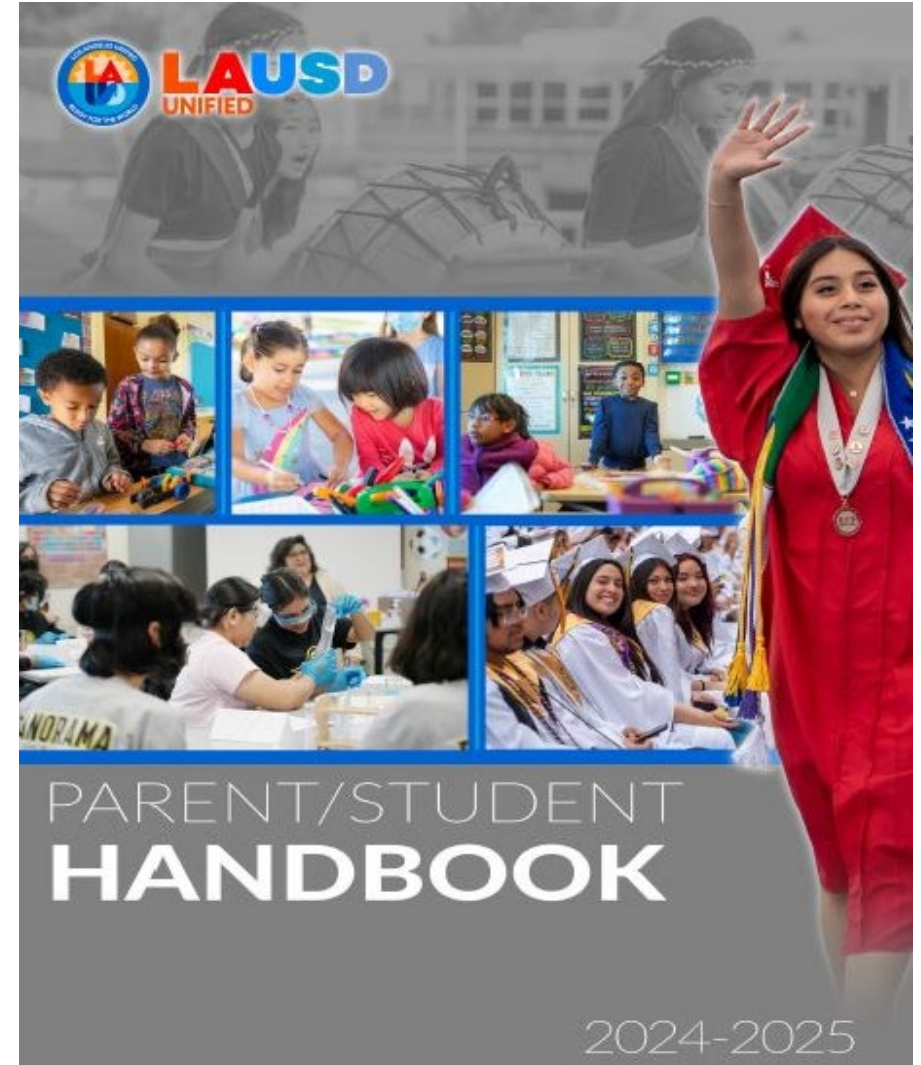


Parent Student Handbook

[MEM-5497.12 Parent Student Handbook Distribution](#)

All students will receive a Parent Student Handbook. The handbook contains resources and information for all District students and parents/guardians.

State mandated notifications and forms for parents/guardians to sign and return relative to receipt of the document and the release of student information.



Field Trips

[REF-2111.1 Field Trips Handbook and Revised Procedures](#)

Curricular Field Trip: Connected with courses of instruction or school-related.

Extracurricular Field Trip: May not be part of the curriculum, graded, does not take place during class time.

Interscholastic Field Trip: CIF-sanctioned events arranged through Interscholastic Athletics Department.

Except for Non-Sponsored Field Trips, it is the responsibility of the principal to ensure that sufficient adult supervision is available to students with disabilities.



Routine is field trip to a destination pre-approved sites must be reviewed and deemed appropriate by school site principal.

Non-Routine is a field trip to a destination not on the approved sites (this includes overnight field trips) and is deemed appropriate by the school site principal and the Local District Superintendent.

Non-Sponsored is a trip determined non-sponsored by the principal or Region if it is not related to the instructional program. The Region cannot assume responsibility or liability for a Non-Sponsored field trip.

Visitors to School Campuses Policy

BUL-6492.2 Visitors to School Campuses and Locked Campuses During Class Hours at All Schools



All exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day.



All campus visitors must have the consent and approval of the principal/ designee.



Only the main entrance to the school shall remain open during the school day and always monitored.



The Visitor's Policy must be published and distributed to parents and staff annually.

Student Body Policies

[Publication 464 Student Body Policies and Accounting Procedures - Elementary Schools](#)

[Publication 465 Student Body Policies and Accounting Procedures - Secondary Schools](#)

[Publication 469 Student Body Finance Policies - Community Adult Schools, Regional Occupational Centers, Skills Centers, and Employment Preparation Centers](#)

[Occupational Centers, Skills Centers, and Employment Preparation Centers](#)

Staff should be familiar with student body policies if they work with student body activities.



All fundraising activities must be approved by the principal.

Student Support & Progress Team

BUL-095902.0 Multi-Tiered System of Support (MTSS): Identification and Educational Supports for Students with Attentional Challenges

The purpose of the Student Support and Progress Team (SSPT) is to ensure students' needs are addressed and provides a method to evaluate the effectiveness of schoolwide Tier 1 systems and practices, including instruction and Positive Behavior Intervention Supports (PBIS).



The SSPT seeks to achieve the following goals:

- Support students in acquiring linguistic, academic, behavioral, and social competencies
- Assist schools in enhancing collaborative and supportive cultures for all stakeholders

The purpose of the Student Support and Progress Team (SSPT) is to ensure students' needs are addressed and provide a method to evaluate the effectiveness of schoolwide Tier 1 systems and practices, including instruction and Positive Behavior Intervention Supports (PBIS).



Principals can now certify their SSPT teams in the Principal's Portal

Uniform Complaint Procedure

BUL-5159.13 Uniform Complaint Procedures (UCP)

The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those laws and regulations, including but not limited to:

- Allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group

OR

- Noncompliance with laws relating to all programs and activities implemented by the District that are subject to the Uniform Complaint Procedures (UCP)

The District shall seek to resolve those complaints of noncompliance pursuant to procedures in the California Code of Regulations and the District's governing board policies and procedures under the UCP, including allegations of retaliation for participation in the UCP process and/or to appeal District decisions regarding such complaints.



Williams Complaints

BUL-4759.6 Williams Complaint Procedures

The Williams Complaints Procedures establishes the District's policy to provide public school pupils with:

- Equal access to instructional materials
- Safe and decent school facilities
- Qualified teachers

Completed complaint forms shall be filed with the principal of the school or his/her designee in which the complaint arises.

Completed complaint forms may also be submitted to the applicable Region.

Complainants may also submit a written complaint or completed Williams Uniform Complaint Procedures Form by mail, fax, or email directly as follows to the District office designated for receipt of such:

Los Angeles Unified School District
Educational Equity Compliance Office
333 S. Beaudry Ave., 18th Floor
Los Angeles, CA 90017

Phone: (213) 241-7682

Fax: (213) 241-3312

Email: williamscomplaint@lausd.net



Thank you

