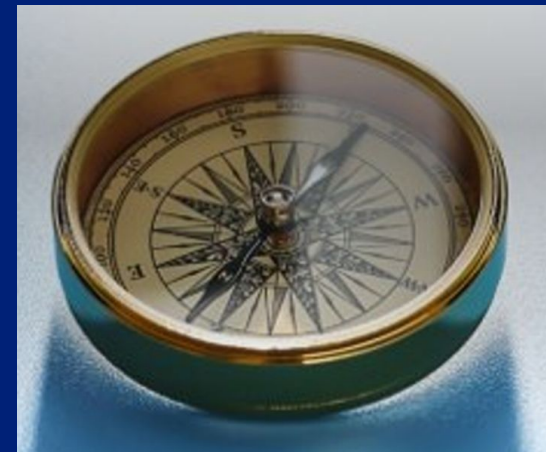




LAUSD
UNIFIED

Administrator Certification
2024-2025
Review for Offices



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.

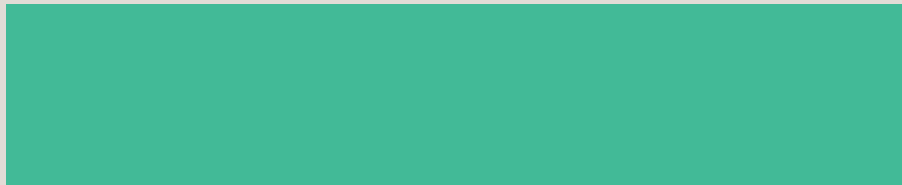
In addition, principals may have other required actions that they must complete to meet certification for each area.

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



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
Reset Form

SUSPECTED CHILD ABUSE REPORT

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? <input type="checkbox"/> YES <input type="checkbox"/> NO
	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			Street	City	Zip	DATE/TIME OF PHONE CALL
C. VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	TELEPHONE () _____
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE		
	SPOKEN IN HOME						
IN FOSTER CARE? <input type="checkbox"/> YES	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"/> 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 15th**.



Child Abuse Awareness Training

[MEM-6338.11 Child Abuse Awareness Training](#)

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

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 the 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



Crisis Response

[BUL-5800.1 Crisis Preparedness, Response and Recovery](#)



- ❑ Every school creates a crisis team that consists 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 Region 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 15, 2023**.

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.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Suicide Prevention and Awareness Training
NUMBER: MEM-6910.5
ISSUER: Pia V. Escudero, Executive Director
Student Health and Human Services
DATE: August 16, 2021
PURPOSE:

ROUTING
All Employees
All Locations
Co-located Charter Schools

The Los Angeles Unified School District (L.A. Unified) is committed to providing a safe, healthy, welcoming, and affirming learning and working environments. L.A. Unified recognizes that suicide is the second leading cause of death among youth ages 6-18 (Centers for Disease Control, 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, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

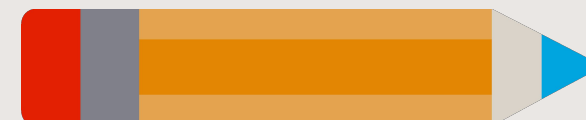
Recognizing that it is the duty of the District and schools to protect the health, safety, and welfare of all students, the District has developed an online *Suicide Prevention and Awareness Training*. This training aims to assist all employees to better understand the warning signs and risk factors for suicide, as well as have information and guidelines about what to do if they are concerned about a student's suicidal ideation or behaviors. This training is part of a District-wide focus on school safety, supporting efforts to ensure all District employees clearly understand their duty to protect our students and make appropriate referrals for support and mental health services, as needed. Additionally, this training fulfills the requirement indicated in the California Education Code Section 215, Assembly Bill 2246, (Chapter 642, Statutes of 2016).

After completing this training:

- All employees will be aware of the risk factors and warning signs for suicide.
- All employees will know whom they can go to at their school site or the District for support, as well as what mental health supports and resources they can access.

MAJOR CHANGES:

- This Memorandum is being revised to update the training requirement for the 2021-2022 school year. The following are the major changes in this memorandum:
- The training must be completed only during work hours by no later than **December 17, 2021** (pg.1).
 - For consultation and support, staff may contact the Student and Family Wellness Hotline at (213) 241-3840 (pg. 4).



Digital Citizenship

Social Media Policy for Employees & Associated Persons

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.

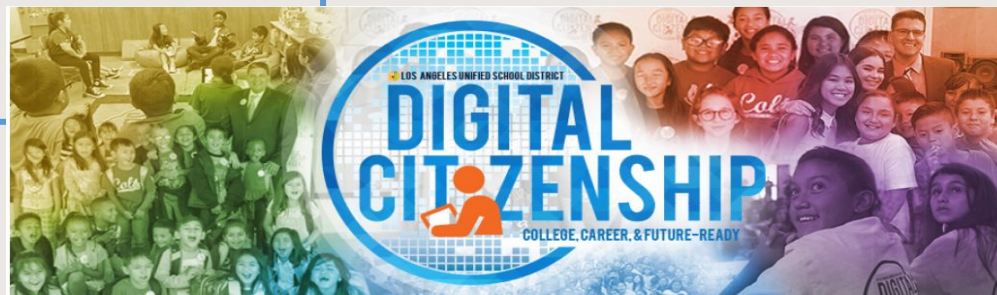
Provides operational guidance on leveraging digital spaces for online engagement with District employees, families, and students.

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



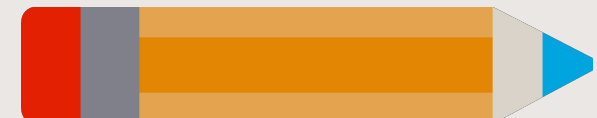
Responsible Use Policy (RUP) for District Computer Network System

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



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., cyber-bullying)
- ❑ **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.



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

EMPLOYEE INFORMATION (Please Print)

Last Name	First Name	M.I.	Employee No.
Work Location Name	Job Title	Employee's Telephone ()	

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.

A) My Personal Illness/Injury/Disability/Medical Appointment/Accident

B) My Occupational Illness/Injury or Act of Violence

C) My Pregnancy-related Illness/Disability..... Paid Unpaid

D) Parental Leave (Birth of a child/Newly adopted/New foster care)..... Paid Unpaid

E) Illness/Injury/Disability/Accident-My Family Member (relation _____)
 Personal Necessity 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)..... Yes 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? Yes 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?..... Yes 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

HR Form 1065), when

tion
 Explain _____
 on from the Court

ate or legal document

ify for FMLA/CFRA.

certification, unless taking
 use of my unwillingness to
 I certify my absence during
 e or Collective Bargaining
 wages paid as a result will

I L L N E S S

N O N I L L N E S S



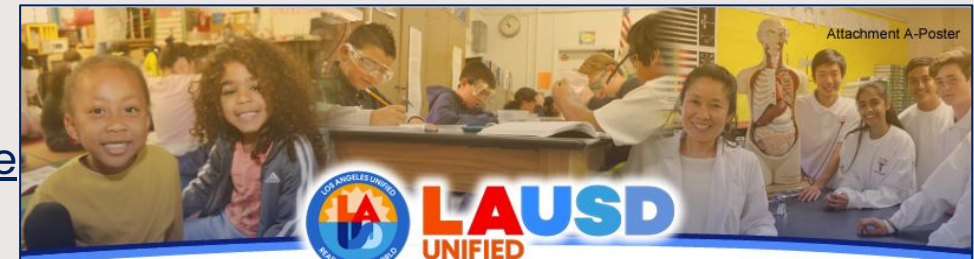
Code of Conduct

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>



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:

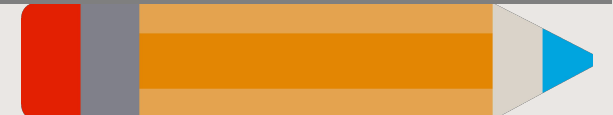
<https://lausd.wistia.com/medias/h74bfqtop2>

CODE OF CONDUCT WITH STUDENTS



FACILITATOR'S GUIDE

Educational Equity
Compliance Office
(213) 241-7682



Ethics Policies

BUL-4748.0 Ethics Policies

We must use our Los Angeles Unified position, and Los Angeles 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](#)

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-4569.14 Reasonable Accommodation for Individuals 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.



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>



Nondiscrimination Information & Sexual Harassment Prevention Policy

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

[BUL-2521.5 Title IX Policy/Nondiscrimination Complaint Procedures \(Including for Sex Discrimination and Sexual Harassment\)](#)

Nondiscrimination Statement - English Attachment A

LOS ANGELES UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

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.

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.

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.

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.

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:

Julie Hall-Panameño, District Section 504 and Title IX Coordinator
Educational Equity Compliance Office, (213) 241-7682

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:

Equal Opportunity Section, (213) 241-7685

Both Offices are located at:
Los Angeles Unified School District
333 South Beaudry Avenue
Los Angeles, CA 90017

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.



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.



Site Computer Inventory Policy

[BUL-095100.2 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.



Student And Employee Security

[BUL-5269.3 Incident System Tracking Accountability Report \(iSTAR\)](#)



iSTAR is the Districtwide electronic tool to report and document incidents involving students, employees, or the school community which occur on or near District schools and sites.

Accurate reporting enables Regions, Central Offices and other responders to mobilize efficiently and effectively and provide support to schools, and offices.



Review and update staff members with iSTAR access.



Review iSTAR reporting procedures with assigned administrator designees and other appropriate staff.



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.



Thank you

