

**ADMINISTRATORS' CERTIFICATION**  
**FALL 2018**  
<https://my.lausd.net/webcenter/portal/LAUSD>

**Pub-No.465 (Secondary) Student Body Policies**

- California State law allows any group of students within a school to organize a student body association, also known as an Associated Student Body (ASB), for the purposes of conducting activities on behalf of the school's students. However, the ASB must be approved by the Board of Education and be subject to its control and regulation.  
Secondary schools: ASB considered "organized" because there is an elected student body government and a student body advisor.

**BUL-2637.2 Crisis Response, Suicide Intervention, Threat Assessment**

- The Los Angeles Unified School District (LAUSD) is committed to providing a safe, civil and secure school environment. It is the District's charge to respond appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a completed suicide.

**BUL-5747.1 Abolition of Corporal Punishment**

- The purpose of this bulletin is to restate and reaffirm the importance of the District's policy against the use of corporal punishment. By action taken on October 15, 1984, the Board of Education determined that the use of corporal punishment as a disciplinary option at any grade level and with any student was abolished. Corporal discipline, in any form, is not to be used within this District. Corporal punishment refers to the intentional application of physical pain as a method of changing behavior. 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, or prevention of use of restrooms.

**BUL-1347.2 Child Abuse Reporting Requirements/CAAT DUE SEPTEMBER 30, 2018**

- It is the policy of the Los Angeles Unified School District that all District employees shall report instances of suspected child abuse or neglect by telephone immediately, or as soon as practically possible, to an appropriate child protective agency and shall prepare and send a written report to the same child protective agency called within 36 hours of receiving the information concerning the incident.

**Bul-5167.0 Code of Conduct with Students**

- The purpose of this policy bulletin is to delineate those situations and advise employees/individuals that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

**BUL-5159.4 Uniform Complaint Procedures (UCP)**

- The Los Angeles Unified School District (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, alleging discrimination, harassment, intimidation, and/or bullying, alleging unauthorized charging of pupil fees for educational activities or alleging failure to comply with legal requirements under the Local Control and Accountability Plan (LCAP). The District shall seek to resolve those complaints in accordance with the procedures set out in §§4600-4687 of Title 5 of the California Code of Regulations and the policies and procedures of the District.

### **BUL-3760.1 A Multi-Tiered System of Support Framework for the Student Support and Progress Team**

- This new policy outlines district-wide procedures for the Student Support and Progress Team (SSPT), utilizing a Multi-Tiered System of Support (MTSS) framework. This approach recognizes the similarities between the Coordination of Services Team (COST), Student Success and/or Student Study Team (SST) and the Language Appraisal Team (LAT), and that each uses a collaborative model to identify interventions for improved student performance. These procedures combine the existing functions of the afore-mentioned teams into a single process through the SSPT. A fully functioning SSPT replaces the COST, SST, and LAT. All schools shall establish an SSPT within the first six weeks of the school year.

### **REF-5464.7 Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures**

- All teachers are mandated by E.C. 44809, California Commission on Teacher Credentialing, UTLA Contract, and District policy to take attendance daily.

Teachers are required to:

- Submit and certify attendance in MiSiS every day for each class during the first 15 minutes.
- Record students as present, absent, tardy or left early including reason code and time in/out as appropriate.
- Record attendance on a printed Five Column Roster when unable to submit attendance in MiSiS on the same day of instruction, due to technical issues. Teachers are to add the names of any students not listed and cross out the names of any dropped students and sign and date the report.

Inaccurate and incomplete attendance records cause errors in truancy identification, loss of revenue, expose the District to potential fines in the event of an audit by the state, and prevent appropriate interventions for absent students. Teachers who do not submit attendance regularly should be counseled by their principal and assisted with meeting this required duty.

### **BUL-6231.0 Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support**

- The Los Angeles Unified School District is committed to providing all students with a rigorous educational program which prepares them to be college or career ready and productive members of society. All LAUSD students will attend schools with climates that focus on safety, teaching, learning and interpersonal relationships that enhance student learning and well-being. Every student, preschooler through adult, has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This bulletin provides guidelines and procedures for a consistent framework for developing, refining, and implementing a culture of discipline built on positive behavior support and interventions. It incorporates changes in the District policy relating to school discipline resulting from the Board Resolution-2013 School Discipline Policy and School Climate Bill of Rights.

### **BUL-5212.2 Bullying and Hazing**

- The Los Angeles Unified School District is committed to providing a safe and civil learning and working environment. The District takes a strong position against bullying, hazing, and any behavior that infringes on the safety or well-being of students, employees, or any other persons within the District's jurisdiction or interferes with learning or the ability to teach. The District prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

## **BUL-6399.2 Social Media Policy for Students**

- Los Angeles Unified School District encourages positive relationships between students, employees and associated persons. There is, however, a distinction between being supportive of students and the real or perceived breach of confidentiality or misconduct with students, including online. The purpose of this bulletin is to provide policies and guidelines regarding students social media use; to prevent unauthorized access and other unlawful activities by students online; to prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA). All social media on a District device and on the District’s Network is always subject to District policies. Social Media is more than just social networking -- blogs, wikis and messaging services are also classified as social media. At all times, in and out of school, social media use on District devices is covered by the RUP and this bulletin.

## **BUL-3722.3 Injury and Illness Prevention Program Requirements**

- California Code of Regulations and Board Rule 2351 mandate that the District maintain a safe and healthy workplace for employees. These regulations require that each work location have a written Injury and Illness Prevention Program (IIPP) with specific responsibilities and procedures to prevent employee injuries and illnesses. As a result, each District site must have a written IIPP that is reviewed bi-annually and revised whenever there is a change in the site administrator or other personnel listed in the IIPP, there is a change in operations, or when new regulations have been issued. The IIPP must be available for review by an Occupational Safety and Health Administration (OSHA) Compliance Officer during an inspection or accident investigation conducted at their facility.

## **BUL-5721.1 Student and Employee Security**

- The updated bulletin provides a supplement to existing safety practices at school sites and may be helpful to site administrators in programming events, developing guidelines, setting school policy and supporting safe school plans.

## **Bul-4759.3 Williams Complaint Procedures**

- There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class. School facilities must be clean, safe, and maintained in good repair in addition to the following:
- A school restroom should be maintained or cleaned regularly, fully operational, stocked with consumable supplies and/or a hand dryer.
- A school must keep all restrooms open during school hours when pupils are in class, and/or a sufficient number of restrooms open during school hours when pupils are in class.
- There should be no teacher vacancies.

## **Employee Attendance**

- While the vast majority of employees have a strong commitment to their work and excellent attendance, it is also clear that unnecessary absenteeism has a negative impact upon student achievement due to interruption of the continuity of instruction, and results in reduced productivity, loss of service, and significant costs to the Los Angeles Unified School District (“LAUSD”).
- Expectations:
  - Maintain regular attendance and avoid absenteeism.
  - Work every hour you are assigned.
  - Be on time each day.
  - Provide appropriate documentation for absences, as needed.

### **BUL-2521.2 Title IX Policy/Complaint Procedures**

- The Los Angeles Unified School District (District) is committed to providing a learning and working environment in which all individuals are treated with respect and dignity. Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No District student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived gender/sex (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, breastfeeding, false pregnancy, termination of pregnancy and pregnancy related medical conditions), sexual orientation or a person's association with a person or group with one or more of these actual or perceived characteristics in any District educational program or activity or to which it provides significant assistance.

### **MEM-6612.0 Non-Discrimination and Anti-Harassment Policy and Complaint Procedures**

- The Los Angeles Unified School District is committed to providing a safe working and learning environment, free from unlawful discrimination and harassment. Federal and state law and the California Education Code mandate that the District annually publish and disseminate nondiscrimination notices.

### **Special Education**

- The teachers, administrators, and staff of the Los Angeles Unified School District believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential. The mission of the Division of Special Education is to provide leadership, guidance, and support to the school community in order to maximize learning for all students within an inclusive environment so that each student will contribute to and benefit from our diverse society.

### **BUL- 4692.5 Section 504 Plan**

- The Los Angeles Unified School District is committed to providing a working and learning environment that is free of discrimination, harassment, intimidation and bullying. The District affirms that no qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination, harassment, intimidation and bullying under any District program or activity. The denial of equal access to District education programs and/or activities and/or the denial of a "free appropriate public education" (FAPE) on the basis of students disabilities is considered disability-based discrimination under federal and state law. In addition, the District must provide nonacademic and extracurricular services and activities in a manner that ensures individuals with disabilities have an equal opportunity to participate. Similarly, the District must make reasonable accommodations to its policies, practices and procedures when necessary to ensure other individuals with disabilities, such as parents and the general public, are not discriminated against on the basis of disability.

### **BUL-1205.1 Family Medical Leave Act**

- The District is committed to continued compliance with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). FMLA and CFRA require that employers provide to an eligible employee a maximum of twelve (12) work weeks of protected leave per year when the employee or a covered family member experiences a "serious health condition," or when an employee requests time to bond with the employee's child after the child's birth or placement through adoption or foster care or for military exigency leave for a covered service member. An eligible employee can be entitled to protected leave of up to 26 work weeks to care for a covered military service member with a serious illness or injury sustained while on active military duty.

## **BUL-4748.0 Ethics Policies**

- Our *Code of Ethics* helps develop trust by describing what the public can expect from us, and what we can expect from each other and our District. It plays a central role in our District's commitment to help District personnel achieve the highest ethical standards in their professional activities and relationships. Our goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

## **BUL-5181.2 Internet Safety for Students**

- All students who are provided access to the Internet must participate in an Internet Safety Education Program. Teachers, administrators, and staff are responsible to provide Internet safety education and must comply with this policy.

## **BUL - 999.10 Responsible & Acceptable Use Policy (RAUP) For District Computer and Network Systems**

- Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use be in support of the District's business and educational objectives.

## **BUL- 5688.1 Social Media Policy for Employees and Associated Persons**

- The purpose of this 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 District recognizes that during non-work hours employees and students may participate in online social media, blogs, and other online tools, District employees and associated persons should keep in mind that information produced, shared and retrieved by them may be subject to District policies and is a reflection of the school community

## **BUL-5798.0 Workplace Violence, Bullying and Threats**

- The Los Angeles Unified School District is committed to providing a safe and civil working environment. In order to fulfill the District's mission, it is essential that all LAUSD employees are able to work in an environment that is safe and free from acts of intimidation, threats of violence or actual violence. No employee shall be subjected to retaliation, reprisal, or disciplinary action for reporting acts pursuant to this policy.
- All District employees and associated persons are expected to adhere to the Board of Education's Resolution to enforce the Respectful Treatment of All Persons (October 10, 1988):
  - *The Los Angeles Unified School District reaffirms its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief...*
- Any individual who commits acts of violence or threatening or disruptive behavior in the workplace may be subject to removal from the premises, subject to disciplinary action and/or subject to criminal penalties. Non-staff members who engage in violent, threatening or disruptive behaviors may forfeit permission to remain on-site. This action may be taken when there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility.
- This policy encompasses behaviors or actions by District employees and associated adults (e.g., parents, campus volunteers, and vendors). The policy is applicable to all schools, at District and school related activities and at all areas within the District's jurisdiction.