

ADMINISTRATORS' CERTIFICATION FALL 2017

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/BUL-5747.2.PDF

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.

[http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/BULLYING%20%26%20HAZING%20\(STUDENT-TO-STUDENT%20%26%20STUDENT-TO-ADULT\).PDF](http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/BULLYING%20%26%20HAZING%20(STUDENT-TO-STUDENT%20%26%20STUDENT-TO-ADULT).PDF)

BUL-1347.3 Child Abuse Reporting Requirements/CAAT DUE SEPTEMBER 30, 2017

- 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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_GENERAL_COUNSEL/CHILD%20ABUSE%20AND%20NEGLECT%20REPORTING%20BUL-1347-3%20FINAL.PDF

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/CODE%20OF%20CONDUCT%20WITH%20STUDENTS%20BUL%20%20%20%20%20%20%20%20%20%207-1-10.PDF

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-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.

http://notebook.lausd.net/pls/ptl/ptl_apps.nbk_doc_info.docinfo?p_type=D&p_doc_id=1106655

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_RISK_MANAGEMENT/REF-6022.0%20FMLA%20REFERENCE%20GUIDE%2C%2003-25-13.PDF

BUL - 999.11 Responsible & Acceptable Use Policy (RUP) 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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INFOTECH/BUL-999.11%20RESPONSIBLE%20USE%20POLICY.PDF

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INFOTECH/BUL-5181.2%20INTERNET%20SAFETY.PDF

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.

[http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/REV%20BUL-5688%201%20%20052214%20SOCIAL%20MEDIA%20POLICY%20\(2\).PDF](http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/REV%20BUL-5688%201%20%20052214%20SOCIAL%20MEDIA%20POLICY%20(2).PDF)

BUL-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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_GENERAL_COUNSEL/BUL-6612.0NON-DISCRIMINATION%20POLICY_11_15_CLEAN.PDF

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_GENERAL_CO_UNSEL/BUL-4692.5%20SECTION%20504%20REHAB%20ACT%20OF%201973%20%2006-25-15.DOC.PDF

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OFFICE_OF_SUPE/BUL-5721%201%20STUDENT%20EMPLOYEE%20SECURITY.PDF

Pub-No. 464 (Elementary)/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.

Elementary schools: ASB is considered "unorganized" because the principal serves as the trustee with the power to make decisions.

<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/126/LAUSD%20Publication%20464%20-%20Elementary.pdf>

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.

http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/STUDENT_HEALTH_HUMAN_SERVICES/BUL-2637%202%20SUICIDE%20PREVENTION%20%20FINAL%20DRAFT.PDF

BUL-5159.7 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.

https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/383/BUL-5159.7%20UCP%20Policy%20and%20Attachments_02-2017.docx.pdf

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.

<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/383/BUL-4759.3-%20Williams%20Complaint%20Procedures.pdf>