



Division of Adult & Career Education  
Los Angeles Unified School District

## School Operations

# MOVING FORWARD

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**Santiago Jackson**  
Assistant Superintendent

**Dominick Cistone**  
Administrator

### Reminder

Please confirm all 2006-07 Safety Compliance documents items were sent to DACE Facilities, i.e. Safe School Plans V1 & V2, Shake Drills, Community Safety Meeting Verification, etc. or this may trigger an audit for your school. If you have questions – please call Veronica Graves @ 213-241-3173

### Contacts

For Assistance with Operations/Facilities issues please contact:

**Silvia Keefe**  
Tel 213-241-3150  
FAX 213-241-8980  
[silvia.keefe@lausd.net](mailto:silvia.keefe@lausd.net)

**Bill Van De Water**  
Tel 213-241-3173  
FAX 213-241-8417  
[william.vandewater@lausd.net](mailto:william.vandewater@lausd.net)

Moving Forward –  
Created by Nancy Woodrum  
Editing/Layout by - Ryan Whetstone

**Site Emergency Issues?**  
**Office of Environmental Health and Safety (OEHS)**  
Call the Hotline  
213-241-3199

## New Los Angeles Unified School District Discipline Policy for All Schools

Below are quick links to the recently posted “Discipline Foundation Policy: School-Wide Positive Behavior Support” – BUL-3638.0, March 27, 2007.

[Click here](#) to review the policy plan to be adopted and implemented at every school in the LAUSD.

Also See [Attachment A](#). [Attachment B](#). [Attachment C](#). [Attachment D](#). [Attachment E](#). [Attachment F](#). [Attachment G](#). [Attachment H](#). [Attachment I](#).

## LAUSD Superintendent’s Retirement Reception 2007

[MEM-3607.1](#) - The purpose of this Memorandum is to inform principals and employees of the 2007 Superintendent’s Retirement Reception scheduled for June 6, 2007.

Please distribute to all interested employees. Each school principal and office supervisor is requested to post [Attachment A](#) to this Memorandum in prominent locations.

Make copies available to every staff member who has indicated plans to retire this school year and mail copies home to staff at your site that have retired (July 2006 - January 2007).

## Information for District Contract Policies and Procedures

The District’s Procurement Services Group, Contract Administration Branch prepares and processes contracts for services. Their webpage is <http://contracts.lausd.net>. Please download and review the two-page “Did You Know” Pamphlet at [http://contracts.lausd.net/Docs/Did\\_You\\_Know.pdf](http://contracts.lausd.net/Docs/Did_You_Know.pdf).

## 2006-07 Planning Calendar

These are approximate dates– please look for updated communication with actual due dates.

May 2007  
-Summer Org Chart  
-Community Classroom Confirmation to DACE Facilities  
- Request for Branch Location Forms Due

June 2007  
– Fall Org Chart  
–School Inventory

July 2007  
- Student Body Finance Report

## Requests for Graduation Security Coverage

Division school administrators are reminded to arrange for necessary security coverage for upcoming graduations, at least two weeks in advance of the event date. E-mail requests to Sergeant Rory Seldon at [rseldon@laspd.com](mailto:rseldon@laspd.com) and copy Silvia Keefe.

**Branch Location Permits Due**  
May 26, 2007 – Signed forms due to DACE Facilities. Please contact **Gloria Lopez** @ 213-241-3173 or [gloria.a.lopez@lausd.net](mailto:gloria.a.lopez@lausd.net) for more information.

(DACE **Bulletin #3**  
Branch Locations)

**School Inventory**  
Please note that the annual equipment inventory certification (Attachment A) is due by **June 30, 2007** to Bill Van De Water in DACE Facilities. Please refer to BUL-953.0 (replaced BUL-273,) “Control of Site Equipment” for instructions and forms.

## Are You Investigating Complaints of Sexual Harassment?

This month's *Moving Forward* presents informal complaint procedural steps excerpted from - BUL-3349.0 - Sexual Harassment Policy - (Student-to-Student, Adult-to-Student, and Student-to-Adult)

### VIII. COMPLAINT PROCEDURES

When a complaint or a report of sexual harassment is received, it shall be given immediate attention. Described below are informal and formal methods of responding to sexual harassment complaints.

A. Informal Process – School-Site: Informal resolutions of student sexual harassment complaints should be addressed at the school site. The informal process shall be bypassed if the complainant names a principal as a respondent or the complaint alleges school-wide discriminatory practices. In those circumstances, the complainant may initiate a formal complaint and file directly with the Local District Office.

The following steps may be followed to reach informal complaint resolutions:

1. Any written or oral report of sexual harassment is to be considered a sexual harassment complaint and must be addressed. This includes anonymous reports, oral or written. If the anonymous report contains sufficient information to identify an alleged target(s) and/or accused person(s), then a reasonable effort must be made to investigate and address the allegations.
2. Assure the target(s) of the sexual harassment that the District takes allegations of sexual harassment seriously, will not tolerate such treatment, and has strong policies against sexual harassment.

3. Obtain specific information relevant to the complaint such as where, when, and the frequency with which the incident(s) occurred, as well as the identities of the alleged accused person(s) and any witnesses. If age appropriate, request that the complainant(s) provide a written statement.

4. Provide the target(s) of the sexual harassment with assurances regarding confidentiality and nonretaliation.

5. Assure the target(s) of the sexual harassment that he/she will not be required to confront the accused person(s) and that steps will be taken to monitor that the alleged harassing behavior does not continue. Provide the individual with the names of school personnel who can help if the situation/incident continues, escalates, or occurs again.

6. Interview the accused person(s) and provide assurances regarding confidentiality and nonretaliation. If age appropriate, request that the accused person(s) provide a written statement.

7. Interview any witnesses identified by the target(s) of the sexual harassment and the accused person(s) and provide assurances regarding confidentiality and nonretaliation. If age appropriate, request that any witnesses provide a written statement.

8. Provide all parties, including parents and guardians, with the District's "Nondiscrimination Statement" and/or "Sexual Harassment Policy," as applicable. Secondary students may also be provided with the District's "Title IX and Nondiscrimination" brochure (see Section V - "Notification-Dissemination-Posting"). In Grades K-6, students may be provided with the brochure, "Students Don't Let Others Bully or Harass You."

9. When assessing complaints of sexual harassment, carefully consider all available information in determining whether the conduct described in the complaint violates the District's sexual harassment policy. The following five questions should be asked:

- a. Was the conduct of a sexual nature?
- b. Was the conduct unwelcome?
- c. Did the conduct create a hostile environment for the alleged target of the harassment?
- d. Was the conduct severe, persistent, or pervasive?
- e. Did the conduct limit the individual's ability to participate in or benefit from an educational program or activity?

When the answers to questions a - e are "yes," the conduct may be considered sexual harassment. However, conduct that does not rise to the level of sexual harassment may still be considered inappropriate behavior and may require that corrective actions be taken.

10. Appropriate administrative steps in response to sexual harassment should include action(s) to end the harassment, monitoring that the conduct does not recur, and addressing any hostile environment that may have been created for the student(s) who had been the target(s) of the conduct. Response strategies may also involve the initiation of disciplinary proceedings.

11. Inform the complainant(s) in general terms that corrective actions have been or will be taken to resolve the complaint. Specific corrective actions with regard to employees or students are to be kept confidential.

12. Parents/guardians of the complainant(s) shall be informed of the filing, as well as the resolution of any complaint of sexual harassment. As appropriate, parents/guardians should be kept informed of the status of the investigation and resolution of the complaint. Care must be taken to protect the identity of the accused person(s) and any witnesses.

13. If a student has been a target of harassment based on sexual orientation or gender identity, consult with the student to determine an appropriate way to inform the student's parents or guardians of the harassing conduct. Student sexual orientation and/or gender identity cannot be divulged without permission of the student.

14. Monitor with the target(s) of the harassment that the harassment has ceased.

15. Use the "Incident Report Form - Complaint/Investigation Record" attached to this bulletin to document the actions taken to address the complaint and to monitor and assess the effectiveness of those actions.

16. The same "Incident Report Form - Complaint/Investigation Record" may be used when the conduct is determined to be inappropriate behavior that did not rise to the level of sexual harassment or when there are no findings of violations of the District's nondiscrimination or sexual harassment policies. Corrective actions may still be necessary and using the form provides a vehicle for the documentation of the investigation and the actions taken.

17. "Incident Report Form - Complaint/Investigation Record" forms must be safeguarded by keeping a separate school file for the retention of these records. Access to these records is to be restricted to those individuals who have a legitimate need for such access. These records must be kept for five years from the school year in which the complaint was filed. For accused student(s), duplicate copies should also be filed in each student's individual disciplinary file, as appropriate.

18. After monitoring that the harassment has stopped, forward a copy of the completed "Incident Report Form - Complaint/Investigation Record" to the Local District Operations Coordinator AND the Educational Equity Compliance Office - Beaudry - 20th Floor.

**Next month's issue will feature the formal process of handling complaints.**