



Los Angeles Unified School District

## School Operations

# MOVING FORWARD

DECEMBER 2006 | Vol. 2, #6 | Send This to a Friend |

**David L. Brewer III**  
Superintendent

**Santiago Jackson**  
Assistant Superintendent

**Dominick Cistone**  
Administrator

**Nancy Woodrum**  
Administrator

### Links & Downloads

OEHS Fall 2006 Newsletter

BUL-3357.0 Employee-to-Student Sexual Abuse and Related Discipline Policy

### Contacts

For Assistance with Operations/Facilities issues please contact:

**Nancy Woodrum**  
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**Moving Forward –**  
Created by  
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### DACE Administrator's Checklist

Several principals participated in the development of this document. Special thanks to Andres Ameigeiras, Dianne Baird, Jean Batey, Rosario Galvan, Bernadine Gonzales, Maureen Jensen, Susan Masters, Roger Miller, and Juan Urdiales for their invaluable assistance.

This checklist, attached for your review, is designed to be a "living" document serving as a resource in annual program planning, delegation of tasks, with active links to current district memos when possible.

CRITICAL feedback is requested on this DRAFT document for ease of use, formatting, accuracy (within the current school year), and online access to information via document links.

Please email any comments or questions to Ryan Whetstone - ryan.whetstone@lausd.net or Nancy Woodrum - nancy.woodrum@lausd.net.

### PRECAUTIONARY ADVISORY (11/27/06) (from Dan Isaacs, COO)

You may be aware that a grenade was found on the campus of Peninsula High School in Palos Verdes this morning. Along with the grenade was a note indicating that there were six more hidden on the campus. First reports indicated that the grenade was "live" and therefore students were evacuated to the nearby middle school.

This is to advise you to be especially aware of strange or suspicious objects found at your site, as unfortunately, there may be some copy cat perpetrators looking to disrupt our campuses. We have a full protocol for dealing with bomb threats and suspicious objects that can be found in Bulletin N-49, June 28, 2003, and also in the Safe School Plan, Volume 2. Please discuss these procedures with key staff members (certificated and classified) and be particularly vigilant as we approach the winter holidays.

If you have questions, please contact your Local District Operations Coordinators (Nancy Woodrum for DACE).

### REQUEST FOR PUPIL RECORDS (11/27/06)

### 2006-07 Planning Calendar

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

July 2006  
-Vendor Service Contract Agreements

August 2006  
-Vendor Service Contract Agreements

October 2006  
1 - Safe School Plan -Volume 2  
- Administrator Certification Form  
- Fire Drill (Fall Semester)

November 2006  
11-Fall Alternative Emergency Exercise- Shelter in Place Drill & Radio Test

January 2007  
- Student Body Finance Report

February 2007  
- Site Lease Agreements Due  
- Fire Drill (Spring Semester)

March 2007  
- Safe School Plan—Volume 1 (include community meeting verification and sign in sheets)  
- LAUSD "Live Violence Free" Day  
- Deadline for ordering 2007 Diplomas for June 2007 delivery.

April 2007  
- SEI Form 700 Filing Deadline  
- "SHAKE" Earthquake Exercise  
- Student Body Finance Report  
- Custodial Allotment Survey  
- Administrator Certification Form

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

June 2007  
- Fall Org Chart  
- Supervision of Instruction Training Verification  
—School Inventory

## **ACCREDITATION**

<http://www.adultinstruction.org/administrators/accreditation/>

### **2006-07 Upcoming Accreditations**

Belmont CAS  
El Camino CAS  
Reseda CAS  
Venice CAS / Skills Center

### **3 year Visit**

Harbor OC  
North Valley OC  
Westchester CAS  
Westside CAS

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### **Business Tools for Schools (BTS)**

*The latest BTS Newsletter is now available online!*

*The latest issue focuses on Employee Paycheck Changes, Understanding Annualization for Certificated Employees, and an update on Trainings for Time Reporters and Approvers.*

***Click here to download the BTS Newsletter***

#### **Who can you contact?**

- For training scheduling information, contact Maria Guzman at maria.guzman@lausd.net.
- For general project information: E-mail the BTS Project at bts@lausd.net or visit the BTS Website: <http://www.lausd.net/bts>

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#### **OEHS Safety Alert 05-07 – School Traffic Safety Tips**

Due to the fact there were over 200 traffic related injuries at district schools this alert was created. It was revised last month and re-issued. Please share with staff and students.

[Click here for Safety Alert 05-07](#)

You may receive a copy of a blanket order issued by Judge Nash of the Juvenile Court, with requests for pupil records. However, this blanket order does not meet the requirements of the Family Educational Rights and Privacy Act (FERPA, 20 V.S.C. section 1232g), which protects the confidentiality of pupil record information. **Schools should not release records with this blanket order.** If you or your staff are presented with this blanket order at your school, please do the following:

- Let the requester (DCFS worker, Probation officer, Court Appointed Special Advocate, child's attorney, or other person who brings in the blanket order and asks for pupil record information) know that you have been advised that you cannot release pupil record information with this blanket order.
- Advise the requester that a separate order for records that specifically names the child, or written authorization from the parent/guardian is required for the school to release records.
- **Contact your Field Services attorney at (213) 241-7600 to let your attorney know you have received the request.**

*If you have any questions or would like additional information, please contact your Field Services attorney.*

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### **MEM-3387.0 School Based Certification and Selective Certification**

This memorandum explains changes in the law regarding school-based certification and selective certification. As of January 1, 2007, the "Rule of Three Ranks" for School-based certification from eligibility lists will be re-instituted and "Selective Certification" for specialized knowledge, skills, and abilities will be discontinued.

[Click here for MEM-3387.0](#)

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### **BUL-3357.0 Employee-to-Student Sexual Abuse and Related Discipline Policy**

Allegations of sexual abuse must be reported in accordance with applicable law and District policy. This bulletin sets forth additional procedures to assist District personnel in responding to such allegations and in processing related discipline, when appropriate. [Click here for BUL-3357.0](#)

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For comments and suggestions for Moving Forward – Please contact Ryan Whetstone @ 213-241-3862 or e-mail: [ryan.whetstone@lausd.net](mailto:ryan.whetstone@lausd.net)

## **OFFICE OF OCCUPATIONAL HEALTH AND SAFETY (OEHS) FALL 2006 NEWSLETTER**

Please click below or visit the OEHS website to download a copy of the document. This edition features articles on Hazard Communications, Improving Classroom Air Quality, and upcoming training sessions.

[Click here to download the newsletter](#)

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### **EdSource's NEW CALIFORNIA SCHOOL FINANCE WEBSITE**

<http://www.california.schoolfinance.org>

EdSource was founded nearly 30 years ago to help explain dramatic changes in California's school finance system. Today, we once again see momentum building around issues related to how California funds its schools. EdSource can help you understand the issues and explain them clearly to other education stakeholders. You can obtain important and timely information on this topic online, in person, and in print publications:

To further California's continuing dialog on school funding and governance, this new site:

- Describes California's school finance system and how it works
- Presents detailed information about revenues, etc. and the district budgeting process.

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### **OEHS Holiday Safety Alert No. 04-11**

“Deck The Halls“ But Do It Safely. The information in the memo covers tree, light and decoration information for schools. Please review.

[Click for here the Alert.](#)