



Los Angeles Unified  
School District

**Roy Romer**  
Superintendent

**Santiago Jackson**  
Assistant Superintendent

**Dominick Cistone**  
Administrator

**Nancy Woodrum**  
Administrator

### Links & Downloads

MEM-2689.1-Uniform Complaint  
Procedures (UCP) 2006-2007

2006-07 Update of Safe  
School Plans Volume 1 & 2  
REF-1242.2

Information Sharing  
Procedures

Notification Procedures

### Contacts

For Assistance with  
Operations/Facilities issues  
please contact:

**Nancy Woodrum**  
Tel 213-241-3153  
FAX 213-241-6836  
nancy.woodrum@lausd.net

**Bill Van De Water**  
Tel 213-241-3830  
FAX 213-241-8417  
william.vandewater@lausd.net

Moving Forward –  
Created by  
**Nancy Woodrum**

Editing/Layout by -  
**Ryan Whetstone**

## School Operations

# MOVING FORWARD

**OCTOBER 2006** | Vol. 2, #4 | Send This to a Friend |

### 2006 - 2007 Update of Safe School Plans Volume 1 and Volume 2 - Update of SSP Volume 2 - Emergency Procedures

The purpose of this Reference Guide is to provide guidance to Site Administrators on the preparation and annual updating of Safe School Plans Volume 1 (Prevention Programs) and Volume 2 (Emergency Procedures)

#### Major Changes

This Reference Guide replaces REF-1241.1, Update of Safe School Plans Volume 1 (Prevention Programs) and Volume 2 (Emergency Procedures) dated September 20, 2005. Site Administrators must now certify on the Administrator Certification Form, MEM-2998.1 that they have completed and submitted Volume 1 and Volume 2 of the Safe School Plan by the required due date

2006 - 2007 Update of Safe School Plans Volume 1 and  
Volume 2 (39.26 KB approx.)

### REF-1300.2-Fall 2006 Alternate Emergency Exercise

The purpose of this Reference Guide is to provide information about the Fall 2006 Emergency Exercise to be conducted any day during the week of November 13 - 17, 2006.

Fall 2006 Alternate Emergency Exercise (38.48 KB approx.)

Attachment A - Sample Letter - pdf  
Attachment B - Evaluation Form - pdf

### Business Tools for Schools (BTS) Training

#### ADMINISTRATORS ASSIGNED TO COMPLETE BTS TRAINING PLEASE BEGIN AS SOON AS POSSIBLE!!

To access your "My Change and Training Guide" click <http://saptm1p.lausd.net/tmweb/prod/changeguide/>. Enter your e-mail address including the domain name (e.g. @lausd.k12.ca.us or @lausd.net) and click on "Submit".

Your BTS checklist of next steps

### 2006-07 Planning Calendar

These are tentative and based on last year's timeline.

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

**REF-3180.0-Business  
Services Division Contact**

## **ACCREDITATION**

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

### **Focus Groups Home Groups**

#### **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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### **Access to CA Political Information**

Do you need access to CA political information, elected officials, or issues and legislation?

Check out  
[www.cacities.org](http://www.cacities.org)

This is the website for the League of California Cities and contains a plethora of information.

*contributed by  
Mike Wada*

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### **LAUSD Police Department Adult School/SSO Newsletter**

*Please review the  
latest edition on the  
DACE Website*

**CLICK HERE**

[www.laspd.com](http://www.laspd.com)

- Register for training starting now
- Manage time with your supervisor for you to attend training if necessary
- Only enroll in the courses assigned to you
- For school personnel who have recently changed jobs complete the Position Change Request form located on the BTS website. For Payroll, HR, and other areas contact your department head to change your role in SAP.

Thank you in advance for your cooperation. Your active participation in training activities will help achieve a seamless transition to the new system. We are committed to the success of the project and to your success in adapting to your role in SAP. If you are involved in recruitment and budget activities, you should receive additional training e-mails post January 1<sup>st</sup>.

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

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

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#### **REF-1967.1-Calendar of Student Body Finance Reports for All Schools-Fiscal Year 2006-07**

The purpose of this Reference Guide is to provide due dates for Student Body Financial Reports for fiscal year 2006-07. For more information contact Roger Solis at 213-241-2163

Calendar of Student Body Finance Reports for All Schools-Fiscal Year 2006-07

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#### **MEM-2699.0-Annual School Program Survey for Community Adult Schools, Fall 2006**

The purpose of this memo is to provide important information regarding the Annual School Program Survey to permit advance planning at the school site. There are changes in the survey count and due dates. For SIS Assistance call Krimhilde Roth, 213-241-6967

Annual School Program Survey for Community Adult Schools, Fall 2006

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#### **MEM-3231.0-Calendar of Commemorative Dates and Observances, School Year 2006-2007**

Calendar of Commemorative Dates and Observances, School Year 2006-2007

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)

## **Numbers**

The purpose of this Reference Guide is to provide the educational community quick, convenient access to the Business Services Division hotlines and contact numbers for frequently-needed services and information. The Materiel Management Branch was moved from within Procurement and is now a direct report to the Business Manager's Office. Employee Benefits (Health Insurance) is no longer part of the Business Services Division. Employee Benefits is now part of the Division of Risk Management and Insurance, and can continue to be contacted at (213) 241-4262 Business Services Division Contact Numbers

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#### **Back-to-School Items in the Stores Warehouse**

Take a look at some of the Back-to-School items available in the Stores Warehouse.  
Back-to-School Items in the Stores Warehouse

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#### **BUL-2469.0-Pupil Records: Access, Confidentiality, and Notice of Educational Rights**

This bulletin establishes policy and procedures for compliance with confidentiality and privacy provisions regarding pupil record information.

Pupil Records: Access, Confidentiality, and Notice of Educational Rights

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#### **MEM-2689.1-Uniform Complaint Procedures (UCP) 2006-2007**

The Los Angeles Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination.  
Uniform Complaint Procedures (UCP) 2006-2007