

# Moving Forward

<http://operations.adultinstruction.org>

September 2006

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## Links & Downloads

**Superintendent's Emergency Notification System**

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

**Information Sharing Procedures Notification Procedures**

## Contacts

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## Business Tools for Schools

Please review the latest issue of the project newsletter, **BTSCONNECT**. The newsletter is intended to provide current project information for the many District employees who will utilize the new integrated system. Also review the following related BTS memo:

**MEM-2632.0 Business Tools for Schools System Access and Training for Schools**. The purpose of this Memorandum is to request that each principal identify key school positions that will be responsible for major business activities at each site so that we can provide for the training of these individuals in the fall. Attachment C is specifically for Adult Schools.

## Administrator Certification Form 2006-07 (click title for the memo)

The "Administrator Certification Form" is re-issued for the 2006-2007 school year to enable schools and offices to certify that the required actions and activities have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures.

The form covers "certification" of compliance with: - Antibullying Policy - Child Abuse Reporting Procedures - Distribution of Parent Student Handbook - Hate-Motivated Incidents/Hate Crimes Policy - Nondiscrimination/Harassment Policies/Procedures - Safe School Planning Mandates - Student and Employee Security Policy/Procedures and Uniform Complaint Procedures (UCP).

## 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

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

December 2006  
- Alternative Fall Emergency Exercise  
- Workplace Harassment Prevention Training (required for all administrators)

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/>

*Please visit the Division of Adult and Career Education Accreditation website for accreditation samples created by Susan Acuff, Self-Study Coordinator, WASC FOL, El Camino Real Community Adult School. These items include:*

- Timeline for general activities
- Timeline (short) for ESLR preparation
- Sample kick-off meeting flyer
- Outline of Accreditation process for the school
- Sample Mission Statements
- Checklists for APO
- Checklist for APACS
- Memo to Teachers for ESLRs
- Lesson Plans for ESLRs
- Community Survey Form
- Student Interview Guidelines and Forms
- Peer Observation Form

### Accreditation Made Easy

*(these "Made Easy" topics include leading questions, suggested ways to answers the questions and evidence examples)*

- Organization for Student Learning (simplified language)
- Curriculum and Instruction
- Support for Student Personal and Academic Growth
- Resource Management & Development

Focus Groups & Home Groups  
(coming soon)

**2006-07 Upcoming Accreditations**  
**Belmont CAS**  
**El Camino CAS**  
**Reseda CAS**  
**Venice CAS and Skills Center**

**3 year Visit**  
**Harbor OC**  
**North Valley OC**  
**Westchester CAS**  
**Westside CAS**

Here are links to the reference memos for the Administrator Certification Form (click on the document title):

### • **Antibullying Policy (In Schools, at School-Related Events, and Traveling to and from School)**

Bulletin No. BUL-1038.1, dated August 16, 2004, issued by the Office of the Chief Operating Officer.

### • **Child Abuse and Neglect Reporting Requirements**

Bulletin No. BUL-1347, dated November 15, 2004, issued by the Office of the General Counsel.

### • **Order and Distribution of Student Brochures – "Title IX and Nondiscrimination" and "Section 504 and Students with Disabilities"**

Memorandum issued annually by the Office of the General Counsel.

### • **Parent Student Handbook Distribution –**

Memorandum issued annually by the Office of the Chief Operating Officer.

### • **Required Nondiscrimination Notices –**

Memorandum issued annually by the Office of the General Counsel. (Reminder to schools and offices to publish and disseminate required nondiscrimination notices.)

### • **Responding to and Reporting Hate-Motivated Incidents and Crimes**

Bulletin No. BUL-2047.0, dated October 10, 2005, issued by the Office of the General Counsel.

### • **Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)**

Bulletin No. BUL-1041, dated May 10, 2004, issued by the Office of the General Counsel.

### • **Sexual Harassment Policy – Employees**

Bulletin No. BUL-1893.1, dated August 1, 2005, issued by the Office of the General Counsel.

### • **Student and Employee Security**

Bulletin No. BUL-2368.1, dated March 6, 2006, issued by the Office of the Chief Operating Officer.

### • **Uniform Complaint Procedures (UCP) –**

Memorandum issued annually by the Specially Funded Programs Division. (This memorandum clarifies that uniform complaints may be used to file noncompliance or unlawful discrimination complaints and/or to appeal District decisions regarding such complaints)

### • **Update of Safe School Plans Volume 1–(Prevention Programs) and Volume 2 (Emergency Procedures) –**

Memorandum issued annually by the Office of Environmental Health and Safety.

### • **Title IX Policy/Complaint Procedures, Bulletin No. BUL-2521.1**

Dated June 7, 2006, issued by the Office of the General Counsel.

### **LA City Assistance for Crime Victims**

Contact the City Attorney's Office  
(213) 485-6976

**Alert!!**

**October 5 – World Can't Wait Day**