

**SUNNY BRAE AVENUE SCHOOL
DISTRICT POLICIES**

A complete hard copy of each Bulletin is available in the office or can be accessed at Inside LAUSD. Each employee is responsible for knowing District Policy and reading each bulletin, reference guide, and memorandum.

Abolition of Corporal Punishment BUL-5747.2 02/13/17 *

- Read bulletin and opening bulletin.

Acceptable Use Policy (AUP) For District Computer Systems BUL-999.11

- All users of the Los Angeles Unified School District (LAUSD) computer systems by either students or employees are subject to the LAUSD's Acceptable Use Policy (AUP).
- Employees will assent to the policy when they activate their District account or change passwords.
- All children using the computer must review and sign an AUP from this school year on file.

Bomb Threat– N-49 Explosive Device Threats BUL-6460.0

- Person receiving phone call should remain calm, take call seriously, and get as much information as possible from caller including location of device. If possible, complete bomb threat sheet. Try to keep caller on phone as long as possible.
- Office has procedures to follow

Bullying and Hazing Policy (Student to Student, Adult to Student, Student to Adult) BUL 5212.2 November 26, 2014 *

- Definition- "bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved.....typically repeated over time and includes the use of hurtful words and/or acts."
- Verbal, nonverbal, physical, emotional, cyber bullying
- Staff responsibility- create an environment where students understand that bullying is inappropriate and will not be tolerated; discuss aspects of bullying and strategies to prevent it; establish a system of reporting bullying in the classroom; intervene and take immediate corrective action. Include the administrator.

Buses for Student Trips and Other School Activities BUL-1521.1

- Policy and procedures pertaining to the ordering of district school buses or hiring private charter bus operators

REF-2111.1 Field Trip Handbook and Revised Procedures

- Revised procedures for the handling of field trips and approved field trip list.

Child Abuse and Neglect Reporting Requirements BUL-1347.3; CAAT MEM-6338.2 *

- **All District employees** are legally required to report any suspicion of child abuse.
- The definition of child abuse is contained in this bulletin which you should have in your staff notebook. If you do not have a copy, let the office know.
- This policy must be reviewed twice a year.
- Any source of information may be used to gather information such as anonymous, friend, or the victim.
- **Suspected abuse/neglect needs to be reported to DCFS or local law enforcement via phone, immediately.**
- **A written report must be made within 36 hours and mailed to DCFS or local law enforcement.**
- **You may also complete the written report on-line at dcfs.co.la.ca.us**
- Annual certification for all employees on responsibilities- CAAT on the learning zone.
- **See Deborah or Elizabeth for phone numbers to call**

Code of Conduct With Students: MEM-4400.0, July 30, 2008; BUL-5167.0 *

- Delineates situations to avoid that may create a possible, or a perception of a, breach of responsible, moral and/or ethical relationship with students.
- Employees are expected to use good judgment.
- The District is obligated to investigate allegations, and if warranted, take appropriate administrative and/or disciplinary action.

Compliance with the 1976 United States Copyright Law BUL-714 .0

- District does not sanction illegal use or duplication in any form
- Federal law and District policy prohibit the use of unauthorized computer software on District computers and networks.
- All computer software used by the District is not to be reproduced or otherwise copied without prior approval from the manufacturer.
- This policy must be reviewed with all employees.
- Sites are to maintain a log of software licenses.

Discipline Foundation Policy: School Wide Positive Behavior Support BUL-6231.0 February 14, 2014

- See attached school-wide policy

Drug, Alcohol, and Tobacco Free Workplace BUL 6488.1 Sept 19, 2016

- Replaces previous bulletin to inform district personnel of zero-tolerance LAUSD policies for drug, alcohol, and tobacco free workplaces
- Employees must abide by this policy as a condition of employment and every employee will receive a copy of information related to this policy

Email Etiquette

- The use of appropriate, business-like language in email is important (liability, professionalism, and efficiency)
- Do not send an email that you would not want printed on the front page of the LA Times.
- Do not indiscriminately copy many people on emails you send.
- Do not forget that LAUSD email accounts are not personal accounts.
- Do not forward an email from other people without their explicit permission.
- Do not respond to parent emails as you would to a colleague email.
- Avoid "copying up" (carbon copying to a supervisor) or sending a "bcc" (blind carbon copy) as a way of talking behind someone's back as this is inconsiderate.

Emergency Procedures: Bulletin 1314, REF-5803.3 03/02/16

- Be sure to review the school procedures regarding emergency procedures.
- Bell signals which require your immediate action:
 - Fire drill: a series of intermittent bells for 10 sec., 5 sec, pause, repeated (evacuate classroom to yard)
 - Security drill: 2 long bells, 2 short bells (lock room)
 - All clear: 1 long bell, 30 sec. in duration
- One time per month for fire drill and earthquake

Employee to Student Sexual Abuse and Related Investigation and Notification Policy BUL-6543.2

Ethics Policies BUL-4748.0 and Employee Code of Ethics *

- 3 Core Principles: commitment to excellence, district and personal integrity; responsibility
- Follow rules and policies that govern District personnel
- Ask for guidance
- Decline gifts in excess of \$100

Field Trip Procedure: Updated forms on file in office

- Form 34.EH57 utilized anytime students leave campus.
- Forms submitted at least three weeks ahead for authorization.
- Trips must fall within curricular guidelines.
- Students must be supervised by certificated staff at all times.
- Parents may not transport students in private vehicle.
- School must use LAUSD buses or a company on the LAUSD approved list.

- Students/parents cannot be charged admission fee (see sample letter for wording of request). No student can be denied due to lack of monetary donation.

Guidelines for Use of Videotapes, Audio/Visual Materials Not Owned, Broadcast or Recommended by the District: BUL-1270 BUL-5210.1 08/22/16

- "Videotapes or films shown at school must be relevant to the curriculum being studied and appropriate for the age and maturity level of students being taught." Videotapes shown at school must meet established District and State criteria for the evaluation of instructional materials with respect to racial and gender stereotyping and depiction of violence, even in animation.
- Principal and parental approval is needed for "PG" rated shown in elementary schools.
- "G" rated videos need teacher review for appropriateness and principal approval.
- Videos rated NC-17, R, and PG-13 may not be shown in elementary school.

Hate Crime and Bias-Motivated Incidents: BUL 2047.1 June 15, 2015

- Hate Crime – "an act or an attempted act by any person against the person or property of another individual or group which in any way constitutes an expression of hostility toward the victim because of his or her race, religion, disability, gender, ethnicity, or sexual orientation. Examples: threatening phone calls, hate mail, vandalism, cross-burning, destruction of religious symbols, fire bombings, assault.
- Bias-motivated Incident: "School related behavior which constitutes an expression of hostility against the person or property of another because of the victim's race, religion, disability, gender, ethnicity, or sexual orientation.
- Motivation of incident determines into which category the incident falls, i.e. insults, slurs, distributing or posting hate group visuals, defacing, removing or destroying posted materials, positing or circulation of demeaning jokes.
- All incidents must be reported to an administrator.
- Staff should: Respond quickly; Ensure physical safety of victim; Reassure victim/victim's family this will be taken seriously; Complete investigation; Submit hate crime report and determine appropriate disciplinary action to be taken; Follow up as necessary

Incident Reporting Procedures- ISTAR BUL-5269.2 07/10/13

- Report goes to ESC-Northwest Operations coordinator

Injury and Illness Prevention Program BUL-3772.3 * 08/26/13

- Mandated to maintain a safe and healthy workplace for employees
- IIPP is the written plan with specific responsibilities and procedures to prevent injuries and illness, located in the main office.

Internet Safety for Students BUL 5181.2*06/01/13

- Teachers must educate their students on internet safety at least annually.
- Resources for implementing this can be located at: <http://edtech.lausd.net/safety>

Lockdowns and Rapid Relocations Procedures for all Schools BUL -5669.2 June 26, 2014

If a lockdown occurs, the Principal/Designee will initiate the Incident Command System (In Safe School Plan, Vol. 2)

Principal/Designee directs students and staff to go into "lockdown" procedure; special code words will not be used

Staff/students remain in classrooms until directed

Mandated Reporting of Certain Student Behavior BUL-3927.2

- Pursuant to Ed Code Sect 49079 and Welfare and Institutions Code 827, this guideline provides procedures on how to report, maintain and disseminate confidential information and penalties for failure to report and breach of confidentiality

Nondiscrimination/Harassment Policies/Procedures MEM-5818.5 May 15, 2017 *

- **Employees**
Nondiscrimination Statement and Sexual Harassment Policy are given to employees annually and must be posted in each classroom.
- **Students**

Notice is provided for families in the "Parent Student Handbook" Section 504 and Students with Disabilities brochure is given to every student at time of enrollment.

- Nondiscrimination Statement and Sexual Harassment posters posted in schools

Online Bell Schedule / Instructional Minutes-Elementary REF-683.15 04/11/16

- Regular Day
- Bank Day (Tuesdays Only) begins first week of school
- Shortened Day
- Minimum Day

Organizing for Assessing & Managing Threats-Threat Assessment-BUL-1119.1 BUL-5799 07/16/12

- A system of threat assessment and management

Organizing for Crisis Intervention BUL-962.1 BUL-5800.0 10/12/15

- Interventions and subsequent actions for crises that have a psychological impact on schools

Parent Student Handbook Distribution-Mem-2563.1 distributed annually

- Issued annually to every student in the past, however will be acknowledged by parents when they set up an account and access the Parent Passport online.
- Posted on LAUSD website at www.lausd.net

Permission to Be On Campus during Non-School Hours:

- "It is urgent that the number of entries to sites during non-business hours be kept to a minimum in order to enhance the safety of personnel and security of the property."
- Non-business hours are defined as those hours when the plant manager, custodian, or principal are not on campus. Plant manager arrives at 6:30 a.m. and night workers leave about 10:30 p.m.
- Non-business hours also include Saturdays, Sundays and other holidays when school is not normally in session.
- Access to the site during non-business hours must be authorized by an administrator two days prior to the date of the intended entry. A copy of the written authorization is to be forwarded to School Police.
- All staff members who enter the school site during non-business hours must immediately notify the School Police upon arrival and notify School Police upon leaving. School Police will request identification information. The telephone number is (213) 625-6631. Be aware that a school phone is not available for these phone calls as the office will not be open.
- Our school is alarmed and, therefore, no access is possible without administration or plant manager on site.

Physical Education Program BUL-4656.3 04/28/15

- The required instructional minutes for PE in grades 1-6 are 200 minutes every 10 days, exclusive of recess and lunch. For grades TK and K, PE is inclusive of the TK/Kindergarten day.
- Teachers with a Multiple Subject Credential must plan the physical education instruction program, deliver instruction, evaluate students and assign grades in PE, for a maximum of one period per day for his/her individual class (EC Section 44256).
- Instructional aides, paraprofessionals, and volunteers may not be used to plan, provide or assess PE instruction nor decrease the student/teacher ratio for PE (EC Section 45340-43567).
- There are monitoring requirements, which include teacher providing evidence of planning to reflect the correct time and day as shown in the school-wide PE schedule; write the standard or skill that the students are to learn at that period of time, ie, "Standard Grade 2, 1.15 "Foot-dribble, with control, a ball along the ground." Additionally, teachers must submit their schedule with exact PE times to the Principal certifying their required PE instructional minutes on a monthly basis.

Prohibition Against Juvenile Loitering Between 8:30 a.m. and 1:30 p.m. L.A.M.C. sec.45.94

- Minor must be accompanied by an adult unless on an emergency errand, going to or coming from place of employment, going to or coming from medical appointment, or has an off-campus permit.
- Be in school during school hours or pay up to \$250 in fines and/or perform 20 hours of community service.

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

BUL-2469 April 24, 2006

- Teachers must sign acknowledgement of policy
- In general, parents have an absolute right of access to pupil records.
- Records are confidential- do not share with other parents, students, etc.
- Parents who request records for students with disabilities must fill out a request form. This form needs to be logged in the Records Request Log Book kept by Carletta and then faxed downtown.

Reassignment (Housing) of District Certificated and Classified Employees BUL-5813.0 BUL-5168 07/21/10

Records Retention and Destruction BUL-5597.0 BUL-6825.0 02/13/17

- Emails older than 90 days will be automatically deleted from the email system
- Printed emails ("hard copies") are considered records
- Archived emails are not subject to deletion; however, the Bulletin discourages archiving of emails

Required Information Provided to Substitute Teachers BUL 6524 June 22, 2015

- Defines information each classroom teacher shall provide to the substitute teacher to competently perform the duties of the classroom teacher. Including but not limited to: attendance information, lesson plans, class rosters, and student's exceptional needs, such as IEP/504 information.

Restitution Procedures for Loss or Damage of School Property BUL-5509.2 03/07/17

A student's parent or guardian is liable for any LAUSD property that a student loses or damages. After due process, a student's grades, diploma, and transcripts can be withheld until the student or parent pays for the lost or damaged property.

Safe Schools Plan REF-5511.7-07/28/17 (all three volumes)

- Volume 1: Coordinated Safe and Health School Assessment / Practices
- follow same as last year until it is updated in November
- Volume 2: Emergency Procedures
- Follow same as last year until it is updated this month
- Volume 3: Recovery Procedures
- Follow same as last year until it is updated this month
- Our Safety Committee members are...

Safe School Planning Mandates- REF-1242.3 May 15, 2007

- Both volumes are updated at least once yearly.
- School Safety Planning Committee reviews and updates plans

School Site Key Control BUL-2374.2

- All keys must be signed out / signed in with Elizabeth
- Keys must not be in student's hands

Section 504 and Students With Disabilities Bulletin No. BUL-4692.5 06/15/15

- American Disabilities Act- Provides accommodations for students with disability
- 504 provides accommodations for students with a disability, but not eligible for an IEP
- Prohibits discrimination based on a disability.
- Designee is Dave Price, APEIS
- Team that determines if a student qualifies for a Section 504 Accommodation Plan.
- If a student does not qualify but a child needs accommodations, these may still be established for a child through an SST; however it must be written on school letterhead and distributed to child's teacher.

Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to Adult) BUL-3349.1 08/06/14

- Definition of sexual harassment- "unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting (whether it occurs between individuals of the same sex or individuals of the opposite sex)"

- Verbal, Visual, Physical, Threats, Demands, or Pressure
- Prohibits anyone at school from discriminating against anyone on the basis of gender.
- No student, teacher, administrator or other school employee can make unwelcome sexual advances to you or request sexual favors from you, touching or speaking in a sexual manner is prohibited.
- Required notification of this policy to parents; also posted at school.
- Incidents of student-to-student sexual harassment or behaviors are NOT to be ignored.

Sexual Harassment Policy (Employee-To-Employee BUL-1893.1 August 1, 2005 *

- Definition of sexual harassment – “unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of opposite sexes....”
- Complaints should be reported to site administrator or designee

Student and Employee Security BUL- 5721.1 2/25/13*

- Lock classroom doors when working alone before or after school hours.
- Exercise stringent control of assigned school keys.
- Secure all personal valuables.
- Establish and maintain a buddy system when working in isolated areas and/or traveling to and from parking areas at the start and close of school.
- Visitors must sign-in and out in the main office.
- Children not enrolled are not allowed without prior consent of the administrator.
- Visitor policy needs to be posted.

Social Media Policy for Employees and Associated Persons BUL-5688.1 01/29/15 *

Social Media Policy for Students BUL 6399.2 July 18, 2018 *

Approved social media at school is to be under the direction of a teacher or school leader
Students shall engage in privacy practices and respect the privacy of others

Suspensions of Students ~~BUL-3819.0~~ BUL-5655.3 10/10/16

- No one can call a parent to pick up a child who misbehaves. There is no such thing as an informal suspension.
- Alternatives to suspension must be utilized except when the offense is a Category 1
- Category 1 Offenses require immediate suspension followed by a recommendation for expulsion, i.e., possessing, selling or furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance; committing or attempting to commit a sexual assault or committing a sexual battery; possession of an explosive.

Expulsion of Students ~~BUL-4655.0~~ BUL-6050.2 10/10/16

- Is a formal process; requires documentation

Transgender and Gender Nonconforming Students Equity ~~REF-1557.0~~ BUL-6224.1 08/15/14 teaching tolerance.org.

- “All employees will so conduct themselves in the course of their employment by word, gesture, act and demeanor so as to assure that all others will be accorded just and equitable considerations, regard and treatment. Prejudice or discrimination in any form is deemed to be unethical, as well as illegal, and will not be tolerated. Any violation of this policy will result in disciplinary action.”
- The LAUSD reaffirms its policy that students and adults in both schools and office should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation or political belief...” (Excerpted from a resolution unanimously passed by the Board of Education, October 10, 1988.)

Title IX Policy/Complaint Procedures-BUL-2521.1 June 7, 2006

- “No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”
- Policy provided as part of any orientation program
- Schools encouraged to resolve through Title IX Complaint Manager

Uniform Complaint Procedures (UCP) BUL-5159.8 July 30, 2018

- May be used to file complaints with the District or to appeal district decisions which concern unlawful discrimination under federal/state laws.....”
- Verbal or written complaints are sent to Title IX Complaint Manager within 6 months of incident.

Use of Cellular Phones by Students BUL-2576 BUL-5468.0 05/04/11

- Student can have cell phones and pagers but they must be in the off position and not visible during school hours, i.e., in pocket, backpack, etc.
- Students are allowed to text, page or make calls before and after school hours with their device.
- If confiscated by an administrator due to infraction of the policy, a parent/guardian must redeem the device.
- District is not responsible for lost or stolen devices.
- **SAFETY PRECAUTIONS:** Cellular phones transmit Radio Frequency (RF) Waves and should NEVER be turned ON during a response to a bomb threat. It may detonate a bomb within 500 feet.

Vendors at or near School Campus BUL-4994.0012/21/09

- Policy which prohibits commercial vendors in proximity to the schools and procedures to report non-compliant vendors.
- Vendors cannot be within 500 feet from any school property while children are going to or leaving school during opening or closing hours or during the lunch recess period.

Visitors to School Campuses BUL-1325.1 BUL-6492.2 2/21/17

- Visitor's Policy is communicated to parents through opening letter, back to school night, and posted in main office and each room.
- Campus Aides will assist with enforcing the school policy.

Williams/Valenzuela BUL-4759.4 07/30/18

- School sites should have sufficient supplies textbooks and materials.
- School facilities must be clean, safe, and well maintained.
- There should be no teacher vacancies.
- There should be no teacher mis-assignments.
- Pupils who have not passed the CAHSEE are to be afforded additional opportunities to pass for 2 additional years following completion of high school.
- Complaints are to be addressed to Educational Equity Compliance Office.

Worker's Compensation REF-1279.2 01/19/16

- The purpose of this reference guide is to provide information and establish procedures for work-related injuries or illnesses.
- All schools and offices are to display Attachment A: If a Work Injury Occurs
- Employees may pre designate a physician. Supervisors are to maintain this form in the employee's Personnel file.
- When an injury or illness occurs:
 - If emergency attention is needed, call 911
 - If the injury is not an emergency, refer employees to Attachment C for a list of authorized medical providers.
- How to report an injury:
 - Complete the Workers' Compensation Injury Report Worksheet (Attachment E).
 - Call the Sedgwick CMS Claims Intake Center at (800) LAUSDWC (1-800-528-7392).
 - Complete DWC-1 Form: Employee's Report of Injury (Attachment F)
- Time reporting: Any time lost resulting from the injury should be reported as WC. The day the injury occurred is to be reported as “Regular” time.
- Salary Continuation Benefits Verification Form (Attachment G)

- This form is required to report the first three days of absence due to an industrial injury or illness. It is also to be completed if additional absences, such as therapy and follow-up doctor visits, occur after the employee returns to work.
- Leave of absence: An employee who is absent from work due to a work-related injury must comply with all Personnel requirements, such as submitting leave of absence paperwork and medical verification of illness.
- Employees returning to work: An employee who returns to work from an industrial injury leave must present a medical release signed by the appropriate doctor which identifies work restrictions, if any.

Workplace Violence, Bullying and Threats (Adult to Adult) BUL-5798.0 07/16/12