



Believe ♦ Behave ♦ Become

Calendar Dates

Selected AP Make-up Session	4/18
Administrative Professionals Week	4/22-4/28
School Bus Drivers Appreciation Day	4/24
Denim Day	4/25
Foundations Training Selected Middle	4/25-4/26
After the Bell	5/10
SAA Meeting	5/17
Principals' Meeting	5/23
Safe Passages	5/24
Memorial Day Observed	5/28
Assistant Principals Meeting	5/30

What's Due

Budget Development	3/14-4/18
March Water Flushing	4/1
March On-line Metal Detection	4/1
ROIs due On-Line	5/31

Friday Operation's Brief



As the 2018 Consolidated Charitable Campaign is coming to a close, we are thrilled to receive each school's contribution and are grateful to everyone that has donated to the Charitable Campaign. We are excited to share that Local District Central schools have raised **\$12,744** so far. Great Job LD Schools! We are waiting for the influx of envelopes to come in. We are especially grateful to all the efforts our LD Central School CCC

Delevan ES
RFK-Global Ed.
Ivanhoe ES.
Lexington PC
Del Olmo ES

Coordinators have made in organizing this year's campaign. At this time, the following schools have come in as the top five! But we are still counting! Get your contribution in now!

If you have any questions regarding the Campaign, please do not hesitate to contact your LD Central CCC Coordinators Ricardo Lopez at (213) 241-0137 or Veronica Real at (213) 241-3906. The final CCC checks should be sent via District mail to: Beaudry, LD Central, 11th Floor, Attention: Veronica Real.



Let's make Local District Central #1!

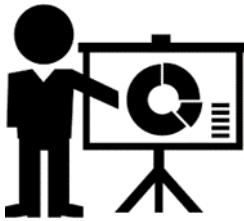
Fitness Basket	Melissa Shelton	Obama MS
Beach Basket	Mary ann Sullivan	24 th St ES
Cooking Basket	Leyda Garcia	RFK-UCLA Comm School
Date Night Basket	Monica Topete	LD C School Mental Health
Sports Basket	Andres Favela	Clinton MS
Movie Basket	Gustavo Ortiz	Hooper ES

Elementary School Safety Access: Protecting Our Students and School Sites

On April 10, 2018, the Board of Education voted to study access control at L.A. Unified elementary schools and to implement upgrades to reduce the risk of unauthorized entries.

The resolution calls for an assessment of all elementary school sites and a review of best practices for securing entrances and exits. Under the plan, bond revenue will be allocated to pay for improvements, such as security cameras, buzzer entries and the construction of secure entrances. Stay tuned for more information as this commitment to LA Unified Elementary schools develops.





LD Central Attendance Data Through March 2018

	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Attendance %	76.9%	78.3%	75.8%	76.5%	71.5%	70.9%	70.1%	65.2%
Chronic Absences %	8.2%	12.3%	12.2%	13.4%	13.8%	13.7%	15.3%	14.8%

Congratulations! Schools that met or exceeded the attendance target for March: **75% of students attended school at 96% or higher!**

School	%
Lee EL Med Hlth Mag	81.50%
Macarthur Pk EL VAPA	79.70%
Kim Academy	79.40%
Jones EL	78.90%
Cahuenga EL	78.60%
DBM	77.50%

School	%
Castelar St EL	77.30%
Orthopaedic Hsp SH Mg	77.20%
Esperanza EL	76.80%
Adams MS	75.50%
Liechty MS	75.40%

Congratulations! Schools that met the chronic absence target of 9% or less for March!

School	%
Ivanhoe EL	5.60%
Franklin Ave EL	5.60%
DBM	5.80%
Lee EL Med Hlth Mag	6.20%
Jones EL	6.40%
Cahuenga EL	6.60%
King MS Mag Flm/Mdia	6.90%
Arroyo Seco Mus/S Mag	7.20%
Hobart Blvd EL	7.20%
Castelar St EL	7.40%
Dahlia Hts EL	7.80%
Macarthur Pk EL VAPA	7.80%

School	%
Kim EL	8.20%
Nava LA Sch Bus&Tech	8.30%
Toland Way EL	8.30%
Kim Academy	8.30%
Orthopaedic Hsp SH Mg	8.40%
White EL	8.50%
Delevan Drive EL	8.60%
Franklin HS	8.70%
32nd St USC PA Mag	8.80%
Aragon Ave EL	8.80%
Los Feliz STEMM Mag	9.00%
Monte Vista St El	9.00%

Denim Day 2018 @ Central High School/Tri-C CDS: Public Service Announcement

Denim Day, observed the last Wednesday in April, is a campaign focused on the prevention sexual violence through education and public awareness. To commemorate Denim Day 2018, Central High School/Tri-C CDS students created a public service announcement (PSA). The PSA provides the history of Denim Day, facts about sexual assault, and what people can do to decrease sexual assault. This promotional video debuted at the Local District (LD) Central School Mental Health meeting and is the brain child of LD Central school-based Psychiatric Social Worker (PSW) and Principal Helene Cameron. The PSA will be featured at an upcoming LA Unified Board Meeting in honor of Denim Day which is celebrated and recognized in our District each year.



If you are interested in supporting Denim Day, buttons and posters are available through your Beyond the Bell liaison at your school. These resources are sponsored/available through Peace Over Violence.

Please click on the following link to watch the video: <https://lausd.wistia.com/medias/pe5fv4anhn>

Restorative Justice—Using Restorative Language

Restorative Justice is not a new district initiative; it is a philosophy and way of life. As educators, it is essential to demonstrate empathy and restorative practices not just with colleagues, parents and community members but also with our students. The easiest way to begin using restorative practices with students is to begin with words.

The words that teachers use with students can either empower students' social emotional learning and growth or stunt it (smith, fisher & frey, 2015). When educators use restorative language in the classroom they are modeling appropriate ways of communicating while focusing what is most important, student learning. Furthermore, the informal use of restorative language can enable students to better express themselves and promote self-awareness.

Research indicates that it takes twenty-one days to form a new habit. Start today by using restorative language including restorative questions and affective statements when communicating with students. (article written by **Cydne Hinton-Pollard**, Restorative Justice Teacher Adviser, Foshay Learning Center)

More than
a **Mea**

Thank you to all of the schools who have continued to submit Household Income Forms (HIF) for all enrollees who are new to LAUSD. Kindly ensure that those new enrollees who will begin attending during this academic year should be provided the HIF with the pink bands. For students entering LAUSD in 2018-2019, the HIFs with yellow bands should be used.

Should you have questions or need to request additional Household Income Forms, contact Maria Martinez at 213-241-0141 or email at m.s.martinez@lausd.net.



Yearly Classified Evaluations

Due dates for annual performance evaluations of permanent employees are due **Friday, May 11, 2018**. Failure to meet specified timelines may invalidate an evaluation. Automated evaluation forms are available on the Personnel Commission website <https://myapps.lausd.net/Eval/Login?ReturnUrl=%2feval>. These forms auto populate the attendance section based on data entered in SAP.

Staff Relations Updates

Please note the following correction on the last paragraph of Item #12. TRANSITIONAL KINDERGARTEN (TK), on page 4 of the April Staff Relations Monthly Update:

SB 876 added additional requirements for transitional kindergarten (TK) teachers:

1. At least 24 units in early childhood education, or childhood development, or both
2. Professional experience in a classroom setting with preschool age children comparable to the 24 units described above.
3. A child development teacher permit issued by the Commission on Teacher Credentialing (CTC).

Current credentialed teachers who taught TK or TK/K combination classes for 75% or more of any academic school year on or before July 1, 2015, can teach without the added additional requirements.

Current and former credentialed teachers who taught SRLDP classes for 75% or more of any academic school year on or before July 1, 2015, can teach TK or ETK classes without the added additional requirements.

Any current teacher assigned to teach TK or a TK/K combination class after July 1, 2015 will have until December 1, 2019 to meet the added additional requirements.

Any current teacher assigned to teach SRLDP after July 1, 2015 will have until **December 1, 2019** to meet the added additional requirements.

Certificated Assignments And Supports Services Updates

Displacements due to 2018-2019 E-Cast Projections

- ◆ Displacement forms are due to Personnel Specialists **four weeks prior to the end of the school year, Friday, May 11**. Displacements are made based on seniority within subject, including Small Learning Communities. Please contact the Staff Relations Field Director for guidance with exceptions or special circumstances. **Reminder**, in reference to a **Voluntary Notification of Displacement**, employees who receive a Notice of Unsatisfactory Service or “below standard” evaluations shall be deemed ineligible. The administrator certifies the employee’s performance is satisfactory and he/she is not under consideration for disciplinary action. The Notification of Displacement Form HRF-8937 (<http://achieve.lausd.net/Page/1546>) and the Voluntary Displacement Form HR-1150 (<http://achieve.lausd.net/Page/1546>) are available at achieve.lausd.net/hr.

Seniority Rosters in SAP

- ◆ Log-On to SAP. Select the Reports Tab, and then not the Human Resources Tab). Click on Seniority Folder to expand, and then select the desired report name HR072 School Seniority Certificated (Teachers with Seniority Date). Keep in mind that there are two types of Seniority Reports HR072-Teachers with Seniority Date and HR073-Teachers without Seniority Date. If you have any teachers working at the school site as University Interns, Provisional Permits, or if they signed a TEMP (KT) contract this year, they will not have a seniority date, but rather a contract date. Most of you will only need the report HR072-Teachers with Seniority Date.

Non-Routine Payment

- ◆ Non-Routine salary payments must be authorized in accordance with LAUSD Board of Education policy. Allowing an individual to begin working prior to completing all pre-employment requirements violates District policy and is a risk to student safety. Non-Routine salary payments are also considered “After-The-Fact” requests which may not be approved. Please submit all requests for approval in a timely manner in accordance with department guidelines.

April is National Autism Month

The Los Angeles Board of Education unanimously approved a resolution recognizing April as National Autism Month. One of every 110 children in the United States is diagnosed on the autism spectrum. In L.A. Unified, nearly 14,000 students have been diagnosed with Autism Spectrum Disorders, representing more than 19 percent of students with disabilities in the District. These and other students with special needs are eligible for instruction from ages three to 22, under state law, which includes help to progress from high school to post-secondary life.



"We raise awareness for the success of every child," Board President Mónica García said. "One hundred percent graduation in L.A. Unified includes every family in every neighborhood."



2018 Graduation Caps, Tassels and Gowns

Please refer to Reference Guide 6484.3 which outlines policies and procedures for schools to order District provided "rental" graduation caps, tassels and gowns (Attachment 1). It also lists procedures for students to purchase caps, tassels and gowns as "keepsakes."

The Division of Instruction and the Procurement Services Division have established a multi-year contract to provide District-issued "rentals" of graduation caps, tassels and gowns for students throughout the District. The contract also allows students to purchase the cap, tassel and gown as a keepsake. Please refer to the reference guide for more details.

Campus Aide Training

Please refer to Attachment 2 for the upcoming Campus Aide Training in April. This training is only required for Campus Aides who work more than 20 hours per week in their assignment and have not previously completed the training.



School Climate Bill of Rights Week

School Climate Bill of Rights Week will be celebrated during the week of May 14-18, 2018. The Restorative Justice Department under the Division of Student Health and Human Services is pleased to sponsor a poster/video contest to initiate the annual celebration. Last year, Fernanda Romero, student at 10th Street Elementary School and Sharai Tamayo, student at Young Oak Kim Academy, won last year's poster competition. The contest is open to all enrolled students, with one entry accepted per school site. Please see the attached informative for more information (Attachments 3–5).

Please contact Erika Torres at (213) 241-3840 should you have any questions or require additional information.



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TITLE: 2018 Graduation Caps, Tassels and Gowns

NUMBER: REF-6484.3

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Jesus Angulo, Director
Academic and Counseling Services

DATE: December 7, 2017

PURPOSE: This Reference Guide outlines policies and procedures for schools to order. District provided “rental” graduation caps, tassels and gowns. It also lists procedures for students to purchase caps, tassels and gowns as “keepsakes.” The procedures contained in this reference guide only apply to schools for the 2017-2018 school year.

MAJOR CHANGES: This Reference Guide replaces 6484.2, *2017 Graduation Caps, Tassels and Gowns*, dated January 11, 2017. The use of caps and gowns is reserved specifically for 12th graders.

GUIDELINES Pursuant to Ed Code Sections 49010 and 49011, schools cannot require students to purchase or rent a cap, tassel and gown as a condition for participation in the graduation ceremony. The District will provide, “rental” caps, tassels and gowns, free of charge to high school graduating seniors from the approved vendor for use during the graduation ceremonies. Parents have been given the option of purchasing a cap, tassel and gown for their student as a keepsake or receiving a District issued “rental.” The “rental” caps, tassels and gowns will be of the same quality and color as those made available to families to purchase as a keepsake.

The vendor number for Herff Jones is 1000004801 and the contract number is 4400003684.

I. PROCEDURES FOR OBTAINING THE NUMBER OF CAPS, TASSELS AND GOWNS AT EACH SCHOOL SITE

The Division of Instruction will provide the Local District Herff Jones representatives with the numbers of seniors at each high school based on class of enrollment on norm day. These preliminary numbers will be used to determine the number of potential caps, tassels and gowns needed throughout the District.

II. ORDERING CAPS AND GOWNS FOR PARTICIPATING FACULTY

The contracted vendor will provide one free rental faculty cap, tassel and gown per 20 students. All faculty caps, tassels and gowns must be included on the same purchase order with the students. The faculty list with name, height and weight

ROUTING
All Employees
All Locations



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must be attached to the shopping cart. See Attachment “D” for Measurement Form.

- Use Material Number 2016722525 for free faculty rentals.
- Use Material Number 2016722520 for additional faculty rentals.

III. GENERAL CAP AND GOWN PROCEDURES FY 2017-2018

- Create shopping cart via SAP and approve by March 23, 2018.
- The number of caps, tassels and gowns ordered must include all seniors and potential summer graduates and faculty. It is suggested to order 10% extra for new incoming or transfer students. See Attachment “D” for Measurement Form.
- Packages offered by the contracted vendor or any other vendors will NOT include the cap and gown nor be offered online for purchase.
- School site personnel will determine the number of caps, tassels and gowns for purchase vs. District-issued “rentals” via school survey.
- See Attachment “C” for each school’s Herff Jones representative’s name and contact information.
- Each school will receive color swatches from the Herff Jones representative to assist with selecting the color(s) of available caps, tassels and gowns.
- The contracted vendor will schedule visits to all school sites with graduating seniors for student fittings and provide a copy of the student information to the school.
- The school site will create a list with name, height, and weight of each student and faculty member participating in the graduation to be attached to the shopping cart.
- Vendor must receive a purchase order to process and deliver the order.
- The deadline for a shopping cart/purchase order to the Herff Jones representative via SAP is March 23, 2018.
- Orders processed after March 23, 2018 may be subject to expedited shipping and handling fees and require a signature from a site administrator to accept the responsibility of the additional charges.
- The school site designee will create a shopping cart into SAP using the budget line established and administered by Budget Services (see VII. Funding Information). The school site designee will use the “material numbers” on Attachment “A.”
 - Change the delivery date to ten (10) days prior to graduation date on the shopping cart.
 - Add “Note to Supplier” with the cap and gown color, tassel color(s) and graduation date.
 - Attach student and faculty list with name, height and weight.
 - Include contact information for school site.
- For additional caps, tassels and gowns, the school site will create a new



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shopping cart. The school site will email their request to their Herff Jones representative and their Local District Buyer with the addition(s)/change(s) and shopping cart number. DO NOT MODIFY AN EXISTING PURCHASE ORDER.

- The school will inventory the order to ensure accuracy and resolve any discrepancies with Herff Jones representatives.
- Return forms and instructions are included with the order when delivered to the school. Complete the return forms before contacting the transportation company for the pick-up. See Attachment “E” if the return instructions and forms are missing.
- The school site will use pre-established procedures to distribute purchased and “rental” caps, tassels, and gowns to students.
- The school will process a “Goods Receipt” to acknowledge receipt of the caps, tassels, and gowns.

To Purchase as a “Keepsake”:

- The purchase price of a keepsake cap, tassel and gown is the same as the contract price for a District rental.
- Designated school site personnel will collect keepsake funds.
- Herff Jones is NOT to collect funds.
- Financial Managers will generate a check for all purchased caps, tassels, and gowns at the end of the school year. The check will be mailed to Cash Receipts (LAUSD) for credit to the Caps and Gowns Account.

To Receive a District-Issued “Rental”:

- Parents/ students will sign a “Cap and Gown Rental Agreement” issued by the school site (See Attachment B).
- A “rental” cap, tassel and gown will be issued to the student according to established school procedures.
- The “Cap and Gown Rental Agreement” must include terms and conditions for acceptable use of the cap and gown. Specific language will notify parents that if a cap and gown is returned in poor condition, the parent will be responsible for the full cost of both the cap and gown. There are no waivers or exemptions of the required fees for damaged gowns for any student. Failure to return the rental gown or pay the necessary fees may prevent a student from receiving his/her transcript/diploma (see BUL-5509.1, *Restitution Procedures for the Loss or Damage of School Property for Students*, dated December 17, 2014).

IV. TIMELINE FOR THE ORDERING OF CAPS AND GOWNS

All cap and gown orders for students and faculty must be placed no later than March 23, 2018. All orders must include the material description (matte or satin),



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cap and gown color, tassel color(s), graduation date, delivery date with the student/faculty list.

Orders processed after March 23, 2018 may be subject to expedited shipping and handling fees and a signature from a site administrator is required to accept the responsibility for the additional charges.

V. ELEMENTARY AND MIDDLE SCHOOL CAP AND GOWN POLICY

The use of graduation-like exercises and dress (caps, tassels, and gowns) is reserved specifically for 12th graders. Elementary and middle schools shall not purchase or rent caps and gowns for participation in culmination ceremonies. The District will only provide cap and gown rentals for graduating high school seniors (see REF-1303.2, “*Commencement Guidelines*”, dated October 11, 2017).

VI. CAPS, TASSELS AND GOWNS FOR SUMMER SCHOOL GRADUATES

Caps, tassels and gowns not accounted for during the “June” graduation ceremonies should be stored and made available for use by summer graduates. No additional count will be required as cap and gown orders placed were inclusive of candidates for graduation in the Class of 2018. In the event that additional caps and gowns are needed for summer graduates, the school site personnel will create a new shopping cart order and a list of student names, heights, and weights must be attached to the shopping cart and submitted by June 15, 2018.

VII. FUNDING INFORMATION

Enter the Cap and Gown funding line as follows:

Fund: 010-0000
Functional Area: 0000-2700-10418
G/L Account: 430001
Cost Center: Use school’s cost center

Please note that ASB (student body) funds cannot be used for caps and gowns.

VIII. PRICING INFORMATION

Please note – the District is ONLY covering the rental of cap, gown and tassel. All other items if purchased or rented will be paid with school funds. Prices do not include sales tax.



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Purchased Item Cost:

Item	Cost per item
Cap, Gown and Tassel	\$9.94
Honor Cords	\$2.74
Stole/Sash (plain)	\$4.54
Medallion	\$3.94

Rental Item Cost:

Item	Cost per item
Cap, Gown and Tassel (only the gown is to be returned to the vendor)	\$9.94
Stole/Sash (plain)	\$2.94
Additional Staff Cap & Gown	\$7.94
Staff Hood	\$6.94

IX. GUIDELINES FOR THE RETURN OF GOWNS

- Each school site will establish a process for gown returns.
- The caps and tassels should not be returned by the students.
- The rental gowns must be returned to the school within one week after the graduation ceremony in good condition.
- Count and return all unopened/unused caps, tassels and gowns in its original packaging for full credit, unless held for summer graduation.
- Complete the *Unused Merchandise Record of Return & Request for Credit* form, and call carrier for pick-up (Attachment E).
- All rentals and unused/unopened tassels, caps, and gowns are to be returned by June 22, 2018.

AUTHORITY: Education Code Sections 49010, 49011

RELATED RESOURCES: REF-1303.2, *Commencement Guidelines*, dated November 7, 2017.
BUL-5509.2, *Restitution Procedures for the Loss or Damage of School Property for Students*, dated March 7, 2017.

ASSISTANCE: For assistance or further information, please contact Jesus Angulo, Director, Academic and Counseling Services, Division of Instruction, at 213-241-7510 or jangulo@lausd.net.



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Procurement Contracts Administration - Local District Buyer

Local District	Buyer Name	Phone	E-mail
Northeast	Lauren Pitpit	818-252-5468	lauren.pitpit@lausd.net
Northwest	Jina Jung	818-654-3719	jina.jung@lausd.net
South	Oscar Montes	310-354-3558	oscar.montes@lausd.net
East	Mario Fuller	323-224-3179	mario.fuller@lausd.net
West	Michelle Conerly	310-914-2172	michelle.conerly@lausd.net
Central	Zachary Watson	213-241-0188	zachary.watson@lausd.net



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ATTACHMENT A

	RENTAL CAPS & GOWNS - DISTRICT FUNDED		
	Herff Jones Vendor #1000004801		Contract #4400003684
Material Number	Description - MATTE	Material Number	Description - SATIN
2016711500	Misc. Cap and Gown Matte Various	2016722500	Misc. Cap and Gown Satin Various
2016722520	Faculty Cap, Gown, Hood and Tassel	2016722525	FREE Faculty Cap, Gown, Hood and Tassel
SCHOOL SITE PURCHASE NON - DISTRICT FUNDED *			* Use School Site Funds
Material Number	Description		
2016700500	Honor Cord - Specify color		
2016700504	Stole - Specify color		
2016700511	Faculty Hood - Specify colors and degree		
2016700522	Medallion - Specify honor		



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ATTACHMENT B

SCHOOL LETTERHEAD Cap and Gown Rental Agreement

Dear Parent,

LAUSD does not require students/parents to purchase caps and gowns as a condition for participation in the graduation ceremony as the graduation ceremony is considered to be an instructional activity. The District will provide, “rental” caps and gowns, **free** of charge to high school graduating seniors for use during the graduation ceremonies. You have been given the option of purchasing a cap and gown as a keepsake or receiving a District issued “rental.” The “rental” caps and gowns will be of the same quality and color as those made available to families to purchase as a keepsake. This cap and gown agreement will outline the guidelines and procedures for obtaining a District issued “rental” cap and gown.

Rental Period: The rental period for the cap and gown will begin on ____ and will end on ____.

Reimbursement Procedures: If cap and gown fees were included in the senior packages, those funds will be reimbursed for seniors/senior parents who desire to receive a district issued “rental” cap and gown for use during the graduation ceremony. The Senior Financial Manager at the school site will oversee all cap and gown reimbursements.

Cap and Gown Returns: The rental gowns must be returned to the school on or before the date indicated above in “good” condition (see below). The process for the issuance and return of the caps and gowns will be communicated to the seniors. The caps and tassels do not have to be returned by the students. There will be penalties for seniors who fail to return their gown by the return date indicated on this rental agreement.

Acceptable Use Policy: All gowns rented for use during the graduation ceremony must be returned in “good” condition. California Education Code section 48904 states that the parent or guardian of a minor is liable to a school district for all property loaned to a student that is damaged or not returned as agreed. In addition, the school district is authorized to withhold grades, diploma, and transcripts of a student until the student or the parent/guardian pays for the loss or damage of school property (cap and gown). The school district will seek restitution when school property has been damaged or lost. Damage to the graduation gown may include but is not limited to a gown that has been cut, snagged, discolored or stained. If a graduation gown is returned in poor condition the student and/or parent will be responsible to submit payment in full to the Senior Financial Manager at the school site. There are no waivers or exemptions of the required fees for damaged gowns for any student. Per LAUSD District Policy, failure to return the rental gown or pay the necessary fees may prevent a student from receiving his/her transcript/diploma.

I have read, understand, and agree to adhere to the terms of the Cap and Gown Agreement for use of a “rental” cap and gown for the graduation ceremony. Sign and return the tear-off to _____.

Student Name (Printed)

Student Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



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ANEXO B

MEMBRETE DE LA ESCUELA Acuerdo para el alquiler de birretes y togas

Estimados padres,

LAUSD ya no requerirá a los estudiantes / los padres que compren birretes y togas como una de las condiciones para participar en la ceremonia de graduación ya que la ceremonia de graduación se considera una actividad de instrucción. El Distrito proveerá en "alquiler" las togas y los birretes, **de forma gratuita** a los estudiantes que se gradúan de la escuela preparatoria para que los usen en las ceremonias de graduación. Se les ofrece la opción de comprar la toga y el birrete como recuerdo, o de recibir en "alquiler" uno del Distrito. Las togas y los birretes de "alquiler" serán de la misma calidad y color que los puestos a disposición de las familias para que los compren como recuerdo. Este acuerdo para alquiler de toga y birrete esbozará las pautas y los procedimientos para "alquilar" del Distrito una toga y un birrete.

Período de alquiler: El período de alquiler de la toga y del birrete comenzará el ____ y concluirá el ____.

Procedimientos de reembolso: Si el costo por la toga y el birrete se incluyeron en los paquetes para los estudiantes del 12º grado, se reembolsarán estos fondos a los estudiantes del 12º grado o sus padres si desearan "alquilar" la toga y el birrete del Distrito para usarlos durante la ceremonia de graduación. El Gerente Financiero Principal de la escuela se encargará de supervisar todos los reembolsos de las togas y los birretes.

Devolución de las togas y los birretes: Las togas de alquiler se deben devolver a la escuela en la fecha indicada anteriormente, o antes, en "buena" condición (ver más abajo). El proceso para la entrega y devolución de las togas y los birretes se comunicará a los estudiantes del 12º grado. Los estudiantes no deberán devolver los birretes y las borlas. Habrán sanciones para los estudiantes del 12º grado que no devuelvan su toga para la fecha de devolución indicada en este contrato de alquiler.

Política de Uso Aceptable: Todas las togas de alquiler para usar durante la ceremonia de graduación se deben devolver en "buena" condición. El artículo 48904 del Código de Educación de California establece que el padre o tutor de un menor se hace responsable ante un distrito escolar por toda propiedad prestada al estudiante que fuera dañada o no fuera regresada según lo acordado. Además, el Distrito escolar está autorizado a retener las calificaciones, el diploma, y la constancia de estudios de un estudiante hasta que el estudiante o el padre / tutor pague la pérdida o daño de la propiedad escolar (toga y birrete). El Distrito escolar puede solicitar restitución si la propiedad escolar fuera dañada o perdida. Los daños a las togas de graduación pueden incluir, sin limitarse a lo siguiente: toga cortada, enganchada, descolorida o manchada. Si se devolviera una toga de graduación en mal estado, el estudiante y / o padre serán responsables por presentar el pago total al Gerente Financiero Principal del plantel escolar. No habrá para ningún estudiante exenciones ni exoneraciones de las tarifas exigidas para las togas dañadas. Por políticas del Distrito LAUSD, la falta de devolución de una toga de alquiler o de pagar las tarifas necesarias podrán evitar que un estudiante reciba su constancia de estudios/ diploma.

He leído, entiendo, y estoy de acuerdo en cumplir los términos del acuerdo de "alquiler" de toga y birrete para la ceremonia de graduación. Firmar y entregar el talón a _____.

_____ Nombre del estudiante (en letra de molde)	_____ Firma del estudiante	_____ Fecha
_____ Nombre de padre, madre o tutor (en letra de molde)	_____ Firma del padre, la madre o el tutor	_____ Fecha



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

SCHOOL LETTERHEAD

Հավելված B

Քառակուսաձև գլխարկի և թիկնոցի վարձույթի պայմանագիր

Հարգելի ծնող,

ԼԱՄՄԵ-ն այլևս չի պահանջում, որ աշակերտները/ծնողները գնեն քառակուսաձև գլխարկներ և թիկնոցներ, որպես պայման ավարտական արարողությանը մասնակցության համար, քանի որ ավարտական արարողությունը համարվում է ուսումնական գործունեություն: Շրջանը կտրամադրի «վարձույթով» գլխարկներ և թիկնոցներ **անվճար** ավագ դպրոցի շրջանավարտներին ավարտական արարողությունների ժամանակ օգտագործելու համար: Ձեզ տրվել են տարբերակներ գնելու քառակուսաձև գլխարկ և թիկնոց որպես հուշանվեր կամ ստանալու այն Շրջանի կողմից «վարձույթով»: «Վարձույթով» գլխարկներ և թիկնոցներ կլինեն նույն որակի և գույնի, ինչպիսիք տրամադրվել էին ընտանիքներին որպես հուշանվեր գնելու համար: Քառակուսաձև գլխարկի և թիկնոցի վարձույթի այս պայմանագիրը ներկայացնում է Շրջանի կողմից «վարձույթով» գլխարկ և թիկնոց ստանալու դրույթները և ընթացակարգը:

Վարձույթի ժամկետները. Քառակուսաձև գլխարկի և թիկնոցի վարձույթի սկիզբը կլինի____, իսկ ավարտը____:

Փոխհատուցման ընթացակարգը. Եթե քառակուսաձև գլխարկի և թիկնոցի վճարները ընդգրկվել են շրջանավարտների փաթեթներում, այդ գումարները կփոխհատուցվեն շրջանավարտներին/շրջանավարտների ծնողներին, ովքեր ցանկանում են ստանալ շրջանի կողմից «վարձույթով» գլխարկ և թիկնոց ավարտական արարողության ժամանակ օգտագործելու համար: Դպրոցի ֆինանսների ավագ մենեջերը կվերահսկի գլխարկների և թիկնոցների հետ կապված ամբողջ փոխհատուցումը:

Քառակուսաձև գլխարկի և թիկնոցի վերադարձը. «Վարձույթով» թիկնոցները պետք է վերադարձվեն դպրոց վերը նշված օրը կամ դրանից առաջ «լավ» վիճակում (տես ստորև): Շրջանավարտներին կհաղորդվի գլխարկների և թիկնոցների տրամադրման և վերադարձի գործընթացի մասին: Աշակերտները կարող են չվերադարձնել գլխարկներ և ծոպերը: Այն շրջանավարտների հանդեպ, ովքեր չեն վերադարձնի իրենց թիկնոցը մինչև վարձույթի պայմանագրի մեջ նշված վերադարձի ամսաթիվը, պատժամիջոցներ են կիրառվելու:

Ընդունելի օգտագործման պայմանները. Բոլոր թիկնոցները, որոնք վարձակալվել են ավարտական արարողության ժամանակ օգտագործելու համար, պետք է վերադարձվեն «լավ» վիճակում: Կալիֆոռնիայի Կրթական օրենսգրքի 48904 բաժնում ասված է, որ անչափափափ ծնողը կամ խնամակալը պատասխանատվություն է կրում դպրոցական շրջանի առջև աշակերտի համար վարձակալված ողջ գույքի համար, եթե դա վնասվել է կամ չի վերադարձվել ժամանակին: Բացի այդ, դպրոցական շրջանը լիազորված է չնշանակել գնահատականներ, չհանձնել դիպլոմներ և հավելվածներ աշակերտին մինչև աշակերտը կամ ծնողը/խնամակալը չվճարի դպրոցական գույքի (գլխարկ և թիկնոց) կորստի կամ վնասման համար: Դպրոցական շրջանը պահանջելու է փոխհատուցում, եթե դպրոցական գույքը վնասվել կամ կորել է: Շրջանավարտի թիկնոցը համարվում է վնասված, եթե այն պատռված է, վրան ունի ձգված թելեր, գունաթափված է, կեղտոտված է և այլն: Եթե շրջանավարտի թիկնոցը վերադարձվում է անմխիթար վիճակում, ապա աշակերտը և/կամ ծնողը պատասխանատու կլինեն տալ ամբողջ գումարը դպրոցում Ֆինանսների ավագ մենեջերին: Ոչ մի աշակերտի համար չկա բացառություն կամ ազատում պահանջվող վճարումներից վնասված թիկնոցների համար: Ըստ ԼԱՄՄԵ-ի քաղաքականությանը, աշակերտը կարող է չստանալ իր դիպլոմը/հավելվածը վարձույթով թիկնոցի վերադարձնելու կամ անհրաժեշտ տուգանքի վճարելու ձախողման պատճառով:

Ես կարդացել եմ, հասկացել եմ և համաձայն եմ հետևել Քառակուսաձև գլխարկի և թիկնոցի վարձույթի պայմանագրի դրույթներին ավարտական արարողության ժամանակ «վարձույթով» գլխարկի և թիկնոցի օգտագործելու վերաբերյալ: Մտորագրել և վերադարձնել կտրուկ թերթիկը _____:

Աշակերտի անուն (տպագիր)

Աշակերտի ստորագրություն

ամսաթիվ

Ծնողի/խնամակալի անուն (տպագիր)

Ծնողի/խնամակալի ստորագրություն

ամսաթիվ



附件 B

SCHOOL LETTERHEAD
帽子和長袍租借協定

親愛的家長：

洛杉磯聯合學區（LAUSD）將不再要求學生的家長購買帽子和長袍作為參加畢業典禮的條件，因為考慮到畢業典禮是一項教學活動。學區將會提供“出借”的帽子和長袍，對於畢業典禮上的高中畢業生是免費的。你們可以選擇購買帽子和長袍以留作紀念，或者接受學區的“出借”。

“出借”的帽子和長袍的質量和顏色和家庭作為留念而購買的都相同，這份帽子和長袍協定將會概括地指出一些規定和程序來取得學區所發“出借”的帽子和長袍。

租借時限：帽子和長袍的租借時限將自_____開始至_____結束、

償還程序：如果帽子和長袍的費用包括在畢業生的總費用內，如果畢業生家長願意接受學區“出借”的帽子和長袍來用於畢業典禮，這些費用將會償還給畢業生家長。學校的畢業生財務管理員將會監管所有帽子和長袍費用的償付。

帽子和長袍的歸還：

出借的帽子和長袍必須以良好的狀態在上述指定日期之前歸還給學校（請閱下述）對帽子和長袍的保險和歸還的程序會和畢業生溝通。帽子和長袍並不一定要由學生歸還。對未能在這份租借協定指定日期前歸還他們的帽子和長袍的畢業生將予以罰款。

可以接受的使用規定：所有出借的帽子和長袍必須以“良好”的狀態歸還。加州教育法規第48904款規定對學區借給未成年學生的所有物品一旦有損壞或者未能按照所同意的條款歸還，家長或者監護人都要負責。除此以外，在學生或者家長/監護人對遺失或者損壞學校物品（帽子和長袍）付錢以前，學區得到授權可以扣住該學生的成績，文憑和肄業證書。當學校財物被損壞或者遺失時，學區將會尋求賠償。如果損壞的畢業長袍包括，但是也並不只限于被剪壞了，褪色了或者有了污跡。如果被交還的長袍狀態不好，該學生和/或者家長將要負責以全數將款項交給學校財務主管。對任何學生因損壞長袍而導致的罰款不會有豁免或者減免。根據洛杉磯聯合學區（LAUSD）政策規定，未能交還出借的長袍或者支付所必須的款項可能會導致學生不能得到他/她的肄業證書/文憑。

我已經讀過，明白，並且同意在畢業典禮上使用“出借”的帽子和長袍時會遵守帽子和長袍協定。簽名並將撕下部分交還給_____。

_____	_____	_____
學生姓名 (正楷填寫)	學生簽名	日期
_____	_____	_____
家長/監護人姓名 (正楷填寫)	家長/監護人 簽名	日期



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

첨부서 B

SCHOOL LETTERHEAD 졸업식 모자 및 가운 임대 합의서

친애하는 학부모께,

LAUSD는 학생/부모들에게 졸업식 참여 조건으로 졸업식 모자 및 가운 구입을 더 이상 요구하지 않을 것이며, 이는 졸업 기념식은 교육 활동의 일부로 고려되기 때문입니다. 본 교육구는 고교 졸업생들에게 졸업식 동안 **무료로** “임대용” 캡과 가운을 사용할 수 있도록 제공할 것입니다. 귀하는 기념으로 가지고 있을 용도로 캡과 가운을 구입할 수도 있고 또는 교육구가 제시하는 “임대용” 캡과 가운을 받을 수도 있습니다. “임대” 캡과 가운은 구입할 때 받는 것과 동일한 재질과 색상입니다. 본 졸업식 모자 및 가운 합의서에는 교육구가 제시하는 “임대” 캡과 가운을 받을 때 적용되는 지침사항과 절차가 설명되어 있습니다.

임대 기간: 캡과 가운 임대 기간은 _____부터 시작하며 그리고 _____에 종료될 것입니다.

비용 상환 절차: 만약 캡과 가운 비용이 시니어 패키지에 이미 포함되었다면, 교육구에서 제시하는 “임대” 캡과 모자를 받기를 원하는 12학년생/12 학년생 부모들은 이 비용을 상환받을 것입니다. 해당 학교의 시니어 재정 매니저는 모든 캡과 가운 상환 전체 과정을 처리할 것입니다.

캡과 가운 반환: 임대 가운은 위의 제시된 날짜 내에 “양호”한 상태로 해당학교에 반드시 반환해야 합니다(아래 부분을 참고하십시오). 12학년생들에게 캡과 가운을 수령받고 반환하는 절차를 알려줄 것입니다. 졸업식 모자와 테슬은 반환하지 않아도 됩니다. 이 임대 합의서에 명시된 반환 날짜 내에 가운을 반환하지 않은 12학년생들은 처벌이 있을 것입니다.

허용 가능한 사용 방침: 졸업식 동안 사용된 모든 임대 가운은 반드시 “양호한” 상태로 반환해야 합니다. 캘리포니아 교육법 제48904 항에 의하면, 미성년자의 부모 또는 보호자들은 합의한 사항에 따라, 학생에게 대여해 준 모든 물건의 파손 또는 반환하지 못한 것에 대한 손해 배상의 책임이 있습니다. 더불어, 교육구는 해당 학생 또는 부모/보호자가 학교 물건 (캡과 가운) 손실 또는 파손에 대해 배상할 때까지 해당 학생의 성적, 졸업장, 성적표를 보류할 권한이 있습니다. 교육구는 학교 재산이 파손 또는 손실되었을 경우, 배상을 추구할 것입니다. 가운을 절취하거나 어디 걸려서 찢어진 경우 또는 탈색이나 자국을 낸 경우에도 졸업식용 가운을 파손하는 것입니다. 만약 졸업식용 가운을 부실한 상태로 반환한다면, 해당 학생 그리고/또는 부모는 해당 학교의 시니어 재정 매니저에게 전액을 지급해야할 책임이 있습니다. 어떤 학생도 파손된 가운에 대한 배상 비용을 면제받거나 제외되지 않습니다. LAUSD 교육구 방침에 의거하여, 임대 가운을 반환치 않거나 필요한 배상을 지불하지 않을 경우, 교육구는 학생들이 성적표/졸업장 받는 것을 금지시킬 수 있습니다.

본인은 졸업식용 “임대” 캡과 가운 사용에 해당되는 캡과 가운 합의서를 읽었고, 이해했으며 그리고 준수할 것에 동의합니다. 서명한 후, 절취선 부분을 _____로 돌려보내주십시오.

학생 성명 (정자로 기입하십시오)

학생 서명

날짜

부모/보호자 성명(정자로 기입하십시오)

부모/보호자 서명

날짜



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

HERFF JONES REPRESENTATIVES

ATTACHMENT C

Location Code	School Name	Rep Name	Office #	Cell #	Email	Address
8726	Addams HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8507	Aggeler HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7722	Angelou Comm Fn Arts	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8852	Angel's Gate HS	Tim Coffey	818-462-5475	818-416-7242	tc Coffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8609	Arleta SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8531	Avalon HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1941	Banneker Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7621	Banning CIS B & T	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8529	Banning SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8530	Banning SH CIP Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7632	Banning SH CIS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9488	Bell AEWC	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8536	Bell SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7622	Bell SH STEM Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9464	Belmont CAS AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8543	Belmont SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8210	Belmont SH LA Tch Pr	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
9489	Belvedere LC AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8696	Bernstein SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7734	Bernstein SH STEM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8831	Boyle Heights HS	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7615	Boyle Heights STEM	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8754	Bravo SH Medical Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8612	Burke HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8571	Canoga Park SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8572	Canoga Park SH EV Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8146	Canoga Park SH Lg Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
2092	Carlson Home	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1944	Carlson Hospital	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7657	Carson Acad Ed & Emp	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
7656	Carson Acad Med Arts	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8575	Carson SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8506	CDS Aggeler	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8670	CDS Alonzo	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7761	CDS Johnson	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8589	CDS Johnston	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8092	CDS London	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8991	CDS Tri-C	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8730	CDS West Hollywood	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8580	Central HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8583	Chatsworth CHS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7715	Chavez LA ARTES Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7717	Chavez LA ASE	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7716	Chavez LA SJ Hum AC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8901	Chavez LA Tchr Prep	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8688	Cheviot Hills HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8801	City of Angels	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8590	Cleveland CHS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8593	Cleveland CHS Hum Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8207	Contreras LC ALC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8517	Contreras LC Bus Tr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8774	Contreras LC Glbl St	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8527	Contreras LC Soc Jus	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8516	Cortines Sch of VAPA	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9476	Cren-Man Arts AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8595	Crenshaw Mag BET	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8596	Crenshaw Mag STEMM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8584	Crenshaw Mag VAPA	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1987	Ctr Adv Trans Skills	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8738	DBM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8746	DBM Elctrnc Info Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8600	Dorsey SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8603	Dorsey SH L/G Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8601	Dorsey SH M/S/T Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7667	Dymally SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8614	Eagle Rock HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8615	Eagle Rock HS HG Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8578	Eagle Tree Contn HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8788	Earhart HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8710	Early College Acad	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8607	East Valley SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8770	Einstein HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
9466	ELA Occ Center AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
9467	ELA Skills Ctr AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
3548	Elizabeth LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8930	Ellington HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7750	ESP Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8876	Evergreen HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8621	Fairfax SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8622	Fairfax SH VA Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8132	Foshay LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9481	Franklin CAS AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8643	Franklin HS	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8644	Franklin HS M/S/T Mg	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
9494	Fremont CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8650	Fremont SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8651	Fremont SH M/S/T Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9463	Friedman CAS AEWC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8142	Fulton College Prep	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8664	Gardena SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8662	Gardena SH FL Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9478	Garfield CAS AEWC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8679	Garfield SH	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8680	Garfield SH CoSci Mg	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8683	Grant SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8684	Grant SH Comm Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8816	Grey HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8686	Hamilton SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8687	Hamilton SH Human Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8594	Hamilton SH Music Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9468	Harbor Oc Cntr AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8518	Harbor Tchr Prep Acad	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8713	Hawkins SH C/DAGS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7665	Hawkins SH CHAS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7666	Hawkins SH RISE	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8645	Highland Park HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9479	Hollywood CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8693	Hollywood SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8694	Hollywood SH PA Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8652	Hope HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9482	Huntngtn Pk CAS AEWC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8700	Huntngtn Pk SH	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8559	Independence HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8701	International St LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9480	Jefferson AEWC	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8714	Jefferson SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8721	Jordan SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8777	Kahlo HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8725	Kennedy SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8724	Kennedy SH ADDFM Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8727	King-Drew SH Md/S Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9486	Kiriyama CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9465	LA Tech Center AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8741	LACES Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1919	Lanternman HS	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8745	LAUSD/USC CA/Eng Mag	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8921	Legacy SH STEAM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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7664	Legacy SH VAPA	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1908	Leichman Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8638	Lewis HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8729	Lincoln SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
7753	Lincoln SH LEMA	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8732	Lincoln SH M/S/T Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8685	London HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8736	Los Angeles SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8739	Los Angeles SH Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
1948	Lowman Sp Ed Ctr	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8743	Manual Arts SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8744	Manual Arts SH CP Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1949	Marlton School	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8866	Marquez SH HPIAM	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7725	Marquez SH Libra	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7669	Marquez SH Soc Jus	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8750	Marshall SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8751	Marshall SH Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8882	Maywood Academy SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
1918	McAlister HS CYESIS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1952	McBride Sp Ed Ctr	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8611	Mendez SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8757	Metropolitan HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8760	Middle College HS	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
1910	Miller CTC	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8845	Mission HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8666	Moneta HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8768	Monroe SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8769	Monroe SH L/G Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8767	Monroe SH PA Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7762	Monroe SH POPP	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8677	Monterey HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8916	Mt Lukens HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8779	Narbonne SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8838	Narbonne SH HArts LA	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8778	Narbonne SH M/S/T Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7614	Nava College Prep	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8545	Newmark HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8786	No Hollywd SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8785	No Hollywd SH HG Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8787	No Hollywd SH Zoo Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9470	No Vall Oc Ctr AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8513	Northridge Acad SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8873	Odyssey HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8853	Orthopaedic Hsp SH Mg	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8573	Owensmouth HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8610	Panorama SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8781	Patton HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8558	Pearl SH Jrnls/Cmm Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1953	Perez Sp Ed Ctr	Tim Coffey	818-462-5475	818-416-7242	tcoffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8909	Phoenix HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8636	Polytechnic SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8809	Polytechnic SH Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8731	Pueblo de LA HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8807	Ramona HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8868	Rancho Domingz Prep	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9436	Reseda CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8814	Reseda SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8815	Reseda SH E/PS Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8147	Reseda SH L/PS Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8813	Reseda SH PA Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7771	RFK Ambdr Gbl Ldsh	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8501	RFK LA SH Arts	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7783	RFK New Open wld	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8206	RFK Sch Vis Arts/Hum	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7780	RFK UCLA Comm Sch	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1917	Riley HS CYESIS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7718	Rivera LC Com & Tech	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7719	Rivera LC Grn Design	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7721	Rivera LC Perf Arts	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8867	Rivera LC Pub Srv	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8723	Rodia HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8895	Rogers HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7749	Roosevelt SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
7751	Roosevelt SH M/S Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8544	Roybal LC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8702	San Antonio HS	Tim Coffey	818-462-5475	818-416-7242	tc Coffey@herffjones.com	12115 Magnolia Rd. #117 North Hollywood, CA 91607
8843	San Fernando SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



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8844	San Fernando SH Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8850	San Pedro SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8851	San Pedro SH M/S Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8847	San Pedro SH PA Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8716	Santee EC	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8497	Secondary CDS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1956	Sellery Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8842	SOCES Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7752	Solis LA	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7707	Sotomayor LA HADA	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8577	Sotomayor LA LARS	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8881	South East SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8019	South East SH T/M Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8871	South Gate SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8585	Stoney Point HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
	Sun Valley High School	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7646	Sun Valley Mag BSEL	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8093	Sun Valley SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7658	Sylmar Biotech Acad	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8878	Sylmar SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8879	Sylmar SH M/S Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8880	Taft CHS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8883	Thoreau HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8606	Torres ELA PA Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7773	Torres Eng & Tech	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7775	Torres Hum/Art/Tech	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711



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7772	Torres Renaissance	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7777	Torres Soc Jst Ldshp	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8886	University SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7754	University SH DM Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8898	Valley Acad Arts/Sci	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7390	Valley Altern Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9485	Van Nuys CAS AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8893	Van Nuys SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8892	Van Nuys SH M/S/T Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8891	Van Nuys SH Med Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8894	Van Nuys SH PA Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8907	Venice SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8911	Venice SH FL Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7647	Venice SH STEMM Mag	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9473	Venice Skills Ct AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8914	Verdgo Hls SH	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8913	Verdgo Hls SH M/T Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7648	Verdgo Hls SH VPA Mg	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8602	View Park Contn HS	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8928	Washington Prep SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8927	Washington SH M/S Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8926	Washington SH Mus Mg	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9474	Waters Emp Prep AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
7695	WESM A/A G/HA Mag	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
7696	WESM Env Natrl Sci	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8943	WESM Hlth/Sports Med	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

8748	West Adams Prep SH	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
9475	West Vall Oc Ctr AEWC	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
9487	Westchester CAS-AEWC	Mike Coffey	714-838-5299	714-264-2296	mike@socalgraduates.com	PO Box 11563 Santa Ana, CA 92711
8623	Whitman HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1914	Widney HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
1957	Willenberg Sp Ed Ctr	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8618	Wilson SH	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8619	Wilson SH AL Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8613	Wilson SH PA Mag	Steve Forell	714-701-0941	714-348-0425	steveforell@gmail.com	21520 Yorba Linda Blvd. #G-301 Yorba Linda, CA 92887
8591	Wooden HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8598	Young HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303
8948	Yth Opp Unltd Alt HS	Dallas Moon	818-224-4925	949-606-2736	dallasjmoon@gmail.com	6433 Topanga Canyon Blvd. #163 Woodland Hills, CA 91303



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

**MEASUREMENT FORM
UNDERGRADUATE**

8110075445

#110591
09/12

COMPANY COPY

PLEASE PRINT

LAST NAME

CHECK ONE ☐ M ☐ F

FIRST NAME

MI

WEIGHT

HEIGHT WITH SHOES

FEET

INCHES

HOME ROOM

PHONE: _____

NAME SCHOOL: _____

CITY: _____





LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

HERFF JONES CAP & GOWN DIVISION

ATTACHMENT E
An employee owned company

UNUSED MERCHANDISE RECORD OF RETURN & REQUEST FOR CREDIT

Credit cannot be issued on returned merchandise unless returned with this completed form.

Return Date: _____ # of Cartons: _____ Via: _____

Chargeback #: _____ Invoice # _____

Contact: _____ Email _____

Telephone: _____

Notes: _____

Herff Jones Order Number: _____ Customer Number: _____

Customer Name: _____

Address: _____

City _____ St _____ Zip Code _____

ITEM	QTY	PRICE*	QTY RETD	QTY RETD x PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

White Copy Send To: Herff Jones Credit Dept-901 Bob King Drive-Arcola IL 61910-1905 **Yellow Copy** Enclose In Return Carton **Pink Copy** Retain For Your Records
#110968 (rev. 3/09)

SEND CLASSKEEPER™ &
ARCOLA PLANT ACCESSORY
RETURNS TO:
Herff Jones Cap & Gown Division
901 Bob King Drive
Arcola IL 61910-1905
QUESTIONS: Call 800-553-3737
Affix **Orange Unused**
Merchandise Label to outside of
each carton. Enclose **YELLOW**
Copy of this form in Carton with
Merchandise (make copies if more
han one carton).

PINK Copy is for your records.

WHITE Copy MAIL or FAX to Herff Jones Credit Dept
901 Bob King Drive
Arcola, IL 61910-1905
FAX: 217-268-4582

PRICE = PRICE SHOWN ON
INVOICE/ACKNOWLEDGMENT.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT E

HERFF JONES, INC
1000 North Market Street
Champaign, Illinois 61820

217.351.9500

herffjones.com



October 18, 2017

Los Angeles Unified School District
Los Angeles, CA

Re: Returning Graduation Attire "Essential Gown"

Dear Sir/Madam:

We appreciate the opportunity to provide your graduate apparel for your graduating seniors. List below are the simple return instructions for your caps and gowns.

1. **Cartons must be taped close for pick up.**
2. **Count the amount of return cartons.**
3. **Call or e-mail Flat World. Telephone: (636-265-3745). E-mail: herffjones@flatworldsc.com**
 - a. **Provide them a carton count (reference "Essential Gowns")**
 - b. **They will send return labels for the cartons**
 - c. **Let them know when the carton(s) are available for pick up**
4. **All freight charges will be paid by Herff Jones.**

If you have any questions, please contact your Herff Jones Representative.

Best regards,

Herff Jones Cap and Gown Division



GRADUATION



CLASS RINGS &
JEWELRY



YEARBOOKS



PHOTOGRAPHY



EDUCATIONAL
PUBLISHING



MOTIVATION &
RECOGNITION



CAMPUS AIDE TRAINING

School Security Certificate Program

*Presented by the LAUSD Police Department
and The Organizational Excellence Classified Training Branch*

According to Section 38001.5 of the Education Code, anyone who provides security service for more than 20 hours a week on a school campus must FIRST complete a 24-hour training curriculum set forth by the State of California. Session topics must include:

*Role of School Security
*Security Awareness

*Dynamics of Student Behavior
*Law and Liability I & II

This certificate program for Campus Aides covers the above listed topics and meets the State's requirement.

Participants may register for the following session:

April 23, 24, 25, 2018

8:00 AM — 4:30 PM

WILSON SH- 4500 Multnomah St, Los Angeles, CA 90032

Name: _____ Employee Number: _____
Title: _____ School/Office: _____
Address (via school mail): _____
Work Phone Number: () _____ Fax: () _____
E-mail address: _____ Alt. Phone: () _____

☐ **I release this person to attend and acknowledge that the individual being registered for this training is either a current LAUSD employee or someone I have the intention to hire as a Campus Aide at our school site.**

Administrator - Print Name

Administrator's Signature



Organizational Excellence Classified Training Program
LAUSD's Personnel Commission

Fax 213-241-8450

Supporting Classified Employees in their Role as Educators



School Climate Bill of Rights

POSTER & VIDEO CONTEST

Theme: Relationships Matter, Building Stronger School Communities

- The contest is open to all enrolled students, Early Education through Adult.
- Only one entry will be accepted per school. Schools must select a winner prior to submitting their final entry.
- Posters can be no larger than 24" X 18".
- Videos can be no longer than two (2) minutes in length and no larger than (250) megabyte file size.
- Videos and posters can be uploaded using www.uploadfiles.io.
 1. Name your poster or video "SCHOOL CLIMATE BILL OF RIGHTS_NAME OF SCHOOL"
 2. Go to www.uploadfiles.io.
 3. Click "DROP FILE HERE OR CLICK TO UPLOAD" section and choose the file you wish to upload and click "OPEN".
 4. Click the "SHARE BY EMAIL" box. In the "TO" box enter the email address: restorativejustice@lausd.net.
 5. In the "FROM" box, enter the school contact person's email address.
 6. In the "NOTES" box, enter the school's name, contact person's name, student's name, and grade level.
 7. Click the box "I'M NOT A ROBOT".
 8. Click "SEND".
- All entries are due by May 1, 2018.
- All participants will receive a Certificate of Participation.
- First, second, and third place winners, as well as runner-ups at the elementary, middle, and high school levels will be notified during the second week in May.
- Winners will be publically announced on May 15, 2018.

Deborah D. Brandy, Director
Student Health & Human Services | Restorative Justice Unit

For more information, please contact
Jhamed Babatunde-Bey at jbabatun@lausd.net or
Paul Gonzales at pdg7170@lausd.net or (213) 241-8767.



School Climate Bill of Rights

The Los Angeles Unified School District (LAUSD) is committed to providing safe and healthy school environments that support all students in every aspect of their well-being. LAUSD students, staff and parents/guardians value fair and consistent guidelines for implementing and developing a culture of discipline based on positive behavior interventions and away from punitive approaches that infringe on instructional time.

The Los Angeles Unified School District is committed to providing students a vigorous education that promotes opportunities to select college or career paths that will lead them to becoming productive members of society. All Los Angeles Unified School District students will attend schools with climates that focus on safety, teaching and learning, interpersonal relationships, and the institutional environment that influence student learning and well-being. These positive school climates will offer:

- **School-Wide Positive Behavior Intervention and Support (SWPBIS)**

Interventions that reduce suspensions, increase attendance, improve test scores and have support from all school personnel.

- **Alternatives to suspension and positive behavior interventions and supports**

Alternatives to suspension strategies will be used for all students in a consistent and age-appropriate manner prior to any suspensions, except those limited offenses where suspension is required under California Education Code §48915(c). As of 2013, no student shall be suspended or expelled for a “willful defiance” (48900(k) offense).

- **School discipline and school-based arrest and citation data available for viewing**

Every student and parent/guardian has a right to obtain school-wide monthly data on discipline via the District website including: suspension, involuntary transfer, opportunity transfer, expulsion, school-based arrests and citations. Such data will be provided in a manner designed to maintain the privacy of individual students.

- **Restorative Justice (RJ) approaches that resolve student interpersonal conflict**

Beginning in the 2015-2016 school year all schools will have developed and begun using RJ approaches as an alternative to traditional school discipline, when

appropriate, as an intervention consistent with the School-Wide Positive Behavior Intervention and Support strategies.

- **A District SWPBIS Task Force**

The SWPBIS Task Force shall include a teacher, student, administrator and parent representatives from each Educational Service Center as well as members from community organizations to make recommendations for full implementation of SWPBIS.

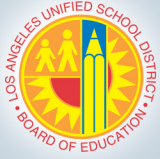
- **Guidelines regarding the roles and responsibilities of School Police Officers on campus**

Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation and the juvenile and criminal justice system, to the greatest extent possible and when legally feasible.

- **A system to file a formal complaint if School-Wide Positive Behavior Intervention and Support is not implemented**

Students and parents/guardians have the right to file a formal complaint if SWPBIS is not implemented within 60 days of a request.





School Climate Bill of Rights

The Los Angeles Unified School District (LAUSD) is committed to providing safe and healthy school environments that support all students in every aspect of their well-being. LAUSD students, staff and parents/guardians value fair and consistent guidelines for implementing and developing a culture of discipline based on positive behavior interventions and away from punitive approaches that infringe on instructional time.

The Los Angeles Unified School District is committed to providing students a vigorous education that promotes opportunities to select college or career paths that will lead them to becoming productive members of society. All Los Angeles Unified School District students will attend schools with climates that focus on safety, teaching and learning, interpersonal relationships, and the institutional environment that influence student learning and well-being. These positive school climates will offer:

- **School-Wide Positive Behavior Intervention and Support (SWPBIS)**

LAUSD will implement alternatives to suspension along with the positive behavior interventions in the Discipline Foundation Policy. Appropriate prevention and intervention approaches provide accountability and reconciliation through understanding the impact of the discipline incident and repairing the harm caused through a shared decision-making process.

- **Alternatives to suspension and positive behavior interventions and supports**

Alternatives to suspension strategies will be utilized for all students and in a consistent and age-appropriate manner prior to any suspensions except those limited offenses where suspension is required under California Education Code §48915(c). As of 2013, no student will be suspended or expelled for a “willful defiance” (48900(k) offense.

- **School discipline and school-based arrest and citation data available for viewing**

LAUSD will publish monthly in and out-of-school suspension, opportunity transfer, expulsion, citation, and school-based arrest data for the school-site or the District. Such data, when applicable and available, will be disaggregated by subgroups, including race, ethnicity, English Learner status, disability, gender, socioeconomic status and offense, but provided in a way to maintain the privacy of individual students.

- **Restorative Justice (RJ) approaches that resolve student interpersonal conflict**

Beginning in 2015-2016 schools will have developed and begun implementation of Restorative Justice (RJ) approaches, when appropriate, that resolve school disciplinary incidents by having personnel trained in restorative strategies and all parties involved willingly come together, identify the harm

that was caused, and develop an agreement on how to restore harmony.

Through the restorative process, the group develops a shared agreement for repairing harm and addressing root causes to prevent future harm. Restorative Justice (RJ) approaches may be used as an intervention consistent with the School-Wide Positive Behavior Intervention and Support (SWPBIS) policy for all school disciplinary incidents unless a recommendation for expulsion is required as under California Education Code Section 48915 or when safety is at risk.

- **A District SWPBIS Task Force**

The SWPBIS Task Force shall include a teacher, student, administrator and parent representatives from each Educational Service Center as well as members from community organizations to make recommendations, and will make recommendations for implementing a District-wide culture of positive and Restorative Justice (RJ) approaches to working with students, staff and parents/guardians.

- **Guidelines regarding the roles and responsibilities of School Police Officers on campus**

Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation and the juvenile and criminal justice system, to the greatest extent possible and when legally feasible.

- **A system to file a formal complaint if School-Wide Positive Behavior Intervention and Support is not implemented**

Students and parents/guardians have the right to file a formal complaint if SWPBIS is not implemented within 60 days of a request.

