



Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 42

JUNE 16, 2017

IMPORTANT DATES TO REMEMBER

B Basis Ends	6/19
Elementary & Middle School ELOS Begins	6/20
LD Central Summer Institute	6/20- 6/21
Summer Solstice	6/21
HIS Summer Term Begins	6/22
E Basis Ends	6/27
Extended School Year Begins	6/29

WHAT'S DUE

June Water Flushing Certification	7/15
June Metal Detection Certification	7/15
Administrator Assurances- Attachment H	7/31

Relax, Refresh, Renew

A demanding but productive school year is drawing to a close and before we launch into summer break, it is fitting to take a moment or two to reflect on your accomplishments this school year.

This year, we focused on three goals: 1) Improve student attendance, specifically decreasing the chronic absentee percentage rate, 2) Implementation of Schoolwide Positive Behavior Intervention and Support, and 3) Providing welcoming, safe, and clean schools. Through our professional learning sessions, we strived to provide you with information and tools to assist you in addressing our target goals. We hope that our team provided the utmost quality service to your school community.

The month of June brings changes to staffing. Some of our colleagues are embarking on a new chapter in their professional career and others are setting off to a new adventure, **Retirement!** Congratulations, and to quote Dr. Seuss, "Oh the places you'll go. Today is your day! Your mountain is waiting..."

Thank you for the dedication, talent, energy and care you bring to your work. Together, we are making a visible difference for our students, families and community. Have a great summer!

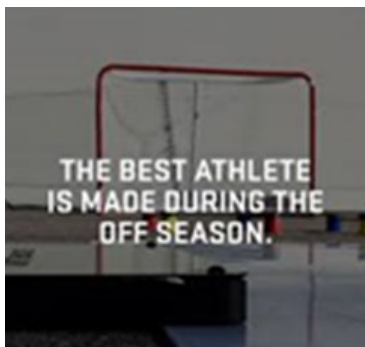


Local District Poetry Contest Winners

Congratulations to the winners of our annual Poetry Contest!

Alina Chavez	20th St EL	Miriam Ramirez	Toland Way EL
Brianna Arteaga	20th St EL	Jared Cazares	Burbank MS
Leonel Castillo	20th St EL	Ashley Jimenez	Burbank MS
Natlia Diaz De Leon	20th St EL	Salvador Rivera	Burbank MS
Daniel Amador	20th St EL	Xoey Armijo	Burbank MS
Saul Castillo	20th St EL	Jocelyn Mercado	Burbank MS
Adrian Granados	20th St EL	Amy Diaz	Burbank MS
Brianna Granados	20th St EL	Kailani Herminda	Burbank MS
Hayden Neighbors	20th St EL	Julian Martinez	Burbank MS
Lauren Yoon	Cahuenga EL	Ximena Alvarado	Burbank MS
Julia Ko	Cahuenga EL	Isaak Castro	Burbank MS
Isleen Lee	Cahuenga EL	Joselyn Guillermo	Burbank MS
Blanca Mendoza	Magnolia EL	Beatrice Ruiz	Burbank MS
Jairo Medrano	Mariposa PC	Victoria Gonzalez	Burbank MS
Avianna Martinez	Mariposa PC	Bryan Mariscal	Burbank MS
Stefany Galdamez	Toland Way EL	Guillermina Castro	Sotomayor LAHADA

Athletics: Out of Season Activities



LAUSD Interscholastic Athletics needs your assistance in ensuring that ALL teams using school facilities during the summer have an approved permit or lease from Beyond the Bell (BTB). Administrators are asked to request a copy of the team's permit to practice on their campus. If teams do not have an approved permit, please provide them with the proper documentation (Attachments I) and do not allow them to be on the campus without a permit. It's important to reduce District liability and provide oversight to athletics during out of season. School site personnel allowing any athletic activities to continue without a permit are **assuming** all liability. BTB has a list of schools that have filed the proper paperwork and have obtained a permit to utilize school facilities during the summer (out of season).

Since coaches' permit fees are being waived (including \$78 application fee), it is important that the school facility is not abused and adult supervision is provided at all times. Although teams are out of season, it is recommended that all students maintain a cleared sports physical on file with the school nurse and coaches have an emergency card just in case they need it.

We appreciate the support of the administrators, athletic directors, and coaches. For more information regarding BTB permits, please contact **Michael Boerum**, Beyond the Bell Area Program Supervisor, via email at michael.boerum@lausd.net or by telephone at (213)241-6900. Should you need additional information or have questions regarding Athletics, please contact the Athletics Office at (213)241-5847.

M & O Time Reporting for Plant Managers and B & G Employees

Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees. If your school site is closed for the summer, your respective M & O Area Offices will monitor and report time for school based Building & Ground employees during the summer beginning June 28th until your return from summer break.

Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave. Any custodial payroll issues or questions should be referred to the Complex Project Managers in your area.

Summer School Sessions

The CORE Extended Learning Opportunity Summer program for elementary and middle schools begins Tuesday, June 20, 2017. Credit Recovery or Core Waiver High School Extended Learning Opportunities begins on Thursday, June 22, 2017. Extended School Year (ESY) Special Education begin on Thursday, June 29, 2017.

It is important that Summer School principals complete Attachment I of Bul-6820.0 *Summer School Emergency Contact Information Form*, and submit via fax to the Beyond the Bell Branch at (213) 241-7562 by the end of the first day of Summer School.

Emergency Drills, Fire Drills, Earthquake-Emergency Drop Drill and a Lockdown Drill are to be conducted during Summer Sessions.

Please refer to your Summer School Binder for any additional information. If you need further assistance or guidance, feel free to contact Beyond the Bell at (213) 241-7900.





Congratulations to the following schools who will be in Cohort 4 of the Restorative Justice roll out. These schools will receive Tier I –Community Building in the 2017/18 school year. If you have any questions please contact Marco Flores, Restorative Justice Adviser at (213) 241-1916.



9th St Elementary	Lizarraga Elementary
Aldama Elementary	Los Feliz STEMM Magnet
Arroyo Seco Mus/S Magnet	Mack Elementary
Aurora Elementary	Mayberry St Elementary
Bushnell Way Elementary	McAlister HS CYESIS
Clifford St M/T Magnet	Nava LA Sch Art&Cult
Dayton Heights Elementary	Newmark HS
Eagle Rock Elementary	Plasencia Elementary
Early College Academy	Politi Elementary
Elysian Heights Elementary	RFK Ambassador Gbl Edu
Garvanza Elementary	RFK LA SH Arts
Gratts LA for YS	RFK Sch Vis Arts/Hum
Hoover St Elementary	RFK UCLA Community School
Jones Elementary	Riordan PC
Kahlo HS	San Pedro St Elementary
Kim Elementary	White Elementary
Lake St Primary	Yorkdale Elementary

Restorative Communities Lead Program

In collaboration with Local District Central, the Partnership for LA Schools invites all Local District Central schools that feed into the Partnership schools to send a team of teachers to the [Restorative Communities Lead Program](#). The program focuses on cultivating healthier and stronger school culture, classroom climate, and restorative practices with 1-2 teachers at each school serving Restorative Communities Leads (RCL's). Participating teachers would earn a \$1500 stipend from the Partnership. The only cost to schools would be 4 substitute days during the year (for in-classroom teacher participants). Please refer to program flyer and description (Attachment 2). For any questions you might have, feel free to contact Tanya Franklin, Director of School Culture & Restorative Communities at (310) 241-3182. The feeder schools listed below are encouraged to participate in this program.



Clinton MS	Lizarraga ES
Nava LC - Bus & Tech	28th St ES
Nava LC - Arts & Culture	Jones ES
Adams MS	Trinity ES
Hooper ES	Ascot ES
Harmony ES	West Vernon ES
Sally Ride ES	San Pedro ES

Summer Preparations



Summer Cleaning Schedule

Principals are encouraged to review the summer cleaning schedule with their plant manager before the end of "E" basis to discuss cleaning priorities and expectations.

This will also be a good time to discuss assignment hours for your B & G staff (i.e., Plant Manager 8:00 am—4:30 pm and B & G Workers 9:00 am—5:30 pm). Plant managers should be reminded to maintain the school perimeter clean and check for safety hazards on a daily basis. Should you have any questions, feel free to call your operations coordinator.

Additional Reminders

It is important that the public has access to your school site while on "E" basis. The public, parents, US Mail, and delivery trucks need to have access to the school's office. Here are additional reminders:

Hours:	Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school's front entrance.
Phones:	Please make sure phones are answered on a regular basis.
Flags:	Please remember to raise the United States and California flags when the school's office is open. (Don't forget to take down the flags at 4:30 pm).
Bells:	Please turn off bells.
Securing Your Campus:	Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.
Keys:	Make sure that keys are inventoried for ease of reissue in August.
Equipment:	Testing carts need to be secured, iPads powered down and unplugged over the summer to prevent damage. Please be sure to secure all items in locked facilities to prevent possible theft.

Safety Alert 16-03—Summer Flushing Procedures for Drinking Water

For your information, please read the attached Safety Alert 16-03 (Attachment 3) for specific instructions on Drinking Water Flushing procedures during the months of June and July.

Preparation for 2017-2018 School Year Opening

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- ✓ Staff attendance
- ✓ Procedures for reporting absences
- ✓ Absences preceding/following holidays
- ✓ School based procedures for addressing student discipline
- ✓ Teacher hours
- ✓ Sign in Sign out procedures
- ✓ Substitute Lesson Plans/Folders
- ✓ Instructional Expectations
- ✓ Other identified areas for improvement



Reminders

MiSiS End of Year Checklist

Attachment 4 is an End of School Year Checklist for activities in MiSiS. This checklist is a reminder of the tasks schools will need to complete before closing out the school year.

Visit <http://misis.lausd.net> for the most up to date information regarding MiSiS.

Administrator Assurances Forms

School Administrators are reminded that they must submit their Attachment H certification form of Bul-2643.8 (Attachment 5) to their Local District Administrator of Operations no later than **July 31, 2017**.

*An innovative principal
empowers her teachers
and students to take
ownership of tech-infused
teaching and learning.*



LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL BRANCH
Civic Center Permit Office

OUT-OF-SEASON

OUT OF SEASON FORM: 10/03/2014

Out of Season Permit Authorization Request

This Request is for use of School Facilities for additional hours on **Mondays through Sundays**. Additionally, this Request will be considered only when the applicant of the Civic Center Permit is an on-site school-based LAUSD employee authorized by the school site principal for uses solely occurring at their designated school assignment location, and the particular LAUSD high school sports team attempting to use the facility is currently **OUT OF SEASON**. This form must be submitted with a Civic Center application and must be submitted by the due date designated within the Civic Center Permit application. This form is for the use by the head coach of the particular LAUSD high school athletic team or the school's Athletic Director to request access to school facilities on weekdays or weekends while out of season. **This form only applies to activity which is out of season.**

During out-of-season activity, coaches or event organizers are considered members of the general public. As members of the general public, or as third party groups, coaches or event organizers will not receive priority to school-site facilities. Use of school facilities shall be granted on an equal basis in accordance with California Education Code section 38131. Once your request and application is received and evaluated by the Civic Center Permit Office, a representative from the Civic Center Permit Office will contact the employee/applicant on the status of the request.

School Name: _____ Type of Activity: _____

Employee/Applicant Name: _____ Employee #: _____

Request Information (required):

(Please include facility, dates, times, team (e.g. Boys/Girls Varsity/JV), and practice or contest.)

Practice times must not exceed 3 hours per day 18 hours per week.

(School Site Administrator must attest and then **INITIAL** each statement below in order for the Request to be considered. Please note that missing, incomplete or falsified information may result in the delay, denial, or termination of the Request or any future Requests).

_____ I have verified that coaches, organizing persons, or employees shall not be financially interested in any contract made by them in their official capacity, or by anybody or board of which they are members. A coach shall not be reimbursed for coaching services from any source other than the school funds without the approval of the school's governing board.

_____ I verify that the proposed activity will not violate any CIF or LAUSD rules and regulations.

_____ I agree and acknowledge that the District employee/applicant from this school site will supervise the activity requested and maintain the upkeep of the facility (indicate name and employee number above).

_____ I have verified that coaches or organizing persons will not be collecting any funds or gratuities from any participants for this activity/event.

_____ I understand and agree that no Beyond the Bell, Civic Center Permit personnel coverage, nor payment thereof, will be provided.

I understand the guidelines listed above and certify that the information is true and correct. Final determination of any partial waiver or reduction of fees will be made by the Civic Center Administrator.

School Site Administrator Name (PLEASE PRINT)

School-Site Administrator Signature

Date

ATHLETIC OFFICE USE ONLY

Request Authorized: _____ Request Denied: _____

CIVIC CENTER OFFICE USE ONLY

Request Authorized: _____ Request Denied: _____

Fees Waived: _____ Reduced Fees: _____



Los Angeles Unified School District

Beyond The Bell Branch

Expanded Learning and Enrichment Programs

Connecting children and youth to their local school and community.

APPLICANT NOTIFICATION

Dear Applicant:

Thank you for your inquiry regarding the use of a school facility. Attached you will find an application for Civic Center Permit usage and the requirements needed to fulfill your request. Please take time to review all the documents provided. Your request will be reviewed upon receipt of all required documentation and a non-refundable \$78.00 application fee. No applications will be processed unless all documentation and the application fee are received.

This office reviews and processes several thousand requests a year. In an effort to effectively administer the volume of requests, please be aware that normal processing time, including approval of insurance coverage is twenty (20) calendar days after the receipt of all required documentation.

- Insurance - Proof of Insurance is required. Please review the insurance requirements included in this packet. Insurance, along with copy of application must be submitted to Risk Management.
- Payment – The Civic Center Office only accepts Cashier's Check or Money Order payable to L.A.U.S.D.

Your application for a Civic Center Permit may be denied if all the required documentation is not included with your request. Please carefully review all requirements prior to submitting your permit request.

REFUND AND CANCELLATION POLICIES

Any service costs, fees or deposits may be refunded in the event of cancellation of the request, provided that such cancellation is received by the school facility and the Civic Center Permit Office in writing. If it can be shown that the cancellation was motivated by an emergency or beyond the control of the applicant, the Civic Center Office shall determine if the refund shall be made.

Applicant - Print Name

Signature

Name of Organization

Dated

Rev 9.30.14



LOS ANGELES UNIFIED SCHOOL DISTRICT

APPLICATION FOR CIVIC CENTER USE OF SCHOOL FACILITIES

CIVIC CENTER PERMIT OFFICE

Date: _____

1. Permittee: _____ Group Name: _____
(Adult Requesting Permit)
2. Address: _____
(Street Address) (City) (State) (Zip Code)
3. Tel: _____ Fax: _____ Cell: _____ Email: _____
4. School Requested: 1) _____ 2) _____
(First Choice) (Second Choice)
5. Activity: (i.e. Soccer Practice) _____
6. Attendance/Participants a) Number of Participants: _____ b) Number of Spectators: _____
c) What percentage of participants live within boundaries of LAUSD?: _____

7. **INDICATE EITHER 'Y' – Yes or 'N' – NO TO THE QUESTIONS BELOW BY CIRCLING THE APPROPRIATE LETTER.**
Please note that misrepresentation of the facts on this application may result in permit cancellation and/or refusal of future permit application requests.

GENERAL APPLICATION INFORMATION

- 1) Is the meeting/activity open to the general public? Y / N
- 2) Is the applicant a not-for-profit/non-profit group? Y / N
- 3) Will any dues, membership fees, admission charges or contributions be collected at the site? Y / N
- 4) Will anything be sold or money exchanged in any way? Y / N
- 5) Is the applicant a Youth Group (**ALL PARTICIPANTS** must be 18 years of age or under)? Y / N
Applicant must complete Youth Group Applicants Only Section below.
- 6) Is the applicant an Adult Group? (Is **ANY PARTICIPANT** 19 years of age or older?) Y / N
- 7) Is the facility use for non-recreational purposes? Y / N
- 8) Is the facility use for recreational purposes? Y / N
- 9) Applicant certifies that the proposed activity will not violate CIF or IAC rule and regulations. Y / N

YOUTH GROUP APPLICANTS ONLY

A. Indoor Facilities – Non-Recreational Meetings/Activities

- i. Is the applicant representing one of the following named youth groups, including but not limited to, the Girl Scouts, Boy Scouts, Camp Fire Girls, Good News Clubs, Parent-Teachers' Association, School Advisory Councils, who wish to hold indoor non-recreational meetings in classrooms, libraries and auditoriums to discuss matters of general or specific interest with the people of the community in which they reside to promote youth and school activities? Y / N

B. Outdoor Facilities and Gymnasiums – Recreational/Athletic Activities

- i. Is the applicant representing a youth group which conducts activities which promote youth and school activities and where 75% of the proceeds collected are expended for the welfare of the pupils of the District or for charitable purposes? Y / N
- ii. Is the applicant representing a youth group which charges admission, collects contributions, or charges any fees for membership at the site? Y / N

8. Requested Facilities: (Mark with a ✓ or "X")

EDUCATIONAL FACILITIES

- ☐ Classrooms, ☐ Auditorium ☐ Multi-purpose room ☐ Cafeteria/Cafetorium
Number of classrooms _____ ☐ Other _____

RECREATIONAL FACILITIES

- ☐ MS Gymnasium ☐ HS Gymnasium - Large ☐ HS Gymnasium - Small
☐ Football Field ☐ Baseball/Softball Diamond ☐ Soccer Field
☐ Track ☐ Other (specify) _____

For Office Use Only

Received By: _____
App. Fee Submitted: ____ Yes ____ No
Insurance Exp. Date: _____
Approved: ____ Yes ____ No

Civic Center Permit Application (contd.)

9. PERMIT PERIOD DATES (One Application Per Period)

PERMIT PERIOD DAYS AND HOURS

"A" PERMIT PERIOD DEADLINE (May 15)

July _____
 August _____
 September _____
 October _____

"B" PERMIT PERIOD DEADLINE (September 15)

November _____
 December _____
 January _____
 February _____

"C" PERMIT PERIOD DEADLINE (January 15)

March _____
 April _____
 May _____
 June _____

	Day	Hours:	From	To
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

***Dates must be listed numerically for period in which applying for.**

***Practice times must not exceed 3 hours/day and 18 hours/week.**

10. REQUEST FOR USE OF FACILITIES

- 1) Permits will be issued to conform to tri-annual permit periods and will be issued for one period only. APPLICATIONS ARE DUE BY THE 15TH DAY OF THE MONTH SHOWN IN PARENTHESIS NEXT TO EACH PERIOD STATED ABOVE. Please number days in the box in order of preference. PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING AFTER APPLICATION IS RECEIVED.
- 2) Any form of announcement or advertisement regarding activities held on school property to non-school purposes must include the following statement: "This meeting is neither sponsored by nor is it in any way connected with the Los Angeles Unified School District." If announcement is in printed form, statement must appear in equally large and prominent type.
- 3) Applications from returning partners and new applicants may be received no earlier than 30 calendar days prior to the application deadline and no later than 20 calendar days prior to anticipated use.

11. WHO MAY APPLY

The use of school facilities, when such use will not interfere with the conduct of the school program, may be granted for non-school purposes to citizen groups or organizations which may engage in supervised recreational activities, or may meet and discuss any subjects and questions which appertain to the educational, political, economic, cultural, artistic and moral interests of the citizens of the community in which they reside.

12. RESTRICTIONS AND PROHIBITIONS

- 1) Meetings shall be inclusive, shall be open to the general public and shall be conducted in the English language provided however, that for good cause the District may approve meetings in another language provided an interpreter is present.
- 2) Issuing of a Civic Center Permit shall not be contingent upon contributions or donations to schools, school programs, school events and booster clubs, etc.
- 3) Nothing shall be sold, offered or advertized for sale on school premises including, but not limited to items of literature. This restriction shall not apply to activities for which a direct cost is made by the applicant.
- 4) School premises shall not be used later than 11:00 P.M. by non-school groups or during the hours that school is in session except upon special permission of the Principal and the permit issuing office. Any granted exceptions may result in additional fees.
- 5) School premises shall not be used as campaign headquarters for any purpose by any person, group, club or organization.
- 6) Usage of school by a single organization or activity may be limited in order to ensure an equitable distribution of Civic Center Permits among the various organizations and activities.
- 7) No permit shall be issued for ballroom dances except those sponsored by the Youth Services Section., Parent-Teach Associations, or as specifically authorized by the Superintendent.
- 8) Meetings shall be non-exclusive and shall be open to, and of interest to, the general public.
- 9) Permits for the use of cafeteria and other facilities for the serving of food may be issued only in conjunction with Civic Center meetings/activities; with the consent of the Principal; and the approval of the Food Services Branch.
- 10) There will be no smoking within any building or in any other place on the school site.

Civic Center Permit Application (contd.)

- 11) The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarrelling or fighting, betting or other forms of gambling, card playing, conducting raffle or lottery. No activity shall be conducted which constitutes a violation of any local, state, or federal law.
- 12) No structures may be erected or assembled on school premises, nor may any electrical, mechanical or other equipment be brought thereon unless special approval has been obtained from the office issuing the permit in compliance with Los Angeles Unified School District standards.
- 13) No gratuities shall be given to or accepted by District staff.
- 14) All school grounds shall be left in the same order, condition and degree of cleanliness as existed at time of entry.
- 15) Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal and safety laws and regulations.
- 16) After one-half hour waiting period, school premises will be locked if the group has not arrived.
- 17) This permit is granted to the applicant only. This permit is not transferable or assignable. "No shows" may be grounds for revocation.

13. FEE REFUND

Any service costs, fees or deposits may be refunded in the event of cancellation of the request, provided that such cancellation is received by the school facility, and the Civic Center Permit Office at least 36 hours prior to the time of scheduled use, or if the permit is granted for a weekend, at least one work day prior to the time of scheduled use. If it can be shown that the cancellation was beyond the control of the applicant, the Civic Center Permit Office shall determine if a refund shall be made.

14. STATEMENT OF UNDERSTANDING, WAIVER OF LIABILITY & INDEMNIFICATION

- Applicant acknowledges and understands that permit issuance is on an "as is" basis and any request to inspect the facility must be made prior to use.
- Applicant accepts the premises and facilities in their present condition, and stipulates that the premises and facilities are clean, safe, and in usable condition.
- Applicant accepts the premises "as is" and assumes all risks of any condition of the property, whether visible or not.
- Applicant, at its sole cost and expense, shall obtain all necessary licenses, permits and approvals from the respective city, county or state departments or agencies.
- Applicant agrees that any failure to comply with the Agreement or obtain the necessary permits and approvals for the event shall be considered a default under the Agreement and DISTRICT may terminate the Agreement pursuant to this section.
- Applicant agrees that DISTRICT shall not be liable for any costs or expenses incurred by the Applicant arising from this Agreement.
- Applicant understands that its liability is not limited to the Applicant's policy limits and Applicant understands that this provision is a material term of the permit for use of the premises and facilities.
- In the event that the Applicant fails to perform in accordance with the insurance and indemnification requirements, or otherwise breaches any other provisions of the Civic Center Permit for use of the premises and facilities, the Los Angeles Unified School District shall be entitled to recover all legal fees, costs and other expenses incident to securing performance or incurred as a consequence of nonperformance of the Applicant.
- Applicant agrees to protect, defend, indemnify, save, and hold harmless the Los Angeles Unified School District, the Board of Education of the City of LA, and all officers, agents, employees, and representatives free and harmless from any and all liability, loss, damage, cost or expense in any way connected with Applicant's use or occupancy of the premises and facilities.

15. APPLICANT ATTESTS

The applicant has read and understood all terms and conditions of this permit application hereof. The applicant further represents that the information provided is true and correct. Misstatements, misrepresentations or omissions may cause cancellation, delay or refusal of permit requests.

Signature of Applicant

Title or Office Held by Applicant

Printed Name of Applicant

Date

Education Code Section 38136 Determination of intention; statement of information; discretion of board

No governing board of a school district shall grant the use of any school property to any person or organization for any use in violation of Section 38135.

For the purpose of determining whether or not any individual, society, group, or organization applying for the use of the school property intends to violate Section 38135, the governing board shall require the making and delivery to the governing board, by the applicant of a written statement of information in the following form:

STATEMENT OF INFORMATION

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;

That _____, the organization on whose behalf he or she is making application

(Insert Applicant Name)

for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States.

This statement is made under the penalties of perjury.

Signature of Applicant

Title or Office Held by Applicant

Printed Name of Applicant

Date

Please return all 4 pages of this application,
\$78 application fee (cashier's check or money order)
and application notification (completed and signed) to:

Los Angeles Unified School District
Civic Center Permit Office
333 S. Beaudry Avenue, Suite B2-216
Los Angeles, CA 90017
Phone (213) 241-6900
Fax (213) 241-4546



Los Angeles Unified School District

Beyond The Bell Branch

Expanded Learning and Enrichment Programs

Connecting children and youth to their local school and community.

INSURANCE REQUIREMENTS

A certificate of Insurance is required for the use of all LAUSD owned facilities. At LAUSD's sole discretion, certain events may require additional insurance or waivers. Your Certificate of Insurance must be approved by the LAUSD Division of Risk Management and Insurance Services (Risk Management) prior to the execution of a Civic Center Permit.

If you require assistance purchasing insurance, a Special Events Liability Insurance Program Application has been provided in this packet. The insurance application is not processed through Beyond the Bell. You must contact Risk Management regarding any insurance matters and additional processing time and fees are required.

The Permittee, at its sole cost and expense, shall acquire and keep in full force during the term of the Agreement, any and all insurance coverage that may be required by the DISTRICT. Such insurance coverage must meet the following DISTRICT requirements:

SPECIAL REQUIREMENTS:

Additional Insured Endorsement

The Commercial General Liability policy and the Commercial (Business) Automobile policy must contain an additional insured endorsement in favor of:

**"Los Angeles Unified School District and the
Board of Education of the City of Los Angeles"**

The Certificate Holder portion of the insurance certificate **must be listed exactly as follows** to be considered valid by the District:

Los Angeles Unified School District & the Board of Education of the City of Los Angeles
Beyond the Bell Branch
333 South Beaudry Ave, 29th Fl
Los Angeles, Ca 90017
Ref: School Name

Insurer's Rating

All insurance required shall be issued by an insurer authorized/admitted/licensed to do business in the State of California with an A.M. Best rating of no less than A-, VII or which is otherwise acceptable to DISTRICT.

Deductibles/Self Insured Retentions

All deductibles or Self-Insurance Retentions (SIR) shall be declared in writing, and all deductibles and retentions above \$25,000 require District approval.

This document replaces any previous policy or requirement set forth by LAUSD.

Insurance Coverage

Permittee shall maintain the following insurance coverage:

COMMERCIAL GENERAL LIABILITY COVERAGE

General Aggregate Limit	\$2,000,000
Products & Completed Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage (any one fire)	\$50,000
Medical Payments	\$5,000

COMMERCIAL [Business] AUTOMOBILE LIABILITY (CA or BA)

All Owned, Hired and Non-owned autos with a **combined single limit of no less than \$1 million per occurrence**, if no owned autos, then only hired and non-owned is required.

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

In a form and amount covering Contractor's full liability under the California Workers Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A- Statutory Limits

Part B- \$1,000,000/1,000,000/\$1,000,000 Employers Liability

- ❖ Sole Proprietors with no employees are exempt from providing Workers Compensation Coverage, but must provide a signed **WORKERS COMPENSATION STATEMENT**.

OTHER COVERAGE, when applicable:

Abuse and Sexual Molestation Coverage

\$1,000,000 per occurrence/ \$1,000,000 aggregate

Other Requirements

Permittee shall obtain an obligation on the part of the insurance carriers to notify DISTRICT in writing prior to any cancelation thereof. The policy shall also state that such insurance shall be primary over any other coverage available to the DISTRICT. A certificate of insurance or other acceptable evidence showing above shall be submitted to the DISTRICT for review and acceptance with your application.

Compliance

The Permittee, at its sole cost and expense, shall obtain all necessary licenses, permits and approvals from the respective city, county or state departments or agencies. Permittee agrees that any failure to comply with the Agreement or obtain the necessary permits and approvals for the event shall be considered a default under the Agreement and DISTRICT may terminate the Agreement pursuant to this section, Permittee agrees that DISTRICT shall not be liable for any costs or expenses incurred by the Permittee arising from this Agreement.

Questions/Contact Information

All questions regarding insurance coverage should be directed to LAUSD Division of Risk Management and Insurance Services: <http://riskmanagment.lausd.net>

Teresa Webster	(213) 241-3016	Field Trips and Special Events
Larry Chatman	(213) 241-2176	Insurance Manager
Fax	(213) 241-8956 or (213) 241-8993	



WE INVITE YOU TO LEARN ALONGSIDE US!

Restorative Communities Lead Program:

The Partnership invites 1-3 members of your team to join the Restorative Communities Lead program, which consists of ongoing cycles of professional learning to strengthen school culture and classroom climate in order to transform student outcomes. The Restorative Communities Lead is responsible for leading themselves, the school culture team, and/or a cohort of teachers in planning and implementing restorative practices to enhance school culture. Through this role, educators will cultivate their leadership skills and engage with fellow participants in the Partnership network to share resources and best practices. The Restorative Communities Leads (RCL) Program offers **five seminars** throughout the year, which help teacher leaders develop their skills in restorative practices, social-emotional learning, trauma-informed practices, observation, coaching, facilitation, and integrating restorative practices into curriculum.

1st Year RCL Seminar Dates:

- Monday, July 31, 2017
- Thursday, September 14, 2017
- Thursday, November 16, 2017
- Thursday, February 8, 2018
- Thursday, April 5, 2018

About us: The Partnership for Los Angeles Schools is a non-profit organization that manages 19 of the highest-need schools within the Los Angeles Unified School District, located in Boyle Heights, South LA, and Watts communities. Our **Restorative Communities team** has extensive experience facilitating professional learning and providing coaching and consulting support.

What current Restorative Communities Leads say about learning with the Partnership...

"I can identify several strategies that I will use in my class. I also got great advice and feedback from other RCL's in addressing specific issues on our campus."

"I love observing the scholars engaging in RJ activities, especially the two class communities where the scholars exemplified the definition of team and motivating one another."

"Having the ability to actively engage and construct meaningful peer mentor conversations was amazing!"

Please reach out to Tanya Franklin to enroll at tanya.franklin@partnershipla.org.



2017-18 Partnership Teacher Leadership Program Restorative Communities Lead @ Family Schools



Overview

The Restorative Communities Lead is responsible for **leading themselves** and the **school culture team** in planning and implementing restorative practices to **enhance school culture** such that the school meets their culture goal(s). Through this role, educators will **cultivate their leadership skills** while **positively impacting school culture and classroom climate** in order to **transform student outcomes**. The chart below outlines key responsibilities of the role, along with sample deliverables. Participants should expect to spend 10-20 hours/month, in addition to seminar attendance, to plan for and execute responsibilities. To support Restorative Communities Leads, schools will work to provide supports for them to fulfill related responsibilities.

1 st Year RCL Responsibilities	Sample Deliverables
<ul style="list-style-type: none">Serve as a contributing member of the school leadership team and a co-lead of the School Culture Team (or equivalent)Set a year-long goal with interim milestones, weekly actions, and semester outcomes aligned to one strategically impactful TLF element (e.g., 1b4, 2a3, 2b2, 3a4) that will support the school-wide Culture growth goalImplement a school-wide system for peer observations (modeling in your own classroom) to ensure colleagues' learning of restorative practices	<ul style="list-style-type: none">Log/feedback notes of classroom observations by peersSEL lesson plans, assessment results, or videos used in PD with staffCircle tracker dataPhotos of student work, experiences, etc.Culture team meeting agendas, notes, exit tickets, sign in sheets, and reflectionsPhotos, bulletins, flyers, or other communication of school-wide events (including PD) to promote school culture strategies

Attendance, Participation, and Collaboration

Partnership Events and Meetings

- One-day RCL Kick-Off (July 31, 2017)
- Four (4) full-day seminars (two in the fall, two in the spring) focused on restorative instructional practices
- Regular check-ins with Partnership staff member, including coaching/observation meetings

School-Site Meetings

- Regular and meaningful participation in leadership team meetings, Culture Team meetings, and principal check ins

Qualifications

- Sustains a growth mindset for self and others in pursuit of excellence
- Belief in the Partnership Core Values: courage, creativity, continuous improvement, and collective action
- Ability to build strong relationships and support high morale and confidence in colleagues
- Strong content and pedagogical knowledge
- Desire to lead and/or experience leading adult learning
- Experience using data to drive instructional practice
- Strong technology and computer skills (email, digital platforms, Google, etc.) or willingness to learn

Stipend

- Stipend paid out 2x annually for a maximum of \$1500
 - \$300 for attending July 31st
 - \$1200 for Seminar and School Site Deliverables
- Compensation will be dependent on completion and quality of seminar and school-site deliverables (to be determined with Partnership and school leaders)

Selection

To apply to serve as a Restorative Communities Lead, please visit <http://bit.ly/PartnershipTL> and submit an online application. Decisions will be made in conjunction with principals, and all candidates will be notified by July 15, 2017. For any questions about or problems with the application, please email Tanya.Franklin@PartnershipLA.org.



Office of Environmental Health & Safety
333 S. Beaudry Avenue, 21st Floor
Los Angeles, CA 90017
Phone: (213) 241-3199
Fax: (213) 241-6816



SAFETY ALERT

No. 16-03

Summer Flushing Procedures for Drinking Water

May 2016

REV. 3/2017

Lead is toxic when ingested and can cause serious health problems, particularly in young children. To prevent lead exposure from drinking water sources, the District implemented a flushing policy in 1988.

This policy ([Reference Guide 3930.6, Daily Flushing Requirements for Drinking Water Fountains and Faucets](#)) requires daily flushing of all drinking water sources. The site administrator must ensure designated staff flush drinking water sources daily and maintain the "Monthly Drinking Water Flushing Log." The site administrator must also certify monthly these tasks have been completed.

All site administrators must certify for the month of June by July 15th. However, the certification window for June will be open early (June 15) for those site administrators whose last day is June 27th. Certification for June is required of all regular site administrators.

To ensure full compliance with these requirements during the summer months, the following procedures have been developed:

- The summer site administrator must designate staff responsible for the daily flushing of drinking water sources that may be used or are accessible for consumption or food preparation throughout the summer. The summer site administrator for each school shall be the acting principal. At sites where there is no administrator, the Beyond the Bell site coordinator will be responsible for the certification process.
- **Every morning**, designated staff must flush all of those fixtures and fountains. If the site will not be occupied until later in the day, then flushing must be completed immediately upon arrival at the site and prior to first use. Sites with no students present still require daily flushing for accessible fixtures that may be used by staff.
- Staff that conducts the daily flushing must complete the "Monthly Drinking Water Flushing Log" on a daily basis (Attachment A). These logs shall be kept in the main office and provided to the regular Site Administrator at the end of the summer program.

DISTRIBUTION: All Schools

- At the end of the month or when the program (summer school or Beyond the Bell) ends each month, the site administrator shall certify that daily flushing has been completed. Summer administrators must certify for June if any part of their program falls in June using the instructions listed below.
 - Principals overseeing the summer sessions at their regular assignment may use the Principals portal to certify each month as discussed in the REF-3930.6.
 - Principals assigned to a different location for the summer or Beyond the Bell staff in the absence of a site administrator, must follow the instructions listed below.

INSTRUCTIONS ON HOW TO CERTIFY FLUSHING DURING THE SUMMER:

1. Click onto the link below to access the certification form each month.

<https://tinyurl.com/lausd-summer-flushing-2017>

2. The following form will appear.



The screenshot shows a web form titled "LAUSD 2017 Summer School Drinking Water Flushing Certification". Below the title, there is a paragraph of instructions: "All site administrators must certify - via this electronic form - all drinking fountains and faucets have been flushed daily and a log has been maintained on site in accordance with Reference Guide 3930.6 'Daily Flushing Requirements for Drinking Fountains and Faucets'." Below this is a "NOTE" in red text: "NOTE: Do not certify early. Only certify when the month or program has completed, whichever comes first." Another paragraph in red text says: "For questions about these procedures, please contact the Office of Environmental Health and Safety at (213) 241-3199." Below that is a red asterisk followed by the word "Required". The main form field is labeled "Select the month you are certifying for: *" and has a dropdown menu with the word "Choose" and a downward arrow.

3. Enter the following information into the form.
 - a. Select the month (June, July or August)
 - b. Site location code (4-digit)
 - c. School Name
 - d. Your LAUSD e-mail address
 - e. Your title

f. Your name

4. Click on the Submit button at the end of the form. You will receive the following confirmation message once the form is received.



These procedures do not apply to schools that have been exempted from daily flushing. To view the current list of exempted schools, please visit <http://achieve.lausd.net/Page/3956>. For more information on the Lead in Drinking Water Program, please contact OEHS at (213) 241-3199 or visit <http://achieve.lausd.net/Page/3450>.

ATTACHMENT A

Monthly Drinking Water Flushing Log

Name of School: _____

Month/Year: _____

Location (Building/Room): _____

Location Code: _____

Date	Each Fixture Flushed (Y, N)	Location & Equipment ID of Problem Fixtures (inoperative, odors, discoloration or complaints)	Responsible Person's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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31			

Note: All drinking fountains, faucets and cafeteria kitchen faucets used for food/beverage preparation shall be flushed for a minimum of 30 seconds prior to the first use every day. It is the responsibility of the school's Principal or the Site Administrator to ensure that this log is kept up to date and copies are kept on file at all times.



MiSiS Closing of School Year Checklist 2017-2018



Attendance	<input type="checkbox"/> Ensure all teachers have submitted attendance. There should be NO Attendance Not Submitted (ANS). <input type="checkbox"/> Enter all attendance previously submitted on manual rosters. <input type="checkbox"/> Clear all uncleared absences. <ul style="list-style-type: none"> ○ Absences need to be cleared by June 9th in order for attendance to be reflected on the Statistical Report. <input type="checkbox"/> Run Teacher Discrepancy Report and ensure there are no attendance discrepancies.
English Learner	<input type="checkbox"/> Ensure all students who meet reclassification criteria are reclassified. <input type="checkbox"/> Issue reclassification letters for students who have reclassified.
Enrollment	<input type="checkbox"/> Students on a permit may need to renew the permit for the next school year. <ul style="list-style-type: none"> ○ Refer to <u>BUL-5341.2 Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools & BUL-5347.1 Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools</u> <input type="checkbox"/> Withdraw students who will not be attending LAUSD next school year on the last day of attendance with the appropriate L Code and L Reason. Students attending a charter school next year should be withdrawn on the last day of attendance.
Grades	<input type="checkbox"/> Only courses that are issued final grades will post to the transcripts. <ul style="list-style-type: none"> ○ 'P' should not be issued to academic subjects, such as Math. ○ Any course issued a grade of 'P' is excluded from all GPA calculations ○ M cannot be issued as a final mark <input type="checkbox"/> Remember to print the report cards by grade level to avoid performance issues. <input type="checkbox"/> Run the Teacher Verification Report, Missing Grades Report, and Report Cards after all grades have been submitted. <input type="checkbox"/> If a student had a schedule change during the final grading period, make sure that only the current teacher is providing a final mark. <input type="checkbox"/> Print cum labels to post on the student cumulative record. <input type="checkbox"/> Update cumulative record for all students. <input type="checkbox"/> For Elementary Schools only – <ul style="list-style-type: none"> ○ If a student will be retained, the administrator will need to set the Retention Warning Indicator for Grading Period 3 to "Will be retained". ○ When generating the Elementary Schools Report Card, be sure that the Grade level of TK is deselected from the grade level selection parameter otherwise an error will result. <input type="checkbox"/> For Options Schools only – Students who have not completed a course should not be issued a grade for the 4 th grading period and teachers should use comment 25.



MiSiS Closing of School Year Checklist 2017-2018



Graduation Standards	<input type="checkbox"/> Run the Graduation Eligibility Status Report for 2016 & Beyond to monitor graduation status.
Next Year Enrollment	<input type="checkbox"/> Transfer records must be entered for students who will not be attending their boundary school in 2017-2018. <ul style="list-style-type: none">○ Refer to REF-6646.1 2017-2018 Next Year Enrollment for all Students○ For directions to enter a transfer for individual student in MiSiS refer to Entering A Transfer Job Aide.○ For directions to enter a transfer for multiple students in MiSiS refer to Enter a Transfer Mass Update.
Student Support	<input type="checkbox"/> Review and update all Discipline referrals.
State Reporting	<input type="checkbox"/> For all schools whose school year ends by June 9 th , submit signed Statistical Reports to the Attendance & Enrollment Branch by deadline. <input type="checkbox"/> For all other schools whose year ends by June 30 th , submit signed Statistical Reports to the Attendance & Enrollment Branch by deadline.
Scheduling	<input type="checkbox"/> Ensure that all students have been scheduled in the appropriate course before final marks are posted. <input type="checkbox"/> Run Scheduling Reports to check for completed student schedules and class size.
Transcripts	<input type="checkbox"/> Update transcripts for any off-site final marks or any post-secondary schools that issue high school credit. <input type="checkbox"/> Courses taken at LAUSD Adult Schools should automatically post. <input type="checkbox"/> After all final grades have been submitted, print transcript for any student, as requested.
Year End Coding for 12th Graders	<input type="checkbox"/> For students not returning after 12 th grade, use the Mass Leave Entry Reason Code screen to enter a leave reason. <ul style="list-style-type: none">○ Refer to Mass Leave Reason Entry Screen job aid <input type="checkbox"/> For returning 12 th grade students, update the Year End Flag (YEF) screen with leave date. This also applies to Special Education students – Returning, Prior Completer, or Certificate of Completion. <input type="checkbox"/> Refer to REF-6501.3 2016-2017 YEAR END CODING FOR 12TH GRADE STUDENTS

BULLETIN NO. 2643.8
June 7, 2017

ATTACHMENT H

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending _____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

School/Office _____

I hereby certify that I have obtained the appropriate supporting documentation, as outlined in this bulletin, for those employees who were paid using federal and/or state categorical funds. All necessary adjustments have been entered in the payroll system so that actual hours worked are properly reflected.

These documents have been retained by the time-reporter at my location and are available for review.

Administrator's Name

Administrator's Signature

Date

A copy of this signed assurance must be sent to your LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.