



Believe ♦ Behave ♦ Become

Calendar Dates

Classified School	5/20-
Principals' Meeting	5/23
Safe Passages	5/24
Memorial Day Observed	5/28
Last Day of Instruction	6/8
C Basis Ends	6/8
B Basis Ends	6/15
E Basis Ends	6/25

What's Due

ROIs due On-Line	5/31
May Water Flushing Certification	6/1
May On-line Metal Detection	6/1



Tdap Update #5
77% compliant

Friday Operation's Brief

Rubric of Implementation Spring 2018



As a means to continue “building a stronger multi-tiered system of support for all students”, the Rubric of Implementation (ROI) is used as a self-assessment to monitor the implementation of the Discipline Foundation Policy. In keeping with Discipline Foundation Policy guidelines, identified “Green” status schools will upload documentation onto Discipline Foundation Policy section (located on the Principals’ Portal). “Green” status schools must also submit Rubric of Implementation self assessment to their respective Operations Coordinators to update scores, as needed. Schools that scored in the “Yellow” or “Red” within the past three years will conduct its self assessment with their assigned Operations Coordinator and School Director. **All schools**, regardless of identified status, are required to upload their documentation onto the Principal’s Portal by May 31, 2018.

Memorial Day—Monday, May 28, 2018



A time to remember and honor the men and women who died while serving in the United States Armed Forces.

Traditional Observance—On Memorial Day, the flag of the United States is raised briskly to the top of staff and then solemnly lowered to the half position where it remains only till noon. The half-staff position remembers the more than one million men and women who gave up their lives in the service of their country. At noon, the flag is raised to full-staff. “[T]heir memory is raised by the living, who resolve not to let their sacrifice be in vain, but to rise up in their stead and continue the fight for liberty and justice for all.

Memorial Day Holiday (Substitute Coverage)

Due to the Memorial Day Holiday, the Human Resources Division is anticipating the possibility of a higher than average teacher absentee rate on Friday, May 25th and Tuesday, May 29th. We are seeking your assistance by limiting requests for substitutes to cover absent classroom teachers only. Please know that our priority on these days will be to fill classroom positions prior to filling any requests for supplemental assignments. A supplemental assignment is a request for substitute coverage without an absent employee tied to the request.

Please remember that substitutes may be requested in advance if you are already aware that a teacher will be absent on one of these days. If you have a Contract Pool Teacher defaulted to your site, you may utilize SubFinder to request him/her to cover an absent teacher. Also, as a reminder, per Article XII Section 12.8 of the LAUSD/UTLA Collective Bargaining Agreement, teachers may be asked to provide documentation for their absence.



Up Goes Your Attendance - Pledge

Continue to motivate your students to attend 'til the End! Some schools have asked their students to take a pledge to increase or continue with good attendance by



stating something they could do to “Up” their attendance. Students publicized their promise on a die cut balloon and affixed it to the “Up Goes Your Attendance; banner and received a small token for their participation. Additionally, students in the “basic” band were invited to an attendance improvement meeting where they created an action plan and signed a contract to increase their attendance. Information about A-G Graduation requirements, study tips, and school resources were discussed a provided to all students!



Last Call! Most Improved Attendance Celebration!

Should you wish to nominate a student to be recognized at the Most Improved Attendance Celebration event to be held on June 6th, please submit the following information to Mario Vega, mvega@lausd.net, by May 25th:

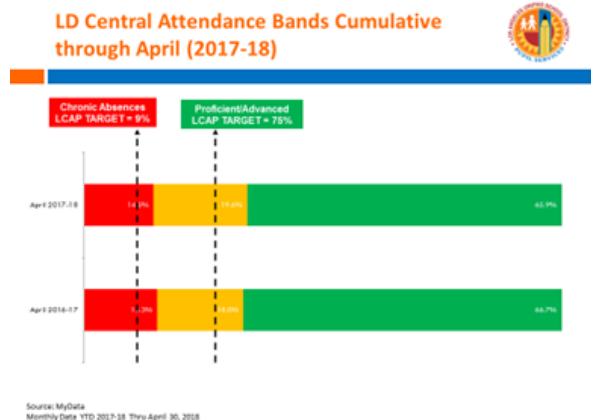
- Student Name and ID Number
- MiSiS Attendance Referral Report
- A few sentences to support your nominations



Local District Central—Chronic Absences



Chronic absence rate decreases from 15.3% to 14.5% over the course of the last 12 months!



Summer Cleaning Schedules



It's never too early! A friendly reminder to all school leaders to schedule a meeting with your Plant Manager to discuss summer cleaning duties, time standards for summer clean up, and supplies needed to ensure that your school is ready for the new school year. It is the responsibility of the school to purchase supplies for needed for summer cleaning. The Maintenance and Operations Area will supplement supplies as needed.

Please call and schedule a meeting with your Area Operations Supervisor or call your Operations Coordinator to assist you in scheduling your meeting.

Santee Education Complex PSW Team Organizes Prom Dress Event

This year's Prom Dress Event at Santee Education LC was organized by the dynamic duo-PSWs Olga Jurado and Nicole Marroquin. All students were assisted in selecting the "perfect" dress and shoes for their *dream* prom night. A big **thanks** to the teachers and staff for their generous donations!



Restorative Justice: Responding to Conflict



It is inevitable that at some point we will have to deal with conflict in our schools, either between pupils and other pupils, between staff and pupils, or between staff and other staff.

Using a restorative approach to resolving conflict not only seeks to address what has happened and reflect on the needs of those involved, but aims to avoid the same situation happening again.

How we manage incidents of conflict in school is important; the response needs to deliver useful outcomes for all those involved. When choosing how to respond we need to think about what the benefits would be and what the risks would be. We need

to consider whether by choosing a punitive response such as a time out or exclusion, we are enabling the pupil to learn from their mistake? Will it prevent a repeat of the same behavior?

By acknowledging that the 'offender' may have had unmet needs, as well as meeting the needs of the 'victim', the likelihood of the incident reoccurring is reduced. A restorative discussion can also open our eyes to information about the child and why they might be using certain behaviors.

Year-end O.T's

This can be a very busy and stressful time of year due to all that needs to be accomplished. Given that, it is our responsibility to ensure that we follow the policies of the District related to **Opportunity Transfers**. Per BUL-6362.0, Opportunity Transfers (O.T.)- Policies and Procedures (Attachment 1), O.T.s should not be issued or cancelled within the last six weeks of the semester. School site administrators should take steps to implement practices to monitor all check-outs during this time of year. For questions or concerns regarding O.T.s, contact your school's respective Operations Coordinator.





Tdap

LD Central is currently 77% with 6th Grade students with Tdap immunizations. Available on the District Nursing Services website is the **Tdap Toolkit** at <https://achieve.lausd.net/Page/13268#spn-content>. This toolkit includes:

- Tips Sheet
- Tdap Awareness Flyers
- Blackboard Connect Ed Scripts
- LA County and LAUSD School Based Clinics for access to free immunizations
- MiSiS Job Aid to assist with documentation
- Tdap awareness PowerPoints for students, school staff and parents

For further assistance, please contact LD Central's Nursing Specialists Clare Reid at 213-241-0556 or Pilar Llanes at 213 241-0788.

Kindergarten Oral Health Assessment Mandate



Each school is required to collect Assessment/Waiver forms and enter data in MiSiS by **May 31st** of each school year. Please refer to [BUL-3585.6 Oral Health Assessment for Kindergarten or First Grade](#) for notification templates and guidelines on inputting data into MiSiS.

For low cost and free dental services, please visit the L.A. Trust for Children's Health website thelatruster.org/ohi-oral-health-resources/.

Title I Categorical Equipment Inventory 2017–2018

The LD Central Title I Categorical Equipment Inventory (CEI) for 2017-2018 database (Attachment 2) identifies the schools that need to conduct a physical check and revise the CEI after equipment purchase.

The Categorical Equipment Inventory must be submitted by June 8, 2018. The LD Central Schools database will be updated for all schools who have submitted their CEI. Should you have questions, please contact your LD Central Title I Coordinators, Marty Barrios or Oscar Salas at 213-241-8694 or 213-241-0497, respectively.



Final Payment of Bills for 2017–2018

To enable prompt payments, schools and offices need to process an online Good Receipt immediately after the ordered items or services are received. For Assistance, please contact your LRP Shopping Cart Support Center at SCSCcentral@lausd.net or (562) 654-9430. For more information, please refer to REF-3640.12 (Attachment 3).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Opportunity Transfer (O.T.) - Policy and Procedures

NUMBER: BUL-6362.0

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations

Michelle King, Senior Deputy Superintendent
School Operations

DATE: August 14, 2014

ROUTING

Instructional Area
Superintendents
Administrators of Operations
Instructional Directors
Operations Coordinators
Principals
Assistant Principals
Counselors
Deans

POLICY: An Opportunity Transfer (O.T.) is a carefully planned school or District initiated transfer of a student within LAUSD schools for remedial and corrective reasons. It is issued as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student's continued enrollment at the current school presents a safety risk to others. The purpose of an O.T. is to minimize factors that interrupt the academic process, and thus to create a school climate that is safe and conducive to learning for all. To minimize disruption to the academic process, an O.T. may not be issued or terminated within the last six weeks of each semester. All student transfers shall be recorded and documented in the District's My Integrated Student Information System (MiSiS).

Administrators and school officials must ensure that an O.T. is utilized in a manner that is aligned with all District discipline policies, including the District's Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support; and is not used in an arbitrary, capricious, or discriminatory manner. Using an O.T. as an effective intervention tool can greatly assist schools in accomplishing the District's goals of increasing graduation rates, decreasing student dropouts, and maintaining safe school communities.

California Education Code (E.C.) Sections 35160 and 35160.1 grant school districts authority to initiate and carry on any program or activity that addresses the common, as well as unique, needs of their school community. The policy and procedures of this bulletin apply to transferring students to another comprehensive school or an Educational Options alternative program. To consider a change of placement for students eligible under Section 504 for nondiscrimination protection and for those with Section 504 plans, follow the procedures described in Section II of this bulletin. The O.T. process does not apply to students with an Individualized Education Program (IEP).

Transfers for students' safety/protection, academic needs, or other appropriate reasons, follow BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

MAJOR CHANGES:

This bulletin replaces BUL-4478.0, Opportunity Transfers (O.T.s) Policy, issued December 15, 2008. It revises District policy and procedures and provides clear guidelines regarding school or District initiated involuntary transfer of students, the referral and appeal process of the transfer, as well as the documentation and recording requirements in the LAUSD MiSiS Student Support.

GUIDELINES: I. GENERAL INFORMATION

An Opportunity Transfer (O.T.) is a school or District initiated student transfer for the purposes of behavioral intervention or compliance with other District-level procedures. O.T. may be issued as an alternative means of correction to address student behavior that violates E.C. Section 48900 *et. seq.* (See Attachment A.) except for the misconducts listed under Category I of the Matrix for Student Suspension and Expulsion Recommendation. (See Attachment B.) Parental consent is not required for O.T. issuance; however, school officials should engage parent involvement to ensure the success of the transfer.

An O.T. may be issued as an alternative means of correction, as appropriate, following a suspension; however, it is imperative that schools ensure that there is no additional loss of instructional time on the student's behalf during the O.T. process. The Pupil Services and Attendance Counselor or other school personnel shall be utilized to facilitate a smooth transition. In addition, the sending school should ensure that pertinent student records and information are properly forwarded to the receiving school to facilitate the success of the transfer. (See Section V. A. for details.) The school principal may designate one or more certificated staff to be responsible for implementing the provisions of this bulletin; however, the issuance of the O.T. shall be the authority of the principal or the principal's administrative designee.

An O.T. shall not be used to remedy low academic achievement, attendance issues, or for being a victim of a fight. To consider a transfer for the student's safety or protection, follow BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013.

II. STUDENTS WITH DISABILITIES

A. The O.T. process does not apply to students with an IEP. An O.T. also may not be issued to a student who is not yet eligible as a student with disability but the District has knowledge or suspects that the student may have a disability. For detailed guidelines, refer to the Special Education Policies and Procedures Manual, issued July 2, 2007; BUL-6269.0, Multi-Tiered System of Behavior Support for Students with Disabilities, issued April 7, 2014.

B. To issue an O.T. for students who are eligible for nondiscrimination protection under Section 504, a manifestation determination meeting must first be held.



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Students with a Section 504 Plan or identified as eligible for nondiscrimination protections under Section 504 may not be given an O.T. until a manifestation determination meeting has been held and determined that there is no link between the disability and the misconduct, or that the misconduct is not a result of the District's failure to implement the Section 504 Plan. Following this, the student may be considered for an O.T. with the assurance of full implementation of the Section 504 Plan at the receiving school. For detailed guidelines, refer to BUL-4692.2, Section 504 of the Rehabilitation Act of 1973, issued October 8, 2013.

III. ACCOUNTABILITY AND RESPONSIBILITY

A. Educational Services Center (ESC) Level

ESC Administrators of Operations (AOO) are responsible for implementing the District's O.T. policy and have the authority to monitor the O.T. process of their schools. The ESC AOO or designee shall:

1. Ensure schools establish and implement an O.T. process that is in compliance with the District's policy and procedures. (See Attachment C for O.T. Checklist.)
2. Review monthly statistical reports regarding student transfers to ensure compliance with the District policy.
3. Provide technical support, guidance, and assistance to schools that are out of compliance with the provisions of this bulletin.
4. Conduct an O.T. Appeal Review meeting to review the parent's appeal for their child's O.T. and render a decision in a timely fashion. (See Section VI for details.)
5. Record and document O.T. appeals in the Opportunity Transfer tab of the MiSiS Student Support.
6. Review school principal's request to cancel an O.T. and render a decision to approve or disapprove the O.T. cancellation.

B. School Level

School principals are responsible for the school's compliance with the District's O.T. policy and procedures and hold the final authority of issuing an O.T. Principals shall:

1. Designate only administrative staff to issue O.T.s and designate other



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certificated staff to assist in implementing the school's O.T. process.

2. Ensure that the school's Discipline Review Team (DRT) or Student Success Team (SST) is viable and actively engaged in the O.T. process.
3. Seek guidance and assistance from the ESC AOO or designee for compliance with and improvement of the school's O.T. process.
4. Require designated staff to attend mandatory professional development training pertaining to student discipline, positive behavior support, and related matters.
5. Properly advise students and their parents of the District's O.T. policy and procedures as well as the appeal process.
6. Provide ESC AOO or designee with the Request for O.T. Cancellation memorandum and obtain the approval from the AOO or designee prior to cancelling an O.T. (See Attachment D)

IV. IMPLEMENTATION GUIDELINES

A. Frequency and Duration

An O.T. may only be issued once during the student's matriculation through elementary school, twice during middle school, and twice during high school; and the number allowed at each education level shall not roll over to the next level. That is, a student who has not received an O.T. during elementary and middle school levels can still only be subject to two O.T.s during his/her high school years. The cancellation of an O.T. does not, itself, constitute a separate O.T. However, if the student is transferred a second time after the cancellation of his/her initial O.T., the re-issued O.T. then is considered as the second and final O.T. A student may not be issued a second O.T. without the cancellation of the initial O.T. and the transfer history shall be clearly documented and recorded in the Opportunity Transfer tab of the MiSiS Student Support.

When the student is undergoing expulsion, the interim placement at another school or program is not considered as an O.T. The term of an O.T. shall be no longer than the remainder of the current semester plus the following semester. When the O.T. term ends, the student shall be returned to the sending school.

B. O.T. Cancellation

During the term of the O.T., an O.T. may be cancelled by the principal of the receiving school with the approval of the ESC AOO or designee, if the student commits a violation listed under E.C. Section 48900 *et. seq.*, except for the



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misconducts for which the principal is required to recommend expulsion. The cancellation of an O.T. shall not be based solely on attendance or academic reasons. Upon the O.T. cancellation, the student shall be returned to the sending school for immediate enrollment with no instructional days lost in the process. To cancel an O.T., the principal/designee shall:

1. Submit the Request for O.T. Cancellation memorandum to the ESC AOO or designee and obtain the approval from the AOO or designee in order to cancel the O.T. (Attachment D)
2. Hold a conference with the student and the parent to discuss the misconduct and inform them of the cancellation of the O.T.
3. Provide the parent with the Opportunity Transfer (O.T.) Exit/Cancellation Notice with an effective date of re-enrollment at the sending school. (Attachment E)
4. Notify the sending school official of the O.T. cancellation, circumstances surrounding the cancellation, and the student's effective date of return.
5. Proceed with the student's withdrawal upon notification that the student has returned to the sending school, as dual enrollment is not permitted.
6. Document the O.T. cancellation in the Opportunity Transfer tab of the MiSiS Student Support.

C. O.T. Re-issuance

After the O.T. was cancelled and the student has returned to the sending school, the principal or designee of the school shall employ the DRT/SST review process to determine the next intervention measure. If the team decides to issue another O.T., the re-issuance of the O.T. then constitutes the student's second, and also final, O.T.

D. Requirement of Discipline Review Team (DRT) and/or Student Success Team (SST) Review Process

A student may not be issued an O.T. without being first reviewed by the school's DRT or SST. Prior to issuing each O.T., the school must first hold a DRT and/or SST meeting to determine that the appropriate interventions, school resources, and options have been explored. This is of particular significance in instances where students have received their second O.T. and their conduct continues to be disruptive. The team shall conduct an analysis of the case particulars and also review the provisions of BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014, to



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determine the best course of action for the student. This is to activate the systematic team approach to deal with student misconduct as opposed to using the O.T. process as the sole resolution for all student misconduct.

V. SCHOOL SITE PROCEDURES

A. Sending School Responsibilities

To issue an O.T., the principal/designee shall:

1. Solicit parental input, even though it is not required, arrange for one or more schools that are safe and meet the student's needs that will accept the student, and provide information for receiving school officials regarding student behavior issues.
2. Seek assistance from the ESC AOO or designee if the principal/designee encounters difficulty in securing or identifying a receiving school.
3. Obtain agreement and confirmation from the principal of the selected receiving school.
4. Conduct the Pre-O.T. conference with the parent and the student to review student records, discuss the reason for the transfer, advise the O.T. appeal procedures, and provide the "Opportunity Transfer (O.T.) Appeal Form" along with instructions (Attachment F). The O.T. may not be issued without the Pre-O.T. conference being held with the parent.
5. If the parent appeals the O.T. decision, ensure that the student continues to attend school during the period of the parent's appeal; wait for the outcome of the appeal and proceed accordingly.
6. If the parent does not appeal within three (3) days of the Pre-O.T. conference, issue the O.T. and provide the parent with the Pupil Opportunity Transfer (O.T.) Notice containing the reason for the transfer, effective date, and information of the intake conference with the receiving school. (See Attachment G.)

Note: In order to avoid unnecessary complications of the O.T. process, the Pupil Transfer Notice should only be generated after the completion of the Pre-O.T. conference when there is no appeal, or after the O.T. is upheld at the appeal.

7. Provide the receiving school with pertinent student information, including, but not limited to, the student's social adjustment report and DRT/SST meeting documentation, and schedule an intake conference with the



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receiving school for the parent and the student.

8. Proceed with the student's withdrawal upon notification that the student has arrived at the receiving school, as dual enrollment is not permitted. If the student has not arrived at the receiving school within 24 hours, it is the responsibility of the sending school to follow up with the family and not withdraw the student until obtaining verification of the student's enrollment at the receiving school.
9. Utilize the Pupil Services and Attendance (PSA) counselor or other school personnel to ensure the student's immediate enrollment at the receiving school if the student has failed to enroll.
10. Record and document the O.T. in the Opportunity Transfer tab of the MiSiS Student Support.

B. Receiving School Responsibilities

The principal/designee of the receiving school shall:

1. Conduct an intake conference with the parent and the student which includes, but is not limited to, reviewing the terms and conditions of the transfer, signing the O.T. contract (Attachment H), and discussing a plan for the student's success at the receiving school.
2. Provide the parent and student with a copy of the school's student behavior expectations and resources to support the student.
3. Advise the sending school of the student's arrival and request for the student to be withdrawn, so that the school may then complete the enrollment process at the receiving school, as dual enrollment is not permitted.
4. Provide the parent and the student with a list of school and community resources and, if needed, the transportation options.
5. Review the student's academic, attendance, and discipline records periodically; monitor the student's progress, and provide support to facilitate the success of the O.T.
6. Report the student's progress during the O.T. period to the school official of the sending school and initiate the student's re-enrollment back to the sending school at the end of the term.
7. During the O.T. term, after obtaining approval from the ESC AOO or designee to cancel an O.T., conduct an O.T. Cancellation conference with the



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parent and the student to discuss the E.C. violation(s) that warrant the cancellation, and further provide the parent the Opportunity Transfer (O.T.) Exit/Cancellation Notice with an effective date to return the student to the sending school. (See Attachment E)

8. At the end of the O.T. term, conduct an O.T. Exit conference with the parent and the student to discuss the successful or unsuccessful outcome of the transfer, and provide the parent the Opportunity Transfer (O.T.) Exit/Cancellation Notice with an effective date to return the student back to the sending school. (See Attachment E)

VI. TRAVELING PROGRAMS

O.T.s for students of traveling programs follows the same procedures described in this bulletin. Students that are issued an opportunity transfer from a traveling program may be transferred to another traveling program if space and transportation are available. Principals considering an O.T. involving a student participating in a traveling program should also adhere to the specific guidelines described below and consult with the appropriate personnel to complete the transfer.

A. Magnet Schools

1. All assignments in Magnet programs are to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. Students in Magnet programs may be offered the opportunity to be transferred to another voluntary integration program, if available.
3. The sending school Magnet program administrator is responsible for working with the Student Integration Services coordinator to determine potential receiving schools, and to contact the Magnet program administrator of the identified school to secure the transfer. If there are no potential receiving schools for the O.T., the student will default to the resident school for placement.
4. The sending school must notify the Student Integration Services coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in the Magnet Application Processing System (MAPS). The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.
5. Once a student exits a Magnet program due to an opportunity transfer, re-enrollment into the sending school or into another Magnet school can only



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occur through the application process detailed in the Choices brochure.

B. Permits with Transportation (PWT)

1. All assignments in PWT programs are to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. Students attending PWT receiving schools may be offered to be opportunity-transferred to another PWT receiving school, if space and transportation is available.
3. The sending school PWT program administrator is responsible for working with the Student Integration Services coordinator to determine potential receiving schools, and to contact the PWT program administrator of the identified school to secure the transfer. If there are no potential receiving PWT settings for the O.T., the student will default to the resident school for placement.
4. The sending school must notify the Student Integration Services coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in MAPS. The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.
5. Students who successfully complete the conditions of the O.T. contract may return to the original PWT school pending available space.
6. Students who have received an O.T. and are unsuccessful will be withdrawn from the PWT program and returned to the school of residence.

C. No Child Left Behind Public School Choice (NCLB-PSC)/Priority School Matriculate Choice Program (PSMCP)

1. All assignments in NCLB-PSC/PSMCP are to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. Students attending NCLB-PSC/PSMCP schools may be offered an opportunity transfer to another NCLB-PSC/PSMCP school, if space and transportation are available.
3. The sending school administrator will discuss the O.T. with the NCLB-PSC/PSMCP coordinator to determine the existing transportation pattern and the Non-Program Improvement school(s) available for the transfer.



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4. If there is an existing transportation pattern to a Non-Program Improvement school, a NCLB-PSC/PSMCP student who receives an O.T. will continue to receive transportation funded by NCLB-PSC/PSMCP. The school administrator of the sending and receiving schools must facilitate the transfer based on the transfer patterns and school availability provided.
5. The sending school administrator must notify the NCLB-PSC/PSMCP coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in MAPS. The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.

D. Capacity Adjustment Program (CAP) and Satellite Zone (SAT) Assignments

1. All assignments in these programs are for the school year, and the school of assignment is to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. The first choice of receiving school should be another school which receives students from the same general area.
3. Once the student satisfies the conditions of the O.T. Contract, the student may return to the sending school.
4. The sending school must notify the Student Integration Services coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in MAPS. The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.

VII. APPEAL PROCEDURES

A parent may appeal the O.T. to the ESC AOO or designee within three (3) school days after the Pre-O.T. conference if the parent disagrees with the school's decision. The principal/designee shall advise the parent of the appeal process and provide the parent with the "Opportunity Transfer (O.T.) Appeal Form" along with instructions at the conclusion of the Pre-O.T. conference. School officials shall ensure that the student remains enrolled and continues regular attendance at the current school during the appeal period until the outcome of the appeal is obtained. The following are steps of the O.T. appeal process:

- A. Within three (3) school days of the Pre-O.T. conference, the parent shall submit to the ESC AOO or designee the "Opportunity Transfer (O.T.) Appeal Form" with a clear description of the reason for appeal and any supporting documents



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for the appeal.

- B. Within five (5) school days after receiving the appeal request from the parent, the ESC AOO or designee shall conduct an O.T. Appeal Review meeting and notify the parent in writing of the Committee's decision to uphold or overturn the school's decision. The school official and/or the parent may be present, if they have so requested.
- C. The ESC AOO or designee will enter all appeal information in the Opportunity Transfer tab of the MiSiS Student Support.

The decision of the O.T. Appeal Committee is the District's final decision and may not be further appealed. Parents may submit written objection to the appeal decision which shall be kept in the student's discipline file, the "Yellow Folder." For detail information, refer to BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010.

VIII. ADDITIONAL CONSIDERATIONS

A. Interscholastic Athletic Eligibility

Students who receive an O.T. or whose O.T. has been terminated, are subject to suspension from their interscholastic athletic eligibility as follows:

1. A student who is O.T.'d is ineligible for athletic competition at the receiving school for a period of one calendar year from the date of the transfer. The student may become eligible upon return to the sending school if the O.T. is deemed successful by the receiving school.
2. If the student was, or would have been, ineligible for other reasons, such as academics, at the issuing or terminating school, these reasons would carry over to the new school.
3. Interscholastic athletic eligibility for all students on an O.T., following any initial period of ineligibility, shall be based on the standards of the school of attendance.

For additional questions on athletic eligibility, contact the office of Interscholastic Athletics at (213) 241-5847.

B. Transportation

The principal/designee shall consider the student's transportation needs including, but not limited to, factors such as: distance, availability of public transportation, and availability of bus routes. If bus passes and/or tokens are to



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be used, they can be requested from the Transportation Services Division. The passes and/or tokens are to be requested and to be disbursed by the receiving school. For further information, contact the Transportation Services Division Accounting Unit at (213) 580-2910.

C. Mandatory Reporting to Teachers

The receiving school principal shall ensure that all teachers of the O.T.'d students be notified, as required by E. C. Section 49079. For more information, refer to BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010.

ATTACHMENTS: A - Grounds for Suspension and Expulsion
B - Matrix for Student Expulsion Recommendation
C - Opportunity Transfer (O.T.) Checklist
D - Request for Opportunity Transfer (O.T.) Cancellation Memorandum
E - Opportunity Transfer (O.T.) Exit/Cancellation Notice
F - Opportunity Transfer (O.T.) Appeal Form
G - Pupil Opportunity Transfer (O.T.) Notice
H - Opportunity Transfer (O.T.) Contract

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

California Education Code Sections 35160, 35160.1, 48900, 48900.5, 48915, and 49079

RELATED RESOURCES: BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014

BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013

BUL-2430.0, Enrollment in Continuation High School, issued May 9, 2006

BUL-4696.1, Section 504 of the Rehabilitation Act of 1973, issued October 8, 2013

BUL-6269.0, Multi-Tiered System of Behavior Support for Students with Disabilities, issued April 7, 2014

Special Education Policy and Procedures Manual – Disciplinary Procedures for Students with Disabilities, issued July 2, 2007

BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

BUL-5655.2, Guidelines for Student Suspension, issued August 19, 2013

BUL-6050.1, Expulsion of Students – Policy and Procedures, issued August 19, 2013

BUL-5808.2, LAUSD MAX Discipline Module Required Usage, issued August 19, 2012

Board of Education Resolution: School Discipline Policy and School Climate Bill of Rights, enacted May 14, 2013

ASSISTANCE: For assistance, please contact:

Educational Service Center Administrator of Operations or Operations Coordinator
School Operations at (213) 241-5337

Student Discipline and Expulsion Support Unit at (213) 202-7555

Office of General Counsel at (213) 241-7600

Educational Equity Compliance Office at (213) 241-7682

Pupil Services and Attendance at (213) 241-3844

Office of Student Integration Services at (213) 241-6532

Office of Interscholastic Athletics at (213) 241-5847

Transportation Services Division Accounting Unit at (213) 580-2910

Local District Central Title I Schools
2017-2018 Categorical Equipment Inventory as of 5-07-2018

Location Code	School Name	Local District	2017-2018 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
7082	10th St EI	C		6/7/17	2016-2017	
7274	20th St EI	C		4/26/17	2016-2017	
7301	24th St EI	C				
7288	28th St EI	C				
7137	32nd St USC PA Mag	C				
3932	49th St EI	C		5/8/17	2016-2017	
5505	9th St EI	C				
8009	Adams MS	C				Yes
2027	Aldama EI	C		6/8/17	2016-2017	Yes
5111	Alexander SCS	C		6/1/17	2016-2017	
2041	Alexandria Ave EI	C		6/2/17	2016-2017	Yes
2068	Allesandro EI	C		5/25/17	2016-2017	
7722	Angelou Community SH	C		8/14/17	2016-2017	
2151	Annandale EI	C		8/30/17	2016-2017	
2178	Aragon Ave EI	C				
4322	Arroyo Seco Mus/S Mag	C				Yes
2219	Ascot Ave EI	C		2/17/17	2016-2017	
2233	Atwater Ave EI	C		6/9/17	2016-2017	Yes
4685	Aurora EI	C		8/28/17	2016-2017	Yes
8543	Belmont SH	C				
8057	Berendo MS	C		9/5/17	2016-2017	
2603	Buchanan St EI	C		9/19/17	2016-2017	
8066	Burbank MS	C		6/1/17	2016-2017	Yes
2671	Bushnell Way EI	C				
2699	Cahuenga EI	C		6/12/17	2016-2017	Yes
8094	Carver MS	C		6/2/17	2016-2017	
2863	Castelar St EI	C	5/3/18	4/30/17	2016-2017	Yes
8045	Castro MS	C		5/31/17	2016-2017	Yes
8991	CDS Tri-C	C		6/1/17	2016-2017	
8580	Central HS	C		6/1/17	2016-2017	
3110	Clifford St M/T Mag	C				
8062	Clinton MS	C				
3192	Commonwlth Ave EI	C				
8207	Contreras LC ALC	C				
8517	Contreras LC Bus Tr	C		6/1/17	2016-2017	
8774	Contreras LC Glbl St	C				
8527	Contreras LC Soc Jus	C				
8516	Cortines Sch of VAPA	C		5/31/17	2016-2017	Yes
3356	Dayton Heights EI	C		6/1/17	2016-2017	
8738	DBM	C		5/23/17	2016-2017	Yes
2386	Del Olmo EI	C		6/9/17	2016-2017	Yes
3397	Delevan Drive EI	C		6/9/17	2016-2017	
3479	Dorris Place EI	C				
3507	Eagle Rock EI	C				
8614	Eagle Rock HS	C		8/25/17	2016-2017	Yes
8710	Early College Acad	C		5/31/17	2016-2017	
3575	Elysian Heights EI	C				
2383	Esperanza EI	C		5/31/17	2016-2017	
2942	Estrella EI	C		6/5/17	2016-2017	
3877	Fletcher Dr EI	C				Yes
8132	Foshay LC	C		6/15/17	2016-2017	
8643	Franklin HS	C		5/22/17	2016-2017	
4082	Garvanza EI	C				
4123	Glassell Park EI	C		6/7/17	2016-2017	
4164	Glenfeliz Blvd EI	C		5/26/17	2016-2017	Yes
2385	Gratts LA for YS	C		6/6/17	2016-2017	
4681	Harmony EI	C				
8645	Highland Park HS	C		5/18/17	2016-2017	
4548	Hobart Blvd EI	C		1/23/17	2016-2017	
4575	Hooper Ave EI	C				Yes
4576	Hooper Ave PC	C		8/31/17	2016-2017	
4589	Hoover St EI	C		6/8/17	2016-2017	

Local District Central Title I Schools
2017-2018 Categorical Equipment Inventory as of 5-07-2018

Location Code	School Name	Local District	2017-2018 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
2944	Huerta El	C		5/15/17	2016-2017	
8189	Irving MS MME Mag	C		6/12/17	2016-2017	
8714	Jefferson SH	C				
2943	Jones El	C		9/5/17	2016-2017	Yes
5112	Jones PC	C		5/26/17	2016-2017	
8777	Kahlo HS	C		6/7/17	2016-2017	
8064	Kim Academy	C		6/9/17	2016-2017	
2701	Kim El	C		6/7/17	2016-2017	
6534	King Jr El	C				
8208	King MS Mag Flm/Mdia	C		8/21/17	2016-2017	Yes
2543	Lafayette Park PC	C		8/24/17	2016-2017	
2393	Lake St Primary	C		9/8/17	2016-2017	
1919	Lanternman HS	C		6/5/17	2016-2017	
2307	Lee El Med Hlth Mag	C				
5170	Lexington Ave PC	C		6/15/17	2016-2017	
8058	Liechty MS	C		9/13/17	2016-2017	Yes
4680	Lizarraga El	C		6/19/17	2016-2017	
4890	Lockwood Ave El	C		6/9/17	2016-2017	
4904	Logan Academy	C		6/9/17	2016-2017	
8200	Los Angeles Acad MS	C		6/27/17	2016-2017	
4982	Los Angeles El	C		6/9/17	2016-2017	Yes
4986	Los Feliz STEMM Mag	C				
2544	MacArthur Pk El VAPA	C		5/18/17	2016-2017	
5113	Mack El	C		4/5/17	2016-2017	Yes
5055	Magnolia Ave El	C		5/29/17	2016-2017	Yes
5068	Main St El	C		6/9/17	2016-2017	
8743	Manual Arts SH	C		5/15/17	2016-2017	
7220	Maple PC	C				
4983	Mariposa-Nabi PC	C				
8750	Marshall SH	C		6/2/17	2016-2017	Yes
5205	Mayberry St El	C	X	5/15/17	2016-2017	
1918	McAlister HS CYESIS	C		8/29/17	2016-2017	
5247	Menlo Ave El	C				
5288	Micheltorena St El	C				
5384	Monte Vista St El	C				
7614	Nava College Prep	C				Yes
8070	Nava LA Sch Art&Cult	C		6/5/17	2016-2017	
5173	Nava LA Sch Bus&Tech	C		6/5/17	2016-2017	
5466	Nevin Ave El	C		6/7/17	2016-2017	Yes
8545	Newmark HS	C		5/2/17	2016-2017	
5630	Normandie Ave El	C		5/22/17	2016-2017	Yes
5699	Norwood St El	C		5/23/17	2016-2017	
6868	Obama Gbl Prep Acad	C		5/27/17	2016-2017	
2392	Olympic PC	C				
8853	Orthopaedic Hsp SH Mg	C		6/20/17	2016-2017	
3247	Plasencia El	C				
2311	Poindexter LaMotte El	C		5/23/17	2016-2017	
2384	Politi El	C		6/12/17	2016-2017	
2369	RFK Ambsdr Gbl Edu	C		6/1/17	2016-2017	
7771	RFK Ambsdr Gbl Ldsh	C				
8501	RFK LA SH Arts	C		6/15/17	2016-2017	
7783	RFK New Open Wld	C		5/12/17	2016-2017	Yes
8206	RFK Sch Vis Arts/Hum	C		6/5/17	2016-2017	
7780	RFK UCLA Comm Sch	C				
2308	Ride El Smart Acad	C				
5385	Riordan PC	C		6/5/17	2016-2017	
6329	Rockdale VAPA Mag	C		6/15/17	2016-2017	
6370	Rosemont Ave El	C				Yes
8544	Roybal LC	C		8/18/17	2016-2017	
1955	Salvin Sp Ed Ctr	C		5/22/17	2016-2017	
6493	San Pascual El STEAM	C				
6507	San Pedro St El	C				

Local District Central Title I Schools
2017-2018 Categorical Equipment Inventory as of 5-07-2018

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LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Final Payment of Bills for Fiscal Year 2017-2018

NUMBER: REF-3640.12

ISSUER: V. Luis Buendia, Controller
Accounting and Disbursements Division

DATE: April 10, 2018

ROUTING

Local Districts

- *Superintendents*
- *Support Directors*
- *Fiscal Services Managers*
- *Fiscal Specialists*

Principals

School Administrative Assistants
Financial Managers
Office Administrators
Office Fiscal / Administrative Staff

PURPOSE: The purpose of this Reference Guide is to ensure that all 2017-2018 fiscal year expenditures are charged to this fiscal year. For PO-related purchases, expense is recorded when the Goods Receipt (GR) is posted in SAP on or before June 30, 2018.

MAJOR CHANGES: This Reference Guide now refers to MEM-6016.5 2017-2018 Procurement Year-End Closing Timeline/Schedule, dated March 1, 2018 for information about P-Card/T-Card deadlines.

INSTRUCTIONS: To enable prompt payments, schools and offices need to process an online GR immediately after the ordered items or services are received. For assistance, please contact your LRP Shopping Cart Support Center listed below:

LRP Shopping Cart Support Center (SCSC) Contacts		
Local District	Email	Phone
North East	SCSCnortheast@lausd.net	(562) 654-9476
North West	SCSCnorthwest@lausd.net	(562) 654-9449
East	SCSCeast@lausd.net	(562) 654-9467
South	SCSCsouth@lausd.net	(562) 654-9472
West	SCSCwest@lausd.net	(562) 654-9444
Central	SCSCcentral@lausd.net	(562) 654-9430
All other schools and offices	cs.stores@lausd.net	(562) 654-9009

GR entry of materials or services prior to actual delivery is a violation of District policy and may result in disciplinary action being taken against the site administrator. The GR process should not be used to carryover funds.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

The following are cut-off dates for processing or submission of documents required for complete or partial payments and for posting expenditures in the 2017-2018 fiscal year:

TRANSACTION TYPE	DESCRIPTION	CUT-OFF DATE	CONTACT FOR ASSISTANCE
Purchase Order	Goods Receipt (GR) posted in SAP	06/30/18	LRP Shopping Cart Support Center (see contact info above)
Imprest Claim Online Reimbursement*	Title I	05/04/18 (to Title I Office Universal Worklist)	fsep@lausd.net
	Non-Title I	06/13/18 (to Accounts Payable Universal Worklist)	accounts-payable@lausd.net
Travel Expense Claim**	Travel Request entries to SAP (Travel Desk)	06/01/18	procurement.traveldesk@lausd.net
	Travel Expense reimbursement claim	06/14/18	accounts-payable@lausd.net

Note: For P-Card or T-card, please see MEM-6016.5 2017-2018 Procurement Year-End Closing Timeline/Schedule, dated March 1, 2018 for information about those deadlines.

* Approved imprest claim reimbursement requires supporting documents (e.g. 10.12 Travel Request Form, Donation Form, Field Trip Form)

** Approved travel claim reimbursement requires supporting documents (e.g. receipts)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REMINDERS:

1. Federal and State Education Program Office's (FSEP) approved Imprest claims must be in Accounts Payable Universal Worklist (UWL) no later than 4:30 pm on June 13, 2018.
2. After the cut-off dates, unresolved questions or funding errors on Imprest or Travel claims may result in expenditures being charged to the next fiscal year.
3. Imprest or Travel claims with funding availability issues will be partially paid based on the budget availability. Unreimbursed amounts will have to be resubmitted online to Accounts Payable the following fiscal year.
4. Imprest Administrators who are retiring or changing assignment or location must reconcile and clear their Imprest Fund Account by submitting a closing claim and a check in the amount of any unexpended funds to Accounts Payable Branch. In addition, an updated bank signature must be submitted to the Treasury Unit. Please call (213) 241-2745 for instructions on completing the form.

RELATED RESOURCES::

- Procurement Manual, 7th Edition, dated April 2017
- MEM-6016.5 2017-2018 Procurement Year-End Closing Timeline/Schedule, dated March 1, 2018
- Imprest Funds Reference Guide #1706.4 dated September 15, 2015
- MEM- 2464.14 Carryover Policies For School Account Balances As of June 30, 2018 dated February 28, 2018

ASSISTANCE:

For assistance or further information please contact:

- Budget related questions – Fiscal Specialist (schools) or assigned Fiscal staff (offices)
- Travel related questions – Travel Desk at (562) 654-9050 or email procurement.traveldesk@lausd.net
- Payment related questions – Accounts Payable Customer Service Center at (213) 241-4800 or email accounts-payable@lausd.net
- Textbook related questions – Integrated Library and Textbook Support Services at (213) 241-2733
- Purchase Order and Goods Receipts – LRP Shopping Cart Support Center (see page 1 of this bulletin)
- Bank of America signature card – Treasury Section at (213) 241-2745