



### IMPORTANT DATES TO REMEMBER

Daylight Savings Time Ends	11/6
Election Day	11/8
Associated Student Body Presidents Meeting	11/9
Veteran's Day Holiday	11/11
Principals' Meeting	11/16
Thanksgiving Recess	11/21-11/25
Local District Crisis Team Meeting	11/30
Safe Passages	12/8
After the Bell	12/8
Principals' Meeting	12/14

### WHAT'S DUE

October's Water Flushing Logs	11/1
October's Metal Detection Certification	11/1
Administrator Certification	11/4

Local District Central

# Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 15

NOVEMBER 4, 2016



## Administrator Certification Due November 4, 2016

### LD Central Suspensions Update

Suspension data for Local District Central indicates that there are fewer suspensions when compared to the data from last school year! Congratulations and thank you! Your efforts in reducing student suspensions are appreciated by all, especially the students we serve. The following data was provided by Central District Operations.

Local District Central Total Suspension Events	Category 1	Category 2	Category 3
	8	1	33

Along the same note, the District policy on guidelines for student suspensions has been updated. Please refer to Bulletin 5655.3 [Attachment 1]. Revisions to District policy and procedures are based on updated State and Federal laws and with the District's implementation of the [My Integrated Student Information System \(MiSiS\)](#). It also reflects the District's reorganization and the continuous implementation of Board Resolution: School Discipline Policy and School Climate Bill of Rights.

School leaders are encouraged to continue exploring restorative justice practices and providing our students with alternatives to suspensions.

Local District Central School Leaders are "Leading with Heart"!

### Daylight Savings Time Change

On **November 6, 2016**, Daylight Savings Time ends. Set your clocks back one hour. Also, remember to test and change the batteries on your smoke and carbon monoxide detectors.

Please spread the word, use the extra hour gained to review your home safety plans and remind your families to do the same. Bill Keane said, "Be alert and you won't be hurt."



Wishing all Veterans a well deserved holiday. November 11th is Veterans Day. It is an official United States federal holiday which honors people who have served in the armed forces.

In an effort to continue meeting the educational needs of our students, we are requesting your assistance in ensuring staffing needs are met for the upcoming Veterans Day Holiday. Due to the possibility of an increased number of substitute requests for the Thursday before and the Monday following Veterans Day weekend, please be sure to make requests for substitute teachers in advance.

**Under the Collective Bargaining Agreement, individuals who are absent before or after a holiday can be asked to provide documentation that supports their reason for absence. Thank you for your cooperation.**

## ATTENDANCE

### Supporting students at the UNIVERSAL level

#### Walking the “Red Carpet” at **Wadsworth Elementary**

Wadsworth ES students were cheered on by their adoring fans, the teachers! In addition to being cheered on by their teachers, all students received a raffle ticket for a chance to win prizes during their lunch time.



#### Soar like an Eagle at **Clinton Middle School**

Students memorialized what they have learned up to the 50<sup>th</sup> day of instruction on their eagle feather. Additionally, APEIS, Saul Plascencia, congratulated students who met the 96% attendance goal with an “ICEE” treat.



#### **West Adams Preparatory**

Pupil Services Team Juan Valadez and Alba Caldera along with Erica Nava, Principal distributed blue ribbons with a treat in honor of the 50<sup>th</sup> Day of School and Homecoming.

Nov. 4<sup>th</sup> marks the 55<sup>th</sup> Day of School!!

### Is Your School Gold?

#### ATTENDANCE SUBMITTAL

Level	Submittal %	Number of LDC Schools through 10/21/16	Number of LDC Schools through 10/28/16
<b>Gold</b>	100%	68	<b>69</b>
<b>Silver</b>	98% - 99.99%	95	<b>94</b>
<b>Bronze</b>	96% - 97%	7	<b>7</b>
	< 96%	2	<b>2</b>

How did your school do?  
See Attachment 2.

## Restorative Justice : A Circle Keeper's Toolkit

All RJ and circle keepers have a great Circle Kit from which participants find inspiration and connectedness. You can create your own toolkit that reflects your particular style of circle leadership.



**Talking pieces:** A selection of 3 to 6 items, which may include sticks, seashells, feathers, stuffed animals, toys, and so on.

**Fabrics:** A few fabrics that have rich colors and/or textures, sufficient to cover an area about 3' on each side.

**Battery-powered LED candles** are a safe way to create a sense of warmth emanating from the center of the circle. Placed in the center, they represent the traditional “children’s fire” kept to remind the community to act with awareness of its responsibility to the children present, and those yet to be born.

**Musical instruments** made with a gourd and spring steel tines.

**Stones:** A selection of small polished stones or smooth river rocks.

**Animal Figurines:** Figurines make great talking pieces representing each animal’s unique characteristics. If given a selection of different animals, students will often choose one whose characteristics mirror the current process of the classroom community.

### Circle Guidelines

**Living Plant:** Symbol of life and circle of life.

**Photographs** of hero, cultural heroes.

**Poems or books** that relate to the circle.

## PART

# 2

## Visitors to School Campus Policy

In last week’s Friday Brief, school leaders were informed of the updated District’s Visitor Policy. The policy delineates required procedures to be followed, including but not limited to consent, frequency, and duration of visits. All schools shall post a Visitor’s Policy in all appropriate languages.

In addition, the policy indicates that “it is the responsibility of the principal to maintain a safe campus free of disruption.” In the event that visitors fail to adhere to the posted Visitor’s Policy or who defy the principal/designee’s authority, visitors may be reported to the appropriate law enforcement agency and may be subject to criminal charges. The updated Visitor’s Policy provides examples of disruptive behaviors that may warrant issuing a Disruptive Person Letter. The letter is issued at the discretion of the principal and a meeting is required to issue the letter.

As we welcome visitors to our schools, we encourage school leaders to adhere to and communicate the guidelines provided in the policy to ensure an enjoyable, productive experience for all [Attachment 3].

## Thanksgiving Food Drive - Sponsor a Family

The Los Angeles School Police Department and Beyond the Bell are joining efforts in this year's Thanksgiving Food Drive – Sponsor a Family.

We invite you to join us in this great cause by sponsoring a LAUSD family for Thanksgiving. For more information, please refer to Attachment 4.

Together we can make a difference!



## Substitute Educators Appreciation Day

On October 18, 2016, the Los Angeles Unified School District Board of Education unanimously approved a resolution to recognize **November 18, 2016** as "Substitute Educators Appreciation Day."

During the 2015-2016 school year, there were 374,550 requests for substitute educators answered, and these teaching assignments continue to be fulfilled by the approximately 4,077 substitute educators the District currently employs.

This resolution, introduced by Board Member Mónica Ratliff, recognizes the contributions of substitute teachers for providing continuity in the learning process and promoting a positive instructional environment.

## BULLYING AND RESOLUTION OF INCIDENTS OF BULLYING

The school principal and site administrators shall create an environment where the school community upholds the standards of respect and civility. They understand that bullying and hazing are inappropriate, harmful, and unacceptable. Safe campuses require a multi-faceted approach with strategies to prevent, respond to, and recover from incidents of bullying and hazing.

As such, it is imperative that schools investigate to determine if the behavior meets the criteria of bullying and hazing, make efforts to prevent its recurrence, and provide appropriate responsive actions.

Reported allegations of bullying must be investigated, monitored, and documented within **30** calendar days and resolved within **60** calendar days. "Resolution"

means that an incident has been investigated and appropriate interventions have been taken to reasonably ensure that the specific behavior has ceased. A new incident should be regarded as a new report and investigated accordingly, unless it is determined to be a continuation of the initial complaint, in which case, the initial complaint could be reopened. The determination of findings and resolution must be documented and communicated to the complainant via [Attachment E and/or F](#) of Bul-5212.2 [Attachment 5] and in your iSTAR.

Contact your Operations Coordinator should you have any questions.



## Reminders

### Random Metal Detector Search Log– Secondary Schools

This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A review process to ensure consistency with the implementation occurs once every semester during the months of October and March. All secondary schools in Local District Central, including co-located charters, participate in this review process.

From Monday, October 17, 2016 through Monday, November 7, 2016, all secondary schools are to submit the daily Metal Detection Search Log, Attachment A [Attachment 6], on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule alongside.

Random Metal Detector Search Log for the week of:	Due
October 31-November 4	November 7

### Local District Central Crisis Team November 30, 2016

Per BUL-5800.0, *Crisis Preparedness, Response and Recovery Bulletin*, “each school site under the direction of the Principal or designee shall establish a Crisis Team.” On November 30, 2016, Local District Central will provide an informative and interactive training on building the capacity of the school site crisis team at Orthopaedic Senior High School Magnet. Each school’s participation in this training is vital.

An invitation to all LD Central principals and SAAs will be sent via school mail and email next week. For your reference please see Attachment 7. Principals may designate three School Site Crisis Team Members listed in their Safe School Plan Volume 3 to attend. It is suggested that the training attendees include a site administrator, a Student Health and Human Services staff member (Nurse, PSW, PSA Counselor) and other support services personnel (School Psychologist, Dean, Academic Counselor, etc.). **Please return form by 5:00 pm on November 9, 2016.**

Thank you for your commitment to promoting a safe and positive learning environment for all. If you have any questions, please contact Gloria Velasquez @ [gloria.espinosa@lausd.net](mailto:gloria.espinosa@lausd.net) or Veronica Real at [veronica.real@lausd.net](mailto:veronica.real@lausd.net).

### Required Monthly Water Flushing Certification

The required Water Flushing Certification is now open for the Month of October. Avoid being late due to unforeseen emergencies and special circumstances by certifying early.

### Required Kindergarten Immunization Records

It is very important that schools ensure that all students have the appropriate immunization documentation, and that this information is entered into MiSiS. Please refer to the attached MiSiS Job Aid for Immunization Data Entry [Attachment 8].



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Guidelines for Student Suspensions

**NUMBER:** BUL- 5655.3

**ISSUER:** Earl R. Perkins, Associate Superintendent  
Division of District Operations

**DATE:** October 10, 2016

## ROUTING

Local District Superintendents  
Administrators of Operations  
Administrators of Instruction  
Coordinators  
Principals  
Assistant Principals  
Counselors  
Deans

**POLICY:** There are situations that may require suspension in response to student misconduct; however, suspension, including supervised suspension (such as in-school suspension and class suspension), should be utilized for adjustment purpose only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Prior to issuing a student suspension, school administrators should implement a system of positive behavior support and strategic intervention that are age appropriate and designed to progressively and effectively address and correct the student's specific misconduct. All Local Districts (LDs) and school-site discipline plans, codes, and procedures, including those determined by local school governance councils, shall be consistent with the policies and practices set forth herein.

**MAJOR CHANGES:** This Bulletin replaces BUL-5655.2 of the same title, dated August 19, 2013. It revises District policy and procedures regarding student suspensions based on updated State and Federal laws and with the District's implementation of the My Integrated Student Information System (MiSiS). It also reflects the District's re-organization and the continuous implementation of Board Resolution: School Discipline Policy and School Climate Bill of Rights.

**GUIDELINES:** This Bulletin aligns LAUSD suspension policies and procedures with current State and Federal laws, as well as with the District's Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support ([BUL-6231.0](#), February 14, 2014). It requires school administrators, whenever possible, to utilize positive behavior support and interventions for violations, prior to or in lieu of suspension, to resolve disciplinary issues. By law, alternatives to suspension must be used to address problems of truancy, tardiness, and/or other attendance-related issues. All schools are required to utilize the MiSiS to monitor student behavior, search and update discipline records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior; and shall document all information regarding student suspension in the MiSiS as described in BUL-5808.3, issued March 23, 2015.

1. The principal of each school must ensure that expectations of student behavior and discipline policies are communicated to staff, parents, and students at the beginning of each school year and to all newly enrolled students and their parents at the time of enrollment in the school.



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2. It is the responsibility of school principals to develop procedures for implementing alternatives to suspension at their school sites, including any and all interventions. Pursuant to E.C. Section 48911.2 (a), schools with out-of-school suspension numbers that exceed 30% of their enrollment from the previous school year shall consider implementing alternatives to suspension.
3. Before imposing a suspension, including in-school suspension, for student misconduct, the principal or administrative designee should consider on-site remedial measures, resources, and interventions that address the needs of the student. Once the principal issues the suspension, the suspension can only be rescinded by the Local District (LD) Administrator of Operations/Designee through an appeal process and not at the school site level. However, when a principal determines that a student committed a 48915 (c) offense (*See Attachment B Category I*) at school or at a school activity, principals have no discretion in the matter and must immediately suspend and recommend expulsion.

When a student is suspended from class by the teacher, the parent may appeal the class suspension to the school principal following the procedures described in this bulletin and the result should be documented and reflected in the student's records.

4. Prior to issuing a suspension, a discipline referral must be created. All suspension information must be entered into the MiSiS Support module and all remedial measures, including prior interventions, must be documented in the Referral Detail and Action Taken screens. (*See BUL-5808.3, MiSiS Student Support Module Required Usage, March 23, 2015, and access <http://achieve.lausd.net/Page/5831> for job aids.*)

### I. DEFINITIONS

- A. Suspension: Removal of a student from ongoing instruction for adjustment purposes. The three types of suspension are school suspension, in-school suspension, and class suspension. A student may be suspended from one class or all classes and still remain in school during the period of suspension if the student is appropriately supervised and instructed.
- B. Alternatives to Suspension: Responses that are age appropriate and designed to address and correct the student's specific misconduct and that provide the student with an opportunity to learn the skills necessary to avoid recurrence of misconduct. (*See BUL-6231.0, February 14, 2014.*)



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- C. Principal: Unless otherwise specified, the term “principal” shall refer to the school principal or principal’s administrative designee.
- D. Principal’s Designee: The principal may designate and specify in writing any one or more administrators at the school as the “principal’s designee(s)” to assist in disciplinary procedures. If no such person is available at the school site, the principal may identify the principal of a neighboring school to be his/her designee for student discipline matters. The name(s) of the designee(s) shall be kept on file in the principal’s office and should be entered in the designee tab of Administrator Online Certification System that can be accessed at [principalportal.lausd.net](http://principalportal.lausd.net).
- E. Parent: The term “parent” shall refer to the student’s parent(s), legal guardian(s), or other adult(s) holding educational rights.

### II. LEGAL AUTHORIZATION FOR SUSPENSIONS

- A. The California Education Code permits the superintendent or the principal of the school in which the student is enrolled to suspend a student if it is determined that the student committed any act(s) listed under E.C. Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915. (*See Attachments A and B*) However, the District’s policy prohibits suspension and expulsion to be utilized as corrective measures in response to student misconduct of willful defiance as described in E.C. Section 48900 (k)(1).

Offenses described in E.C. Section 48915 (c)(1) through (c)(5) and under Category I of the Matrix for Student Suspensions and Expulsion Recommendations require immediate notification to law enforcement and immediate suspension from school and recommendation for expulsion if it is determined that the student had committed the act at school or at a school activity off school grounds. (*See Attachment B*)

Students enrolled in kindergarten and grades 1 to 3 shall not be suspended or expelled due to sexual harassment (E.C. Section 48900.2), an act of hate violence (E.C. Section 48900.3), threats and intimidation against district personnel or pupils (E.C. Section 48900.7), or disruption of school-wide activities [E.C. Section 48900 (k)(1)].

- B. Suspension of a student from school shall be employed only if the offense is related to school activity or school attendance. These offenses may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; or during, or while going to or coming from, a school-sponsored activity.



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- C. For all students, a single suspension may not be issued for more than five (5) consecutive school days. However, in instances where the student is being recommended for expulsion, E.C. Section 48911 (g) authorizes that school districts may extend student suspensions beyond five consecutive school days, except for students with disabilities. (*See Section II. E.*)

For purposes of this section, the LD Administrator of Operations is the designee of the Superintendent of Schools and may extend the student's suspension pending the results of the expulsion hearing. Such an extension may be imposed only when the following conditions are met:

1. The principal shall submit the recommendation to extend the suspension beyond five days to the LD Administrator of Operations or designee for approval during the five-day suspension period.
2. The LD Administrator of Operations or designee must schedule to meet with the student and the parent within the five (5)-day suspension period.
3. The LD Administrator of Operations or designee must determine, after the meeting, that the presence of the student at any school would cause a danger to persons or property or a threat of disrupting the instructional process.
4. If the action to extend suspension is not completed within the five (5)-day suspension period, the student shall be enrolled in an interim educational program.

If it is determined that the extension of suspension authorized by the LD Administrator of Operations needs to be further extended (until the Board takes final action on the expulsion recommendation), the Superintendent of Schools shall then authorize this extension.

- D. Pursuant to E.C. Section 48903, the number of days for which a student in general education, including any student being served under Section 504 of the Rehabilitation Act of 1973, may be suspended from school shall not exceed 20 days in any school year unless the student is transferred to another school or program for adjustment purposes, in which case, the number of days of suspension may be increased by 10, making the total number of suspension days from school in any school year 30. Every attempt, however, shall be made to address student misconduct by implementing interventions and alternatives to suspension.



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- E. The maximum number of days in a school year a student who receives special education services can be suspended shall not exceed 10, unless a court order stipulates otherwise.

Note: "Informal Suspension" (e.g., a parent is told to keep a child at home under the supervision of the parent, or a student is sent home without an official Pupil Suspension Notice) is a violation of California Education Codes, the Individuals with Disabilities Education Improvement Act (IDEIA), and District policy. It is prohibited.

### III. NOTIFICATION TO LAW ENFORCEMENT

E.C. Section 48902 authorizes that the school principal, prior to suspending or recommending expulsion of a student, notify the local law enforcement if it is reasonably suspected that the student committed any of the following acts:

- A. Assault with a deadly weapon. [Penal Code (P.C.) Section 245]
- B. Possession or sale of narcotics or a controlled substance or sale or delivery of a substance represented as alcohol, a controlled substance, or any intoxicant. [E.C. Sections 48900 (c) and (d)]
- C. Possession of a firearm(s) at a public school. [P.C. Section 626.9]
- D. Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2½ inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or pellet or other type of air gun, or spot marker upon the grounds of any school within a K-12 school district. [P.C. Section 626.10]

If the student is arrested, or released to a peace officer, the principal shall take immediate steps to notify the parent regarding the place to which the student is reportedly being taken. Prior to the release of the student to law enforcement, the principal should obtain the name, badge number, and contact information of the officer taking custody of the student. This information should be shared with the parent. Efforts to notify the parent should be documented.

Note: The principal shall not suspend a student at the time of arrest before affording the student due process rights to a conference, nor shall the principal suspend in absentia while the student is incarcerated. The principal shall wait until the student is released from custody and returns to the school and then proceed with appropriate disciplinary action. However, the principal shall begin to investigate the misconduct and gather evidence



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immediately unless otherwise instructed in collaboration with law enforcement.

### IV. SCHOOL SUSPENSION BY PRINCIPAL (E.C. SECTION 48911)

#### A. Informal Conference with the Student

Schools are required to be proactive and to implement interventions at the earliest sign that a student's behavior is impeding his or her learning. When student misconduct requires disciplinary action, the principal shall conduct an informal conference with the student prior to issuing a suspension. At this conference, the student shall be informed of the reason(s) for the disciplinary action and shall be given the opportunity to respond to the charge(s) and to present a defense. In addition, the principal should encourage the student to write a statement concerning the alleged misconduct and to sign and date it. (*See Attachment C*)

#### B. Suspension Conference with the Parent

If suspension is necessary, the principal shall notify the parent, remind the parent that suspension is a disciplinary action, and schedule a parent conference. The principal shall inform the parent that the parent is expected to respond without delay to any request from school officials to attend a conference regarding his or her child's behavior.

Note: No student shall be penalized for his or her parent's failure to attend a conference with a school official. The return of a suspended student shall not be contingent upon attendance by the student's parent at the school conference.

#### C. Emergency Situation

A principal may suspend a student without holding an informal conference only if an emergency situation exists. The term "emergency situation" means that the principal has determined that the immediate conditions constitute a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended from school without the conference, the designated administrator shall notify both the parent and the student of their right to a conference and of their right to return to school for that purpose. The conference shall be held at the earliest time possible, but no later than two (2) school days after the incident takes place unless the student waives this right or is physically unable to attend. In the latter instance, the conference shall be held as soon as the student is able to attend.



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### D. Issuing a School Suspension

1. The principal shall give the student being suspended from school a copy of the Pupil Suspension Notice, signed by the principal, along with the appeal form and instructions generated from the MiSiS Suspension screen in the student's home language and English to take home to their parent. School personnel shall also mail a signed copy to the parent.
2. A copy of the signed Pupil Suspension Notice shall be kept in the student's discipline file, the "Yellow Folder" as described in [BUL-3927.2](#), Mandated Reporting of Certain Student Behavior, September 13, 2010, and never in the cumulative record folder. Any efforts by school/District personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
3. The principal shall notify appropriate school staff of all student suspensions on a daily basis. Secondary principals need to notify all affected teachers.

### E. Releasing the Student from School

When a student is suspended from school, the student shall not be released from school before the end of the student's school day unless the parent picks up the student, or authorizes in writing (e.g., emergency card) another adult to do so. Authorization by phone is no longer permitted.

## V. ADDITIONAL RESPONSIBILITIES REGARDING SUSPENSION OF STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

In addition to the procedures described above, when suspension is being considered for a student receiving special education services, the school staff must review the implementation of the current Individualized Education Program (IEP). If the student's current IEP includes a Behavior Support Plan (BSP), school staff must review its implementation and progress monitoring information including services tracked in Welligent. The following procedures apply:

- A. Before any suspension: There will be an informal conference with the student as described in section IV. A. above.
- B. After a suspension: The school's Discipline Review Team (DRT) must hold a meeting after each suspension for students with disabilities to review the following:



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1. Evaluate the severity of the misconduct and determine whether there are interventions that can be used that do not require an IEP meeting.
2. Determine whether the implementation of current Behavior Support Plan (BSP) needs to be modified. If so, an IEP meeting should be held to develop or revise the BSP/BIP to prevent recurrence of the misconduct.

In addition, if the student has been suspended two (2) times, or the total days of suspension accumulate to 5, 8, or 10 school days, an IEP meeting must be convened upon the student's return to school to determine appropriate services/placement. During the meeting, the IEP team should review, develop, or modify the student's entire program including academic and behavioral intervention plans (such as BSP) used with the student in an effort to prevent the recurrence of the misconduct. Additionally, consideration should be given to any assessments that must be done to identify the function of the student's behavior (i.e., Functional Behavior Assessment).

- C. If the number of cumulative days of suspension approaches 10 days, the IEP team shall hold an IEP meeting to conduct a manifestation determination analysis. This analysis is to include discussion and documentation of the misconduct and relationship between the misconduct and the student's disability to determine:
  1. Was the misconduct caused by, or directly and substantially related to, the student's disability?
  2. Was the misconduct a direct result of the District's failure to implement the IEP?

If the answer to either or both questions is "yes," the IEP team shall address the behavior through implementing behavioral interventions, additional assessments, and/or changes in the student's IEP.

If the answer to both questions is "no," the school shall continue to support and guide the student throughout implementation of all the services required in the IEP.

- D. "Informal Suspension" is a violation of the California Education Codes and the Individual with Disabilities Education Improvement Act (IDEIA). It is prohibited (e.g., a parent is told to keep a child at home under the supervision of the parent, or a student is sent home without an official Pupil Suspension Notice and Pupil Accounting Report) to



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informally suspend a student.

### VI. SUSPENSION OF STUDENTS RECEIVING SECTION 504 PLAN SERVICES

A student who has a Section 504 Plan will be afforded the protections described in BUL-4692.5, Section 504 of the Rehabilitation Act of 1973, June 15, 2015, as follows:

- A. A student who has a Section 504 Plan may not be subjected to a disciplinary action which changes the student's placement for more than 10 days unless the Section 504 Team, in a "Section 504 Link Determination Meeting," first determines the following:
  - 1. Was the misconduct caused by, or directly and substantially related to, the student's disability?
  - 2. Was the misconduct a direct result of the District's failure to implement the Section 504 Plan?
- B. If the Section 504 Team determines that there is no direct link between the misconduct and the student's disability and that the misconduct is not a direct result of the District's failure to implement the Section 504 Plan, the school may suspend the student in the same manner as it would a student without a disability.
- C. If the Section 504 Team determines that there is a direct link between the misconduct and the student's disability and/or the misconduct is a direct result of the District's failure to implement the Section 504 Plan, the Section 504 Team should consider revising the student's Section 504 Plan and/or reviewing implementation strategies. This may include updating the accommodations and/or revising or developing a "Section 504 Behavior Support Plan."
- D. Suspensions totaling fewer than 10 days in a school year may be affected without holding a Section 504 Team Meeting. However, a noted pattern of misbehaviors may determine that a Section 504 Team meeting is needed to review and, if appropriate, modify the current Section 504 Plan, including developing behavioral supports.

### VII. CLASS SUSPENSION BY TEACHER (E.C. SECTION 48910)

- A. A teacher may suspend a student from class for any of the acts enumerated in E.C. Section 48900, except for the student misconduct of



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willful defiance as described in E.C. Section 48900 (k)(1), for the remainder of that day (elementary) or period (secondary) and for the following day or period when the class meets. (*See Attachment D*) The teacher shall immediately report the suspension to the principal and send the student to the administrator for appropriate action. Removal of a student from a particular class shall not occur more than once every five (5) school days. For students who receive special education services, refer to the procedures stipulated in section V of this Bulletin. The same protections apply.

- B. The teacher shall confirm by telephone with the parent the date and time of the conference to discuss the reason(s) for the suspension. This information is to be entered in the MiSiS Suspension Screen for it to be populated in the Class Suspension Notice.
- C. Prior to the close of the school day, the principal or administrative designee shall enter the Discipline Referral in MiSiS Student Support Module and generate the Class Suspension Notice in the Suspension Tab, which are signed by both the principal and the teacher who issued the suspension. The principal shall give the student being suspended from class a copy of the Class Suspension Notice. In addition, the parent's copy of the Class Suspension Notice shall be mailed immediately to them. A copy of the signed Class Suspension Notice should be kept in the student's "Yellow Folder" and never in the cumulative record folder. Any efforts by school personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
- D. A student suspended from a class shall not be placed in another regular class during the period of suspension; rather, the student shall attend the supervised suspension classroom as described in section IX. D. of this bulletin. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended.
- E. The student shall not be returned to the class from which he or she was suspended during the period of suspension without the concurrence of the principal and the teacher who imposed the suspension.
- F. A teacher must provide all assignments and tests that the student will miss while suspended and may require the completion of said tests and assignments from the student upon return. Students with disabilities should be provided with supports and services as outlined in their IEP during the period of class suspension.



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### VIII. TEACHER-REQUIRED CLASS VISIT (E.C. SECTION 48900.1)

A. Per District policy, the teacher may require that the parent of the student attend a portion of the class from which the student was suspended if the suspension was for behavior described in E.C. Section 48900 (i) committed an obscene act or engaged in habitual profanity or vulgarity. The intent of the Legislature is to make class visits a positive experience that may enhance and encourage collaboration between the parent and school personnel. This procedure applies only to the parent who is actually living with the student. The class visit is not meant to replace the teacher-parent conference but, rather, to be a productive adjunct to it. Following a visit to the classroom, the parent is required to meet with the principal before leaving the school site.

#### B. Required Procedures

1. A teacher who plans to implement this policy shall clearly inform all parents of his/her students, in advance, of the details of the implementation. Furthermore, the teacher shall use his or her authority uniformly among all students.
2. Upon receipt of the necessary information from the teacher, the principal shall prepare a written notice stating that the parent's attendance is required pursuant to E.C. Section 48900.1 and mail the letter, along with the Class Suspension Notice, to the parent. (*See Attachment E*)

Note: At no time may the teacher use the parent's failure to attend a conference or class visit to deny the student's readmission to class after the suspension term is served.

3. To initiate the provision of E.C. Section 48900.1, when suspending a student from class, the teacher shall:
  - a. Indicate one of the two specified reasons (committed an obscene act or engaged in habitual profanity or vulgarity) cited under E.C. 48900 (i).
  - b. In the space provided for comments, indicate "class visit by parent - required by teacher," and state the date, time, and duration of the anticipated visit (30 minutes to one hour in the class is suggested).



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### C. Other Considerations

When implementing the procedures described in E.C. Section 48900.1, it is important that the intent of the Legislature be observed:

1. The teacher shall inform the parent of counseling and other available resources within the school and the community that may assist the parent and the student.
2. If possible, the teacher shall schedule the class visit on the same day as the parent conference and hold the conference before the class visit. The conference may then be used, in part, to develop a better understanding between teacher and parent as to the purpose and anticipated benefit of the visit.

### IX. IN-SCHOOL SUSPENSION

- A. Pursuant to E.C. Section 48911.2, school districts may establish an in-school suspension program as an alternative to off-campus suspension. The intent is to encourage schools to examine alternatives to off-campus suspension that lead to resolution of student misconduct without sending students off campus. (*See Attachment F*)
- B. In-school suspension allows school districts to:
  1. Remove the disruptive student from general student body.
  2. Consider student as being present for ADA purposes.
  3. Reduce the number of out-of-school suspensions.
- C. Students may be assigned by the principal to a supervised suspension classroom for the entire period of suspension (no more than five (5) consecutive school days) if the student poses no imminent danger or threat to the campus, other students, or staff. Students who violated E.C. Sections 48900.3 (caused, attempted to cause, threatened to cause, or participated in an act of hate violence), 48900.4 (engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel), or 48900.7 (made terrorist threats against school officials or school property, or both) are precluded by law for in-school suspension. In addition, if an action to expel the student will be or has been initiated, an in-school suspension is not permitted in lieu of a suspension from school by principal.



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### D. Guidelines for Supervised Suspension Classroom

1. At the time a student is assigned to a supervised suspension classroom, a school employee shall notify, in person or by phone, the student's parent. Whenever a student is assigned to a supervised suspension classroom for longer than one class period, the principal shall give the student a copy of the In-School Suspension Notice, signed by the principal, to take home to their parent. School personnel shall also mail the signed copies of the In-School Suspension Notice to the parent. A copy of the signed In-School Suspension Notice shall be kept in the student's discipline file, the "Yellow Folder," and never in the cumulative record folder. Any efforts by school/District personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
2. Students assigned to a supervised suspension classroom shall be separated from other students at a school site for the period of suspension.
3. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no class work is assigned, the certificated staff supervising the suspension classroom shall assign schoolwork.
4. Students should have access to appropriate counseling services while serving in-school suspension.
5. Students with disabilities shall be provided with supports and services as described in their IEP.

### X. APPEAL PROCEDURES

A parent may appeal a suspension if the parent disagrees or feels that the suspension is not justifiable. When issuing a school suspension of any type, the principal shall, along with the Pupil Suspension Notice, provide the "Student Suspension Appeal Form" with instructions to the parent. (*See Attachment G*) The appeal form and instructions are generated along with the suspension letter from the MiSiS Suspension Screen.

#### A. School Suspension and In-School Suspension

The appeal for school suspension and in-school suspension shall be handled by the LD Administrator of Operations. These suspensions can be rescinded only through an appeal process at the local district level, not at the school site level. If after the suspension conference, the



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parent still feels that the suspension is not justifiable and wishes to appeal the principal's decision, the parent may request a suspension appeal and submit the paperwork to the LD Administrator of Operations. The appeal may only be submitted from the day of suspension to five (5) school days following the last day of the student's suspension. The principal shall advise the parent of the following appeal process:

1. Within five (5) school days following the last day of the student's suspension, the parent shall submit to the LD Administrator of Operations or designee the suspension appeal packet including:
  - a. The "Student Suspension Appeal Form" with a clear description of the complaint
  - b. The initial suspension documents
  - c. The supporting evidence for the appeal
2. Within five (5) school days of receiving the appeal packet from the parent, the LD Administrator of Operations or designee shall form a Suspension Appeal Committee of certificated member(s) and conduct the suspension appeal review, during which the Committee shall review the documents submitted by the school and the parent. The school principal and/or parent may be present, if they have so requested.
3. Within three (3) school days of the appeal review, the LD Administrator of Operations will notify the parent in writing of the Committee's decision. The results of the appeal may include, but are not limited to:
  - a. Uphold the suspension in all respects.
  - b. Modify the suspension imposed (e.g., reduce suspension duration, if possible).
  - c. Overturn the suspension and expunge the suspension from the student's records.

The decision of the Suspension Appeal Committee is the District's final decision and may not be further appealed. Parents may submit written objections to the appeal decision which shall be included in the student's "Yellow Folder." The LD Administrator of Operations will enter all appeal information in the Appeal section of the Suspension screen Response page of the MiSiS Student Support.

Note: If the parent files appeal for the school suspension while the student is undergoing an expulsion process, the LD Administrator of



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Operations shall process the appeal in concurrence with the expulsion process. The result of the appeal must be submitted to the Student Discipline and Expulsion Support (SDES) Unit.

### B. Class Suspension

A parent may appeal the class suspension by teacher to the school principal, using the same Student Suspension Appeal Form by checking the appropriate checkbox. The appeal form must be submitted from the day of suspension to three (3) school days following the last day of the suspension. The principal shall hold an appeal conference with the parent within three (3) school days of the submission of appeal to discuss the matter. The final decision shall be made and provided to the parent in writing also within three (3) school days after the appeal conference. The parent may be present, if it is so requested.

If the appeal is upheld, the principal shall document the appeal and make change of student records in the Appeal section of the Suspension screen Response page of the MiSiS Student Support. Parents may not further appeal; however, they may submit written objections to the appeal decision which shall be included in the student's "Yellow Folder" if the parent so requests.

## XI. SUSPENSION RECORDS

- A. The school principal shall issue and sign all Notices of Suspension and the teacher shall also sign the Class Suspension Notice. Appropriate personnel shall provide the signed Pupil Suspension Notice, Student Suspension Appeal Form, along with the requested conference appointment, to the parent.
- B. If a student has committed multiple offenses, the school official shall enter all discipline referral reasons in MiSiS Student Support.
- C. All suspensions (including school suspension, class suspension, and in-school suspension) must be entered into the MiSiS Student Support, Referrals. Parent contacts, conferences, interventions, and remedial measures in response to student misconduct must also be entered in the subsequent tabs: Referral Details, Participants, Actions Taken, Suspension. as additional responses in the Discipline module.
- D. All discipline records, including, but not limited to, individual copies of the Pupil Suspension Notice, juvenile court notice, parent response, and student statement, are to be kept in the student's discipline file, the "Yellow Folder" as described in BUL-3927.2, September 13, 2010.



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These records must be kept for a minimum of three (3) years from the date the student committed the act or was reasonably suspected to have committed the act. (See [BUL-2469.0](#), April 24, 2006)

Note: For compliance with E.C. Section 49079 and W.I.C. Section 827, refer to [BUL-3927.2](#), Mandated Reporting of Certain Student Behavior, September 13, 2010.

### E. Recording suspension and attendance

#### 1. Partial-Day School Suspension

If a student is suspended in the middle of a school day and leaves school before the end of the school day, that day is the effective date of the suspension and counted as day one. The suspension should be recorded as follows:

Elementary Schools: Assuming the student was present when the teacher submitted attendance, the office staff is to change the attendance status to Leave early (LE), enter the Time Out, and enter the corresponding suspension reason code (4 – Suspension School, 4I – Suspension In-School, SC – Suspension Class).

Secondary Schools: Teachers are to submit attendance as usual. For the periods/classes missed, the applicable suspension reason codes are automatically updated for past or current day suspensions. If the suspension is for a future date, the suspension reason code will only update if a school suspension is issued.

The suspension reason codes are automatically updated on the attendance screens for past or current day suspensions. If the suspension is for a future date, the suspension reason code will only update if a School suspension is issued. For Class and School suspensions, the user must add the corresponding suspension reason code on the day the student serves the suspension. If the student is absent, the corresponding absence code shall be entered.

If a suspension is appealed, and the decision is to revoke or modify the suspension, the suspension absence reason code for the applicable days must be changed to reason code 5 Administrator Approval Justifiable Personal Reasons.

#### 2. If the student is suspended from class or serving in-school suspension:



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- a. The teacher(s) marks the attendance status as “absent.”
- b. Once the student arrives at the assigned suspension location, the designated staff member enters the corresponding absence reason code for the portion of the day the student missed due to suspension, using the following codes:

SC - Suspended Class

4I - In-School Suspension

Both reason codes count as “present” for ADA purposes and will not be counted in the absence totals of the student’s report card. For a step-by-step guide, refer to Job Aid “Adding a Suspension to a Referral” located on the [MiSiS website](#) > Job Aids > Student Support.

- ATTACHMENTS:**
- A. Grounds for Suspension and Expulsion (English and Spanish)
  - B. Matrix for Student Expulsion Recommendation (English and Spanish)
  - C. Lawful and Unlawful Suspensions
  - D. Class Suspension by Teacher
  - E. Principal’s Letter for Teacher-Required Class Visit (English and Spanish)
  - F. In-School Suspension
  - G. Suspension Appeal Form (English and Spanish)

- REFERENCES:**
- BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014
- BUL-6050.2, Expulsion of Students – Policy and Procedures, issued October 10, 2016
- BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010
- BUL-5269.2, Incident System Tracking Accountability Report (ISTAR), issued July 10, 2013
- BUL-847.0, Referral to Community Day Schools, issued March 22, 2004



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BUL-6362.0, Opportunity Transfer (O.T.) - Policy and Procedures, issued August, 14, 2014

BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Education Rights, issued April 24, 2006

BUL-4692.5, Section 504 of the Rehabilitation Act of 1973, issued June 15, 2015

BUL-3349.1, Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult, issued August 6, 2014

REF-1410.8 Special Education Dispute Resolution – The Three Options For Parents Wishing to Initiate a Form of Dispute Resolution Regarding the Proposed Components of an IEP: (1) Informal Dispute Resolution, (2) State Mediation Only, and (3) Formal Due Process Hearing, issued March 14, 2016

BUL-5808.3, My Integrated Student Information System (MiSiS) Student Support Module Required Usage, issued March 23, 2015

BUL-6385.0 Guidelines and Procedures Relating to Student Behavior on School Bus, issued September 29, 2014.

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

### **RELATED RESOURCES:**

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

California Education Code Sections 48900 – 48914

### **ASSISTANCE:**

For assistance or further information please contact:

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

Division of District Operations at (213) 241-5337

Office of General Counsel at (213) 241-7600

Local District Administrators of Operations

Special Education Service Center - Operations (213) 241-6701

Educational Equity Compliance Office at (213) 241-7682

Pupil Services and Attendance at (213) 241-3844

MiSiS Help desk at (213) 241-5200.

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Student Discipline and Expulsion Support Unit**

ATTACHMENT A

**GROUND FORS SUSPENSION AND EXPULSION**  
**California Education Code Section 48900 et seq.**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (grades 4-12). (suspension only).
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- (t) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment (grades 4-12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12).

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (grades 4-12).

48900.7 Made terroristic threats against school officials or school property, or both.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [48900 (w)]

Note: District's policy prohibits suspension and expulsion be utilized as corrective measures in response to student misconduct of willful defiance as described in E.C. 48900 (k)(1).

**DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES**  
**Unidad de Disciplina Estudiantil y Apoyo de Expulsión**

ANEXO A-1

**MOTIVOS PARA LA SUSPENSIÓN Y EXPULSIÓN**  
**Artículos 48900 et seq. del Código de Educación de California**

Un alumno no será suspendido de la escuela ni se recomendará su expulsión a menos que el superintendente o el director de la escuela a la que está inscrito el alumno determine que el alumno:

- (a) (1) Causó, intentó causar o amenazó causar una herida física a otra persona.  
(2) Intencionalmente usó fuerza o violencia sobre la persona de otro, excepto en los casos de defensa propia.
- (b) Tenía en su posesión, vendió o proporcionó cualquier arma de fuego, navaja/cuchillo, explosivo u otros objetos peligrosos a menos que, en caso de posesión de cualquiera de dichos objetos, el alumno haya obtenido un permiso escrito de un empleado certificado de la escuela para poseer dicho objeto y que dicho permiso haya sido aprobado por el director o la persona designada por el director.
- (c) Tenía en su poder, usó, vendió, o proporcionó ilegalmente, o estaba bajo la influencia de cualquier sustancia controlada, descrita en el Capítulo 2 (empezando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, bebidas alcohólicas o cualquier tipo de intoxicante.
- (d) Ofreció, dispuso, o negoció ilegalmente la venta de cualquier sustancia controlada, descrita en el Capítulo 2 (empezando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, bebidas alcohólicas o cualquier tipo de intoxicante y después vendió, entregó, o proporcionó a cualquier persona otro líquido, sustancia o material y presentó el líquido, sustancia o material como una sustancia controlada, bebidas alcohólicas o intoxicantes.
- (e) Cometió o intentó cometer robo o extorsión.
- (f) Causó o intentó causar daño a la propiedad escolar o propiedad privada.
- (g) Robó o intentó robar propiedad escolar o propiedad privada.
- (h) Poseyó o usó tabaco o cualquier producto que contiene tabaco o productos de nicotina, incluyendo, pero no limitado a, cigarros, puros, cigarros en miniatura, cigarros de clavo, tabaco que no hace humo, rapé, tabaco de mascar, y betel. Sin embargo, esta sección no prohíbe que el estudiante use o tenga sus propios productos con receta médica.
- (i) Cometió actos obscenos o continuó participando en actos profanos o vulgaridades.
- (j) Estaba ilegalmente en posesión de o ilegalmente ofreció, dispuso, o negoció la venta de accesorias para el uso de drogas (parafernalia) descritas en la Sección 11014.5 del Código de Salud y Seguridad.
- (k) (1) Perturbó actividades escolares o de otra manera desafió por voluntad propia a la autoridad válida de supervisores, maestros, administradores, oficiales de la escuela u otro personal escolar dedicado al desempeño o de sus labores. (del 4 al 12 grado) (suspensión solamente).
- (l) Recibió a sabiendas propiedad escolar o propiedad privada robadas.
- (m) Poseyó una arma de fuego de imitación.
- (n) Perpetró o intentó perpetrar un ataque sexual o perpetró una agresión sexual.
- (o) Acosó, amenazó o intimidó a un alumno que es un testigo acusador u otro testigo en un procedimiento disciplinario escolar con el propósito de impedir que ese alumno sea testigo o el de tomar venganza contra el alumno por ser testigo o ambos.
- (p) Ofreció, dispuso la venta, negoció la venta o vendió ilegalmente el medicamento recetado llamado Soma.
- (q) Tomó parte en novatadas, o intentó tomar parte en las mismas, según se definen en el Artículo 32050.
- (r) Participando en un acto de intimidación, incluyendo entre otros, intimidación cometida por medios electrónicos dirigida específicamente hacia un alumno o personal escolar.
- (t) Ayudó o instigó para infligir o intentar infligir una herida física en contra de otra persona (suspensión solamente).

48900.2 Cometió acoso sexual (del 4 al 12 grado).

48900.3 Causó, intentó causar, amenazó causar o participó en un acto de violencia por el odio. (del 4 al 12 grado).

48900.4 Tomó parte en acoso, amenazas o intimidación intencionalmente contra personal del distrito escolar o estudiantes (del 4 al 12 grado).

48900.7 Hizo amenazas terroristas contra funcionarios escolares, propiedad escolar o ambos.

Es el intento de la Legislatura que alternativas a la suspensión o expulsión son impuestos contra cualquier alumno por faltar injustificadamente, llegar tarde u otro modo ausente de actividades escolares. [48900 (w)]

Nota: la póliza del Distrito prohíbe que la suspensión y la expulsión sean utilizados como medidas correctivas en respuesta a la mala conducta del estudiante de desafiar por voluntad propia como lo describe el Código de Educación 48900 (k)(1).

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Student Discipline & Expulsion Support Unit

ATTACHMENT B

**MATRIX FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATION**

(State Law: Applicable to School Principals)

<b>Category I</b> Student Offenses with <b>No</b> Principal Discretion (except as otherwise precluded by law)	<b>Category II*</b> Student Offenses with <b>Limited</b> Principal Discretion	<b>Category III*</b> Student Offenses with <b>Broad</b> Principal Discretion
Principal <b><u>shall immediately</u></b> suspend and recommend expulsion when the following occur <u>at school or at a school activity off campus</u> . <b>(E.C. 48915[c])</b>	Principal <b><u>must</u></b> recommend expulsion when the following occur <u>at school or at a school activity off campus</u> <b><u>unless</u></b> the principal determines that the expulsion is inappropriate. <b>(E.C. 48915[a])</b>	Principal <b><u>may</u></b> recommend expulsion when the following occur at any time, including, but not limited to, <u>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity</u> . <b>(E.C. 48915[b] and [e])</b>
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. <b>(Unless, in the case of “caused,” the injury is serious. [See II.1])</b> E.C. 48900(a)(1); 48915(b) 2. Possession/Under influence of marijuana (1 <sup>st</sup> offense < 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(3); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school (-wide) activities. (suspension only by administrator, no expulsion). E.C. 48900(k)(1)**; 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900[n]). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(4); 48900(e)	13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)	17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. <b>Any behavior listed in Category I or II that is related to school activity or school attendance but that did <u>not</u> occur <u>on campus</u> or at a <u>school activity off campus</u>. E.C. 48915(b)</b> 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)

\* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.

\*\* Grades 4 through 12 inclusive.

**DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES**  
Unidad de Disciplina Estudiantil y Apoyo de Expulsión

ANEXO B-1

**MATRIX PARA LAS RECOMENDACIONES DE SUSPENSIÓN Y EXPULSIÓN DE ESTUDIANTES**

(La ley del estado: se aplica a los directores de escuela)

<b>Categoría I</b> Ofensas del estudiante a las cuales el director tiene <b>no</b> <u>discreción</u>	<b>Categoría II*</b> Ofensas del estudiante a las cuales el director tiene discreción <u>limitada</u>	<b>Categoría III*</b> Ofensas del estudiante a las cuales el director tiene <b>la más</b> discreción
El director <u>debe</u> suspender <u>inmediatamente</u> y recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes <u>en la escuela o en una actividad escolar</u> fuera del plantel. <b>(C.E. 48915[c])</b>	El director <u>debe</u> recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes <u>en la escuela o en una actividad escolar</u> fuera del plantel <b>A MENOS DE QUE</b> determine que la expulsión es inapropiada. <b>(C.E. 48915[a])</b>	El director puede recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes en cualquier momento, incluyendo, pero sin limitarse a, cuando se encuentre dentro del plantel escolar; mientras vaya a o venga de la escuela; durante el período del almuerzo, sea dentro o fuera del plantel; o durante, o cuando vaya a o venga de, alguna actividad patrocinada por la escuela. <b>(C.E. 48915[b] and [e])</b>
1. Teniendo en posesión, vendiendo, o proporcionando un arma de fuego. C.E. 48915(c)(1); 48900(b)	1. Causando una herida física grave a otra persona, excepto en caso de defensa propia. C.E. 48915(a)(1); 48900(a)(1), y tal vez también 48900(a)(2)	1. Causó o intentó causar, o amenazó causar, una lesión corporal a otra persona. (A menos de que, efectivamente, causó una lesión grave) C.E. 48900(a)(1); 48915(b) 2. Posesión/bajo la influencia de marihuana (1 <sup>g</sup> < 1 oz.) o alcohol o sustancia controlada o embriagante. C.E. 48900(c); 48915(b) 3. Vendió, proporcionó u ofreció una sustancia sustituta, haciéndola pasar por una sustancia controlada. C.E. 48900(d); 48915(b)
2. Blandiendo una navaja a otra persona. C.E. 48915(c)(2); 48900(a)(1) y 48900(b)	2. Teniendo en posesión cualquier tipo de cuchillo, explosivo o cualquier objeto peligroso que no sea para el uso razonable del alumno. C.E. 48915(a)(2); 48900(b)	4. Causó o intentó causar daño a propiedad escolar o privada. C.E. 48900(f); 48915(e) 5. Robó o intentó robar propiedad privada o de la escuela. C.E. 48900(g); 48915(e) 6. Poseyó o usó tabaco. C.E. 48900(h); 48915(e) 7. Cometió un acto obsceno o se comportó habitualmente de manera profana o vulgar. C.E. 48900(i); 48915(e)
3. Vendiendo ilegalmente una sustancia controlada. C.E. 48915(c)(3); 48900(c)	4. Teniendo en posesión ilegalmente cualquier sustancia controlada (excepto en el caso de que sea la primera ofensa por posesión de menos de una onza de marihuana, y medicamento con o sin receta) C.E. 48915(a)(3); 48900(c)	8. Poseyó, ofreció o negocio para vender artículos relacionados con las drogas. C.E. 48900(j); 48915(e) 9. Interrumpió actividades escolares. (actividades a nivel escolar; emitida sólo por un administrador) C.E. 48900(k)(1)**; 48915(e) 10. Recibió a sabiendas propiedad escolar o propiedad privadas robadas. C.E. 48900(l); 48915(e) 11. Poseyó una arma de fuego de imitación. C.E. 48900(m); 48915(e) 12. Acosó, amenazó o intimidó a algún alumno o grupo de alumnos o personal escolar del distrito. C.E. 48900.4**; 48915(e)
4. Cometiendo o intentando a cometer un ataque sexual o cometiendo una agresión sexual (según lo definido en 48900[n]). C.E. 48915(c)(4); 48900(n)	4. Robo o extorsión. C.E. 48915(a)(4); 48900(e)	13. Cometió acoso sexual. C.E. 48900.2**; 48915(e) 14. Causó, intentó causar, amenazó causar o participó en algún acto de violencia generado por el odio. C.E. 48900.3**; 48915(e) 15. Hizo amenazas terroristas contra funcionarios escolares o propiedad escolar o ambos. C.E. 48900.7; 48915(e) 16. Intencionalmente uso fuerza o violencia sobre la persona de otro, excepto en los casos de defensa propia. C.E. 48900(a)(2); 48915(b)
5. Que posea un explosivo C.E. 48915(c)(5); 48900(b)	5. Ataque o agresión física sobre cualquier empleado de la escuela. C.E. 48915(a)(5); 48900(a)(1) y (a)(2)	17. Acosó, amenazó o intimidó a un alumno que es un testigo acusador u otro testigo en un procedimiento disciplinario. C.E. 48900(o); 48915(e) 18. <b>Cualquier tipo de conducta citada en la Categoría I o II que <u>no</u> ocurrió ni dentro del plantel escolar ni en una actividad escolar fuera del plantel. C.E. 48915(b)</b> 19. Ofreció, dispuso la venta, negoció la venta o vendió ilegalmente el medicamento recetado Soma. C.E.. 48900(p); 48915(e) 20. Tomó parte en novatadas, o intentó tomar parte en las mismas, según se definen en el Artículo 32050. C.E. 48900(q); 48915(e) 21. Participando en un acto de intimidación, incluyendo entre otros, intimidación cometida por medios electrónicos dirigida específicamente hacia un alumno o personal escolar. C.E. 48900(r); 48915(e) 22. Ayudó o instigó para infligir o intentar infligir una herida física en contra de otra person (suspensión solamente). E.C. 48900(t); 48915(e)

\* Para las categorías II y III la escuela debe presentar evidencia de uno o dos de **las pruebas adicionales**: (1) Otras medidas correctivas no son factibles, o repetidamente no se ha logrado obtener la conducta adecuada.

(2) Debido a la naturaleza del acto, la presencia del estudiante presenta un peligro continuo a la seguridad física del mismo o de los demás.

\*\* Válido sólo para alumnos del 4 al 12 grado.

# Student Discipline & Expulsion Support Unit

ATTACHMENT C

Lawful Suspension	Unlawful Suspension
<p><b>E.C. 48900 <i>et seq.</i></b> Grounds for Suspension and Expulsion, except for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1)</p> <p><b>E.C. 48911.1</b> Suspension, Supervised Classroom</p> <p><b>E.C. 48910</b> Suspension by Teacher</p> <p><b>E.C. 48912.5</b> Suspension, Continuation School</p> <p><b>E.C. 48900 (s)</b> Jurisdiction</p> <p>A student may be suspended or expelled for any of the acts enumerated in E.C. Section 48900 <i>et seq.</i> if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances:</p> <ol style="list-style-type: none"> <li>1. While on school grounds.</li> <li>2. While going to or coming from school.</li> <li>3. During the lunch period, whether on or off the school campus.</li> <li>4. During, going to, or coming from a school-sponsored activity.</li> </ol>	<ul style="list-style-type: none"> <li>▪ A student may not be suspended from school, <b><u>unless</u></b> the principal of the school in which the pupil is enrolled determines that the student has committed an act listed under E.C. Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915.</li> <li>▪ Students enrolled in kindergarten and grades 1 to 3 <b><u>shall not</u></b> be suspended or expelled due to sexual harassment (E.C. 48900.2), act of hate violence (E.C. 48900.3), or threats and intimidation against district personnel or pupils (E.C. 48900.4).</li> <li>▪ Students <b><u>may not</u></b> be suspended from school for any reasons, for more than <b><u>five (5)</u></b> consecutive school days.</li> <li>▪ <b>“Informal suspension”</b> is prohibited. (e.g., parent told to keep child at home without an official suspension notice).</li> <li>▪ <b>Extended suspension</b> due to the parent’s failure to attend a conference with school officials.</li> <li>▪ <b>Suspend in absentia</b> (when a student is suspended in the student’s absence) is a violation of the student’s due process rights.</li> <li>▪ Students of general education (including students served under a 504 plan) <b><u>shall not</u></b> be suspended for more than <b><u>20</u></b> school days in any school year (<b><u>30</u></b> days if student transfers to another school).</li> <li>▪ Students with disabilities <b><u>shall not</u></b> be suspended for more than <b><u>10</u></b> school days in any school year.</li> <li>▪ Problems with truancy, tardiness, and/or other attendance-related issues.</li> </ul>

\*The principal may designate and specify in writing any one or more administrators at the school as the “principal’s designee(s)” to assist in disciplinary procedures. If no such person is available, the principal may identify the principal of a neighboring school to be his/her designee for student discipline matters. The name(s) of the designee(s) shall be kept on file in the principal’s office.

# Student Discipline & Expulsion Support Unit

ATTACHMENT D

## Suspension from Class by Teacher

### E.C. 48910

- A teacher may suspend a student from class for any of the acts enumerated in E.C. 48900, except for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1), per District policy.
- The teacher should report the suspension to the principal and send the student to the principal or designee for appropriate action, which includes appropriate supervision.
- The student shall not be placed in another regular class during the period of suspension. The student shall not return to the class during the period of suspension without the concurrence of the principal and the teacher. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended (secondary).
- The teacher may require from the student the completion of tests and assignments missed during the period of suspension.
- For a student receiving special education services, the school shall adhere to all requirements specified in his or her IEP. (Refer to the Special Education Policies and Procedures Manual, July 2007).

### Duration and Limitation

- For the remainder of that day (elementary) or period (secondary) and for the following day or period when the class meets.
- Removal from a particular class shall not occur more than once every five (5) school days.

### Parent Conference and Class Visit

- The teacher shall request the parent/guardian to attend a parent-teacher conference regarding the suspension as soon as possible. A school administrator shall attend the conference if the teacher or the parent/guardian so request. If possible, a counselor or psychologist shall attend the conference. The main purpose of this conference is to work towards a partnership among the teacher, parent, and student.
- Per District policy, the teacher may require the parent of the student to attend a portion of the class from which the student was suspended if the suspension was for behavior described in E.C. Section 48900 (i) **committed an obscene act or engaged in habitual profanity or vulgarity.**
  - 1) This is not meant to replace the teacher-parent conference.
  - 2) A teacher who plans to implement this policy shall clearly inform all parents/guardians in advance.
  - 3) If possible, schedule the class visit on the same day as the parent conference.
  - 4) This procedure applies only to the parent/guardian who is actually living with the student.
- A parent's failure to attend the conference or class visit should **at no time** deny the student's readmission to class after the suspension term is served.

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Office of the Superintendent**

ATTACHMENT E

SCHOOL LETTERHEAD

(SAMPLE LETTER TO BE ATTACHED TO NOTIFICATION OF SUSPENSION FROM CLASS)

(Parent/Guardian Name)

(Address)

(City, State)

(Date)

RE: REQUIRED CLASSROOM VISITATION

Dear (Parent/Guardian Name):

Attached is a notification that your child, \_\_\_\_\_ was suspended from class today by the teacher. You will note that the teacher has scheduled an appointment, as required by law, to confer with you about this matter. In addition, pursuant to Education Code (E.C.) 48900.1, you are required to attend your child's classroom for a portion of a school day. The details of this visit are stated at the conclusion of this letter. In order that you better understand this requirement and the legal basis for it, the intent and provisions of E.C. 48900.1 are summarized below:

1. The Legislature declares that parents and guardians can and must play an active role in the behavior of their children while in school.
2. Classroom discipline presents a significant problem in many schools today and detracts from the amount of time for actual teaching.
3. Teachers are authorized to require that the parent or guardian of a student who has been suspended (from class) for committing an obscene act, engaging in habitual profanity or vulgarity, attend a portion of a school day in the child's classroom.
4. Employers are prohibited from taking action against parents who are absent from work to attend class pursuant to this law.
5. Parents or guardians who attend school pursuant to this law must meet with the school administrator or designee after completing the classroom visit and before leaving the school site.

In accordance with the above provisions of E.C. 48900.1, you are requested to attend \_\_\_\_\_'s classroom as follows:

Date:

Time:

Place:

Please bring this letter with you to my office after completing your visitation.

I look forward to meeting with you and trust our collective efforts will result in greater success for your child in school. If you have questions regarding this matter, or would like more information, please contact me at (School Phone Number).

Sincerely,

Principal

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Office of the Superintendent**

ANEXO E-1

SCHOOL LETTERHEAD

(SAMPLE LETTER TO BE ATTACHED TO NOTIFICATION OF SUSPENSION FROM CLASS)

(Nombre y apellido del padre, la madre, el tutor o la tutora)

(Domicilio)

(Ciudad, Estado)

(Fecha)

ASUNTO: VISITA REQUERIDA AL SALÓN DE CLASES

Estimado(a) (Parent/Guardian Name):

Se adjunta una notificación de que su hijo(a), \_\_\_\_\_, fue suspendido(a) de la clase el día de hoy por su maestro(a). El maestro (la maestra) ha programado una cita, según lo requiere la ley, para reunirse con usted en relación a este asunto. Además, conforme con el artículo 48900.1 del Código de Educación (*Education Code 48900.1*), a usted se le requiere que asista parte de la jornada escolar, al salón de clases de su hijo(a). Los detalles de esta visita quedan declarados al concluir esta carta. Con el fin de que usted entienda mejor este requisito y la base legal del mismo, la intención y las disposiciones del artículo 48900.1 del Código de Educación (*E.C. 48900.1*) se resumen a continuación:

- 1) La Asamblea Legislativa declara que los padres de familia y los tutores pueden y deben desempeñar activamente un papel en el comportamiento de los hijos mientras están en la escuela;
- 2) La disciplina dentro del salón de clases actualmente presenta un problema considerable en muchas escuelas y merma el tiempo del que se dispone para realmente impartir la enseñanza;
- 3) Los maestros están autorizados para que requieran que los padres o tutores de los alumnos que hayan sido suspendidos (de clases) por haber cometido un acto obsceno, por usar habitualmente blasfemias e irreverencias, asistan a una porción de la jornada escolar en el salón de clases de sus hijos;
- 4) Los empleadores tienen prohibido tomar medidas en contra de los padres de familia, cuando éstos se ausentan de sus trabajos para asistir a las clases, conforme a esta ley;
- 5) Según la ley, los padres o los tutores que asisten a la escuela, una vez que hayan completado la visita al salón de clases y antes de retirarse del plantel escolar, deben reunirse con el/la administrador(a) de la escuela, o con la persona que se haya asignado.

De acuerdo con lo dispuesto anteriormente del artículo 48900.1 del Código de Educación (*E.C. 48900.1*), a usted se le requiere que asista al salón de clases de \_\_\_\_\_ según se indica:

Fecha:

Hora:

Lugar:

Después de completar su visita, por favor traiga(n) con usted(es) esta carta a mi oficina.

Espero poder reunirme con usted(es) y confío en que nuestros esfuerzos mutuos den como resultado y mayor éxito para su hijo(a) en la escuela. Si tiene(n) alguna pregunta al respecto, o si quisiera(n) más información, por favor comuníquese conmigo al (School Phone Number).

Atentamente,

Director/a

# Student Discipline & Expulsion Support Unit

ATTACHMENT F

## In-School Suspension E.C. 48911.1

### Alternative to Suspension

- State law authorized school districts to establish an in-school suspension program as an alternative to off-campus suspension. The intent is to encourage schools to examine alternatives of off-campus suspension that lead to resolution of student misconduct without sending students off campus.
- In-school suspension allows school districts to:
  - 1) Remove the disruptive student from general student body.
  - 2) Consider him or her as being present at school for ADA purposes.
  - 3) Reduce the number of out-of-school suspensions.

### Supervised Suspension Classroom

- Student suspended from a school for any reason enumerated in E.C. sections 48900 and 48900.2 may be assigned by the principal or designee to a **supervised suspension classroom** for the entire period of suspension (no more than five (5) consecutive school days) if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.
- **Students who caused, attempted to cause, threatened to cause, or participated in an act of hate violence (E.C. 48900.3); engaged in harassment, threats, or intimidation against a pupil or group of pupils, or school district personnel (E.C. 48900.4); or made terrorist threats against school officials or school property, or both (E.C. 48900.7), are precluded by law for in-school suspension.**
- If an action to expel the student will be or has been initiated, an in-school suspension is not permitted in lieu of a suspension from school by principal.
- At the time a student is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the parent/guardian. A parent should be notified in writing if the student is assigned to the supervised suspension classroom for longer than one class period.
- Students assigned to a supervised classroom shall be separated from other students at the school site for the period of suspension.
- Upon the request of the suspended student, the teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.
- For the duration of the class suspension, each student has access to appropriate counseling services.
- Students with disabilities shall be provided supports and services as written in their IEP.

☐ School Suspension      ☐ Class Suspension      ☐ In-School Suspension

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell/Work # \_\_\_\_\_

School of Attendance: \_\_\_\_\_ Date of Suspension: \_\_\_\_\_

Reason for Suspension: \_\_\_\_\_

☐ I request to be present at the appeal review conference.

☐ I request not to be present at the appeal review conference.

## REASON FOR APPEAL

[illegible]

\* Please attach additional sheet(s) if necessary.

Parent/Guardian Signature \_\_\_\_\_

-----Office Use Only-----

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Title

## INSTRUCTIONS

### Student Suspension Appeal Form:

- Fill out the *Student Suspension Appeal Form* appropriately.
- Describe the reason of appeal clearly and attach additional sheet(s) if necessary.
- Attach the *Pupil Suspension Notice*.
- Attach any supporting evidence or additional documents.

### Timelines

- To appeal a school suspension or in-school suspension, the parent shall submit the completed *Student Suspension Appeal Form* and attachments to the area ESC Administrator of Operations no later than five (5) school days after the last day of suspension.
- For school suspension and in-school suspension appeals, the Administrator of Operations shall form a Suspension Appeal Committee and conduct a suspension appeal review within five (5) school days of the submission of appeal.
- To appeal a class suspension, the parent shall submit the completed *Student Suspension Appeal Form* and attachments to the school Principal within three (3) school days of the issuance of the class suspension.
- For class suspension appeal, the principal shall hold an appeal review conference within three (3) school days of the submission of appeal.
- The Administrator of Operations or the principal shall notify the parent in writing of the decision of the appeal within three (3) school days of the appeal conference.

### Outcomes

- **School and In-School Suspension:** The appeal decision made by the Administrator of Operations is final and may not be further appealed. The results shall be documented in the District's My Integrated Student Information System (MiSiS) and kept as student records.
- **Class Suspension:** The appeal decision made by the Principal is final and may not be further appealed. The results shall be documented in the District's My Integrated Student Information System (MiSiS) and kept as student records.
- Parents may submit a written objection to the final decision; however, no further appeal action will be taken. The written objection will be kept in the student's discipline file if the parent so requests.

**DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES**

**FORMULARIO DE APELACIÓN DE SUSPENSIÓN DEL ESTUDIANTE**

☐ Suspensión de la escuela    ☐ Suspensión de la clase    ☐ Suspensión dentro de la escuela

Fecha: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nombre del alumno: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dirección: \_\_\_\_\_

Nombre del padre o tutor: \_\_\_\_\_

Teléfono # \_\_\_\_\_ Celular/Trabajo # \_\_\_\_\_

Escuela a la que asiste: \_\_\_\_\_ Fecha de la suspensión: \_\_\_\_\_

Motivo de la suspensión: \_\_\_\_\_

☐ Solicito estar presente en la audiencia de revisión de la apelación.

☐ Solicito no estar presente en la audiencia de revisión de la apelación.

**MOTIVO DE LA APELACIÓN**


\* Favor de adjuntar hoja(s) adicional(es) si es necesario.

Firma del padre o tutor \_\_\_\_\_

-----**Sólo para uso oficial**-----

Recibido por: \_\_\_\_\_ Fecha: \_\_\_\_\_  
Nombre Título

## INSTRUCCIONES

### Formulario de Apelación de Suspensión del Estudiante:

- Llene correctamente el *Formulario de Apelación de Suspensión del Estudiante*.
- Describa claramente el motivo de la apelación y anexe hoja(s) adicional(es), si es necesario.
- Anexe la *Notificación de Suspensión del Alumno*.
- Anexe cualquier prueba fehaciente o documentos adicionales que corroboren su posición.

### Plazos

- Para apelar una suspensión de la escuela o una suspensión dentro de la escuela, los padres deberán llenar y presentar el *Formulario de Apelación de Suspensión del Estudiante* y los anexos al(la) Administrador(a) de Operaciones de área de ESC a más tardar cinco (5) días escolares después del último día de la suspensión.
- Para las apelaciones de la suspensión de la escuela y la suspensión dentro de la escuela, el(la) Administrador(a) de Operaciones formará un Comité de Apelaciones de Suspensión y deberá llevar a cabo una revisión de la apelación de la suspensión dentro de cinco (5) días escolares a partir de que se presente la apelación.
- Para apelar una suspensión de la clase, los padres deberán llenar y presentar el *Formulario de Apelación de Suspensión del Estudiante* y los anexos al(a la) Director(a) de la escuela dentro de tres (3) días escolares a partir del momento en el que se le suspenda al alumno de la clase.
- Para una apelación de la suspensión de la clase, el(la) Director(a) deberá llevar a cabo una audiencia de revisión de apelación dentro de tres (3) días escolares a partir del momento en el que se haya presentado la apelación.
- El(La) Administrador(a) de Operaciones o el(la) Director(a) notificarán por escrito a los padres sobre la decisión de la apelación dentro de un período de tres (3) días escolares a partir de la audiencia de apelación.

### Resultados

- **Suspensión dentro de la Escuela y Suspensión de la Escuela:** La decisión de la apelación hecha por el(la) Administrador(a) de Operaciones es definitiva y no se puede apelar más. Los resultados deben ser documentados en el Mi Sistema de Información Integrada del Estudiante (MiSiS) y se deberá guardar con los registros del estudiante.
- **Suspensión de la Clase:** La decisión de la apelación hecha por el(la) director(a) es definitiva y no se puede apelar más. Los resultados deben ser documentados en el Mi Sistema de Información Integrada del Estudiante (MiSiS) y se deberá guardar con los registros del estudiante.
- Los padres pueden presentar una objeción por escrito a la decisión final; sin embargo no se tomará ninguna acción adicional de apelación. La objeción por escrito se guardará en el expediente de disciplina del estudiante si el padre o la madre lo solicitan.



Los Angeles Unified School District  
Local District Central  
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 10/28/16)
C	7082	10th St El	7/1/2016	10/28/2016	100.00%
C	7274	20th St El	7/1/2016	10/28/2016	100.00%
C	7301	24th St El	7/1/2016	10/28/2016	100.00%
C	7288	28th St El	7/1/2016	10/28/2016	100.00%
C	2833	28th St El DLC Sp	7/1/2016	10/28/2016	100.00%
C	3932	49th St El	7/1/2016	10/28/2016	100.00%
C	5505	9th St El	7/1/2016	10/28/2016	100.00%
C	2768	Aldama El DLC Sp	7/1/2016	10/28/2016	100.00%
C	2069	Allesandro El CL Mag	7/1/2016	10/28/2016	100.00%
C	2219	Ascot Ave El	7/1/2016	10/28/2016	100.00%
C	2233	Atwater Ave El	7/1/2016	10/28/2016	100.00%
C	4685	Aurora El	7/1/2016	10/28/2016	100.00%
C	2604	Buchanan St El M/S Mg	7/1/2016	10/28/2016	100.00%
C	8066	Burbank MS	7/1/2016	10/28/2016	100.00%
C	2699	Cahuenga El	7/1/2016	10/28/2016	100.00%
C	2780	Cahuenga El DLC Sp	7/1/2016	10/28/2016	100.00%
C	2863	Castelar St El	7/1/2016	10/28/2016	100.00%
C	2786	Castelar St El DL Ma	7/1/2016	10/28/2016	100.00%
C	8580	Central HS	7/1/2016	10/28/2016	100.00%
C	3110	Clifford St M/T Mag	7/1/2016	10/28/2016	100.00%
C	2277	Commonwlth Ave El Mg	7/1/2016	10/28/2016	100.00%
C	3329	Dahlia Hts El	7/1/2016	10/28/2016	100.00%
C	3479	Dorris Place El	7/1/2016	10/28/2016	100.00%
C	4165	Eagle Rock El GHA Mag	7/1/2016	10/28/2016	100.00%
C	3508	Eagle Rock El HG Mag	7/1/2016	10/28/2016	100.00%
C	3575	Elysian Heights El	7/1/2016	10/28/2016	100.00%
C	2383	Esperanza El	7/1/2016	10/28/2016	100.00%
C	2774	Esperanza El DLC Sp	7/1/2016	10/28/2016	100.00%
C	4082	Garvanza El	7/1/2016	10/28/2016	100.00%
C	4123	Glassell Park El	7/1/2016	10/28/2016	100.00%
C	4164	Glenfeliz Blvd El	7/1/2016	10/28/2016	100.00%
C	2385	Gratts LA for YS	7/1/2016	10/28/2016	100.00%
C	4576	Hooper Ave PC	7/1/2016	10/28/2016	100.00%
C	4589	Hoover St El	7/1/2016	10/28/2016	100.00%
C	2944	Huerta El	7/1/2016	10/28/2016	100.00%
C	4671	Ivanhoe El	7/1/2016	10/28/2016	100.00%
C	2943	Jones El	7/1/2016	10/28/2016	100.00%
C	5112	Jones PC	7/1/2016	10/28/2016	100.00%
C	8777	Kahlo HS	7/1/2016	10/28/2016	100.00%
C	2784	Kim El DLC Sp	7/1/2016	10/28/2016	100.00%
C	2543	Lafayette Park PC	7/1/2016	10/28/2016	100.00%
C	2307	Lee El Med Hlth Mag	7/1/2016	10/28/2016	100.00%



Los Angeles Unified School District

Local District Central

Attendance Submittal

C	4986	Los Feliz STEMM Mag	7/1/2016	10/28/2016	100.00%
C	2779	MacArthur Pk El DL Sp	7/1/2016	10/28/2016	100.00%
C	2809	Main St El DLC Sp	7/1/2016	10/28/2016	100.00%
C	7220	Maple PC	7/1/2016	10/28/2016	100.00%
C	5205	Mayberry St El	7/1/2016	10/28/2016	100.00%
C	2812	Mayberry St El DL Sp	7/1/2016	10/28/2016	100.00%
C	5247	Menlo Ave El	7/1/2016	10/28/2016	100.00%
C	5288	Micheltorena St El	7/1/2016	10/28/2016	100.00%
C	2813	Micheltorena St El DL	7/1/2016	10/28/2016	100.00%
C	5384	Monte Vista St El	7/1/2016	10/28/2016	100.00%
C	5466	Nevin Ave El	7/1/2016	10/28/2016	100.00%
C	5699	Norwood St El	7/1/2016	10/28/2016	100.00%
C	2392	Olympic PC	7/1/2016	10/28/2016	100.00%
C	2311	Poindexter LaMotte El	7/1/2016	10/28/2016	100.00%
C	2384	Politi El	7/1/2016	10/28/2016	100.00%
C	2772	RFK Ambsdrr Gbl Ed Ko	7/1/2016	10/28/2016	100.00%
C	2771	RFK Ambsdrr Gbl Ed Sp	7/1/2016	10/28/2016	100.00%
C	2369	RFK Ambsdrr Gbl Edu	7/1/2016	10/28/2016	100.00%
C	2838	RFK UCLA Comm Sch DLC	7/1/2016	10/28/2016	100.00%
C	2308	Ride El Smart Acad	7/1/2016	10/28/2016	100.00%
C	5385	Riordan PC	7/1/2016	10/28/2016	100.00%
C	1955	Salvin Sp Ed Ctr	7/1/2016	10/28/2016	100.00%
C	7178	Toland Way El	7/1/2016	10/28/2016	100.00%
C	7654	West Vernon Ave El	7/1/2016	10/28/2016	100.00%
C	2542	White El	7/1/2016	10/28/2016	100.00%
C	8577	Sotomayor LA LARS	7/1/2016	10/28/2016	100.00%
C	3192	Commonwlth Ave El	7/1/2016	10/28/2016	100.00%
C	2041	Alexandria Ave El	7/1/2016	10/28/2016	99.99%
C	6329	Rockdale VAPA Mag	7/1/2016	10/28/2016	99.99%
C	2178	Aragon Ave El	7/1/2016	10/28/2016	99.99%
C	5068	Main St El	7/1/2016	10/28/2016	99.99%
C	2027	Aldama El	7/1/2016	10/28/2016	99.99%
C	6493	San Pascual El STEAM	7/1/2016	10/28/2016	99.99%
C	2603	Buchanan St El	7/1/2016	10/28/2016	99.99%
C	3397	Delevan Drive El	7/1/2016	10/28/2016	99.99%
C	2671	Bushnell Way El	7/1/2016	10/28/2016	99.99%
C	2810	Alexander SCS DLC Sp	7/1/2016	10/28/2016	99.99%
C	8189	Irving MS MME Mag	7/1/2016	10/28/2016	99.99%
C	6370	Rosemont Ave El	7/1/2016	10/28/2016	99.99%
C	2785	Kim El DLC Ko	7/1/2016	10/28/2016	99.99%
C	5113	Mack El	7/1/2016	10/28/2016	99.99%
C	7479	Vermont Ave El	7/1/2016	10/28/2016	99.98%
C	2806	Logan St El DLC Sp	7/1/2016	10/28/2016	99.98%
C	2783	Cahuenga El DLC Ko	7/1/2016	10/28/2016	99.98%
C	4548	Hobart Blvd El	7/1/2016	10/28/2016	99.98%
C	8748	West Adams Prep SH	7/1/2016	10/28/2016	99.97%



Los Angeles Unified School District  
Local District Central  
Attendance Submittal

C	2701	Kim El	7/1/2016	10/28/2016	99.97%
C	7722	Angelou Community SH	7/1/2016	10/28/2016	99.95%
C	6507	San Pedro St El	7/1/2016	10/28/2016	99.95%
C	2393	Lake St Primary	7/1/2016	10/28/2016	99.95%
C	8774	Contreras LC Glbl St	7/1/2016	10/28/2016	99.94%
C	2386	Del Olmo El	7/1/2016	10/28/2016	99.94%
C	7219	Trinity St El	7/1/2016	10/28/2016	99.93%
C	8738	DBM	7/1/2016	10/28/2016	99.93%
C	7771	RFK Ambdr Glbl Ldsh	7/1/2016	10/28/2016	99.92%
C	7589	Wadsworth Ave El	7/1/2016	10/28/2016	99.92%
C	7614	Nava College Prep	7/1/2016	10/28/2016	99.92%
C	4904	Logan St El	7/1/2016	10/28/2016	99.92%
C	8991	CDS Tri-C	7/1/2016	10/28/2016	99.92%
C	2942	Estrella El	7/1/2016	10/28/2016	99.91%
C	6534	King Jr El	7/1/2016	10/28/2016	99.90%
C	7151	Weemes El	7/1/2016	10/28/2016	99.90%
C	4890	Lockwood Ave El	7/1/2016	10/28/2016	99.89%
C	3877	Fletcher Dr El	7/1/2016	10/28/2016	99.89%
C	7959	Yorkdale El	7/1/2016	10/28/2016	99.88%
C	3986	Franklin Ave El	7/1/2016	10/28/2016	99.86%
C	5111	Alexander Sci Ctr Sch	7/1/2016	10/28/2016	99.86%
C	5411	Mt Washington El	7/1/2016	10/28/2016	99.86%
C	6080	Plasencia El M/S Mag	7/1/2016	10/28/2016	99.86%
C	2544	MacArthur Pk El VAPA	7/1/2016	10/28/2016	99.86%
C	8501	RFK LA SH Arts	7/1/2016	10/28/2016	99.84%
C	2068	Allesandro El	7/1/2016	10/28/2016	99.83%
C	1919	Lanterman HS	7/1/2016	10/28/2016	99.80%
C	1914	Widney HS	7/1/2016	10/28/2016	99.79%
C	4322	Arroyo Seco Mus/S Mag	7/1/2016	10/28/2016	99.78%
C	8057	Berendo MS	7/1/2016	10/28/2016	99.75%
C	4983	Mariposa-Nabi PC	7/1/2016	10/28/2016	99.75%
C	2151	Annandale El	7/1/2016	10/28/2016	99.74%
C	8045	Castro MS	7/1/2016	10/28/2016	99.74%
C	8750	Marshall SH	7/1/2016	10/28/2016	99.72%
C	4680	Lizarraga El	7/1/2016	10/28/2016	99.71%
C	8527	Contreras LC Soc Jus	7/1/2016	10/28/2016	99.71%
C	8516	Cortines Sch of VAPA	7/1/2016	10/28/2016	99.70%
C	3247	Plasencia El	7/1/2016	10/28/2016	99.68%
C	2134	Studio School	7/1/2016	10/28/2016	99.67%
C	3507	Eagle Rock El	7/1/2016	10/28/2016	99.66%
C	5630	Normandie Ave El	7/1/2016	10/28/2016	99.63%
C	2811	Mack El DLC Sp	7/1/2016	10/28/2016	99.59%
C	8058	Liechty MS	7/1/2016	10/28/2016	99.58%
C	2775	Gratts LA for YS DLC	7/1/2016	10/28/2016	99.57%
C	7780	RFK UCLA Comm Sch	7/1/2016	10/28/2016	99.54%
C	3356	Dayton Heights El	7/1/2016	10/28/2016	99.53%



Los Angeles Unified School District

Local District Central

Attendance Submittal

C	8462	Virgil MS	7/1/2016	10/28/2016	99.48%
C	2808	Magnolia Ave El DL Sp	7/1/2016	10/28/2016	99.46%
C	2819	Normandie Ave El DLC	7/1/2016	10/28/2016	99.43%
C	7356	Union Ave El	7/1/2016	10/28/2016	99.42%
C	8643	Franklin HS	7/1/2016	10/28/2016	99.38%
C	8544	Roybal LC	7/1/2016	10/28/2016	99.36%
C	8094	Carver MS	7/1/2016	10/28/2016	99.33%
C	8517	Contreras LC Bus Tr	7/1/2016	10/28/2016	99.27%
C	5170	Lexington Ave PC	7/1/2016	10/28/2016	99.26%
C	8745	LAUSD/USC CA/Eng Mag	7/1/2016	10/28/2016	99.11%
C	4681	Harmony El	7/1/2016	10/28/2016	99.10%
C	8743	Manual Arts SH	7/1/2016	10/28/2016	99.08%
C	8614	Eagle Rock HS	7/1/2016	10/28/2016	99.07%
C	8200	Los Angeles Acad MS	7/1/2016	10/28/2016	99.06%
C	8132	Foshay LC	7/1/2016	10/28/2016	99.04%
C	8853	Orthopaedic Hsp SH Mg	7/1/2016	10/28/2016	98.97%
C	7707	Sotomayor LA HADA	7/1/2016	10/28/2016	98.95%
C	5055	Magnolia Ave El	7/1/2016	10/28/2016	98.95%
C	8009	Adams MS	7/1/2016	10/28/2016	98.93%
C	7137	32nd St USC PA Mag	7/1/2016	10/28/2016	98.91%
C	4982	Los Angeles El	7/1/2016	10/28/2016	98.89%
C	8645	Highland Park HS	7/1/2016	10/28/2016	98.79%
C	8710	Early College Acad	7/1/2016	10/28/2016	98.72%
C	8543	Belmont SH	7/1/2016	10/28/2016	98.64%
C	8714	Jefferson SH	7/1/2016	10/28/2016	98.58%
C	8545	Newmark HS	7/1/2016	10/28/2016	98.54%
C	8207	Contreras LC ALC	7/1/2016	10/28/2016	98.53%
C	4575	Hooper Ave El	7/1/2016	10/28/2016	98.49%
C	7783	RFK New Open Wld	7/1/2016	10/28/2016	98.14%
C	5173	Nava LA Sch Bus&Tech	7/1/2016	10/28/2016	97.99%
C	8062	Clinton MS	7/1/2016	10/28/2016	97.99%
C	8208	King MS Mag Flm/Mdia	7/1/2016	10/28/2016	97.71%
C	8064	Kim Academy	7/1/2016	10/28/2016	97.52%
C	8070	Nava LA Sch Art&Cult	7/1/2016	10/28/2016	97.27%
C	8206	RFK Sch Vis Arts/Hum	7/1/2016	10/28/2016	96.78%
C	8716	Santee EC	7/1/2016	10/28/2016	96.12%
C	6868	Obama Gbl Prep Acad	7/1/2016	10/28/2016	95.78%
C	1918	McAlister HS CYESIS	7/1/2016	10/28/2016	94.45%



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Visitors To School Campuses and Locked Campuses  
During Class Hours at All Schools

**NUMBER:** BUL-6492.1

**ISSUER:** Earl R. Perkins, Associate Superintendent  
Division of District Operations

**DATE:** September 30, 2016

**ROUTING**

All Schools and Offices  
All Employees

**POLICY:** The Los Angeles Unified School District is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and this entrance shall be monitored at all times.

As we welcome visitors to our schools, we need to inform them of our policies and procedures. Parental and community involvement in school programs and activities shall be encouraged as stated in the California Education Code [*Education Code § 44810 (a); § 44811 (a); § 51101, (a), (1), (2), (12)* and Board Rules (*1265, 2002*)].

**MAJOR CHANGES** This Bulletin replaces BUL-6492.0, "Visitors To School Campuses and Locked Campuses During Class Hours at All Schools," dated April 22, 2015, issued by the Office of Educational Services. The updated content reflects changes in the District's organizational structure.

**GUIDELINES:** I. REQUIRED PROCEDURES

- A. All schools shall post a Visitor's Policy. (See Attachment A)
- B. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested, if at all possible, or within a reasonable period of time following the request. This does not preclude visits occurring the same day as requested.
- C. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
- D. Visitors DO have the right to:
  - 1. Be informed in advance of the procedures for visiting the school.
  - 2. Request and obtain approval of the principal/designee to enter a school campus.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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3. Observe in the classroom or classrooms in which their child is enrolled, within a reasonable period of time, after making a request.
4. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request.
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

E. Visitors DO NOT have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.

### II. VISITOR'S POLICY

- A. It is the responsibility of each principal to post, in appropriate languages, a Visitor's Policy (Attachment A). The Visitor's Policy must be published and distributed to parents and staff annually thereafter.

The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits.

Visitors who fail to adhere to the posted Visitor's Policy or who defy the principal/designee's authority may be reported to the appropriate law enforcement agency and may be subject to criminal charges. Persons may appeal to the local district director if there is disagreement.

- B. As we welcome visitors to our schools, the guidelines below should be communicated to ensure an enjoyable, productive experience for all:



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
2. Complete a Visitor's Permit (see Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
3. Enter and leave the classroom as quietly as possible.
4. Do not converse with students or staff during instructional time.
5. Do not interfere with school activities.
6. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
7. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
8. Return the Visitor's Permit before leaving the campus.

### III. DISRUPTIVE PERSON LETTER

- A. It is the responsibility of the principal to maintain a safe campus free of disruption. The following are examples that would warrant issuing a Disruptive Person's Letter:
  1. When a visitor willfully interferes with the discipline, order, or conduct in any school classroom or activity, with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
  2. When a visitor disrupts instructional time, extracurricular activities, causes disorder, or otherwise disrupts the normal operation of the school.
  3. When a visitor exhibits behavior that poses a danger to staff or students.
  4. When a visitor exhibits any behavior that interferes with the orderly and safe operation of the school.
- B. The Disruptive Person Letter is issued at the discretion of the principal. A meeting is required to issue the letter. The letter should be hand delivered at the meeting and a registered copy should be mailed.
  1. Prior to issuing a Disruptive Person Letter the principal may issue a warning letter (Attachment C). A warning letter cannot be appealed.
  2. Once a formal Disruptive Person Letter (Attachment F) is issued the duration of time is one year from the date of issuance.
  3. The Disruptive Person Letter is to be reviewed in 90 school days, if appealed.
  4. All issued Disruptive Person Letters will be uploaded and attached to the iSTAR report.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### IV. APPEAL PROCESS

A. If a Disruptive Person Letter is appealed, the steps below are to be followed:

1. The person has the option to appeal the letter.
2. The person must appeal to the issuing principal in writing (Attachment D).  
If the complaint is not resolved, the person can ask for a second appeal.
3. The person may file a second appeal with the local district director.  
(Attachment E) The decision of the local district director is final.

**AUTHORITY:** This policy is enforced by the California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).

**ASSISTANCE:** For assistance, please contact the corresponding local district operations coordinator. For further information please contact the Division of District Operations at (213) 241-5337.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

### ATTACHMENT A

#### SAMPLE POSTED VISITOR'S POLICY

SCHOOL NAME  
PRINCIPAL/DESIGNEE

##### PROCEDURES FOR CAMPUS VISITORS:

- Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office.
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.  
*Schools should describe how the visitor is to sign in the Visitors' On Campus Log Book and where it is located.*
- Request an appointment for a visitation date and time from the office staff after entering the school office.  
*Appointments may be scheduled for the same day and should be scheduled for the date and time requested, if possible. Include a copy of the school's bell schedule(s).*
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.  
*Schools should have a place for visitors to write a request for an appointment with a staff member and, if possible, give the date and time for the scheduled appointment.*
- Before leaving campus, return the visitor's permit to the designated location.  
*Schools should identify where the visitor is to sign out before leaving the campus.*

##### SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher(s), and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.



## DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

### BOLETÍN NORMATIVO

ADJUNTO A

#### MUESTRA DE NORMAS PUBLICADAS PARA VISITANTES

NOMBRE Del  
DIRECTOR/PERSONA  
DESIGNADA

##### PROCEDIMIENTOS PARA VISITANTES AL PLANTEL:

- Al entrar al plantel, todos los visitantes deberán apuntarse en el área designada y proceder a la oficina principal.
- Llenar un permiso para visitantes y obtener la aprobación del director/persona designada antes de entrar al salón de clases.  
*Se sugiere que la escuela describa los pasos para que se registren los visitantes en el Registro de Visitantes al Plantel, así como el lugar en el que éste se ubicará.*
- Solicitarle al personal de la oficina una cita, con fecha y hora para realizar una vista, tras entrar a la oficina de la escuela.  
*Las citas se pueden programar para el mismo día y de ser posible, se deberán programar para la fecha y hora en que se soliciten. Se sugiere que la escuela tenga por escrito el horario de campanas.*
- Determinar cuál será la actividad en el salón que observará usted y mantener la duración y frecuencia de las observaciones a un nivel razonable.
- Seguir los procesos que la escuela haya establecido para programar una cita con el/los maestro(s) y/o director/persona designada tras una visita al aula, si se requiere.  
*Se sugiere que la escuela defina un lugar donde se puedan anotar las solicitudes para reunirse con un miembro del personal, y de ser posible, obtener la hora y fecha para la cita programada.*
- Antes de marcharse, entregar el permiso de visitante en el sitio designado.  
*Las escuelas deberán identificar el lugar en el que los visitantes se apuntarán antes de retirarse del plantel escolar.*

##### ALGUNAS REGLAS IMPORTANTES PARA LOS VISITANTES:

- Entrar y salir del salón de clases absteniéndose al máximo de hacer ruido.
- No conversar con los alumnos, maestros o asistentes de instrucción cuando realicen las visitas.
- No interferir con ninguna actividad escolar durante la visita.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT B

### SAMPLE SCHOOL VISITOR'S PERMIT

LOS ANGELES UNIFIED SCHOOL DISTRICT		
CLASSROOM VISITOR'S PERMIT		
<hr/>		
School Name		
<hr/>	<hr/>	<hr/>
Teacher's Name	Room	Date
	Expires After: <hr/>	
This is to introduce Mr./Ms. <hr/>		
<hr/>	to	<hr/>
Relationship	Child's Name	
<hr/>		
Approved by Principal/Designee		



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT C

### SAMPLE LETTER (WARNING)

Dear Mr./Mrs. \_\_\_\_\_:

I am writing to confirm our conversation on \_\_\_\_\_ and to warn you I am considering restricting your access to our campus. Your conduct on \_\_\_\_\_ created a serious disturbance, which required the attention of school personnel.

#### *DESCRIBE INCIDENT THAT MAY LEAD TO DISRUPTIVE PERSON LETTER.*

I found your behavior to be \_\_\_\_\_. While I appreciate your concern for your child, such a disturbance to the instructional program cannot be tolerated. I cannot operate a school effectively when conferences are not scheduled.

Any such behaviors on your part will cause me to have to issue a disruptive person letter which means, if you have business on campus, please call my office in advance for an appointment and go directly to the Main Office at the appointed time. You may not enter the campus without my authorization. You may not loiter about on the grounds afterschool nor be present on campus without my direct authorization.

Board Rules 1265 and 2002 provide that the presence on school campuses of any parent, community person, organization representative(s), concerned groups, or other individuals or groups, regardless of affiliation, requires the Principal's consent and approval. The rules go on to state that pupils, school personnel, classrooms, special programs or other activities, regardless of their funding source, are not subject to visitation, observation or any other external attention without the school administrator's endorsement. In addition, visitors who defy the school administrator's authority can be reported to the appropriate law enforcement agencies and may be subject to criminal charges under California Penal Code sections 626.6 and 626.8 of Los Angeles Municipal Code Section 63.94.

Sincerely,

Principal

c: Local District Director  
Administrator of Operations  
Complex Operations Coordinator  
Chief of School Police



## DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

### BOLETÍN NORMATIVO

ADJUNTO C

#### Muestra de carta (ADVERTENCIA)

Estimado Sr./Sra. \_\_\_\_\_:

Mediante la presente quisiera confirmar nuestra conversación del día \_\_\_\_\_ y advertirle que estamos considerando la posibilidad de restringir su acceso al plantel escolar. Su conducta el día \_\_\_\_\_ perturbó el orden en la escuela, por lo que llegó a la atención del personal escolar.

#### *DESCRIBE INCIDENT THAT MAY LEAD TO DISRUPTIVE PERSON LETTER.*

Observé una conducta de \_\_\_\_\_. Si bien aprecio su interés por el bienestar de su hijo, no se pueden tolerar dicho tipo de interrupciones al programa educativo. No puedo manejar las operaciones de la escuela eficazmente cuando no se programan conferencias.

A causa de cualquier conducta de este tipo por su parte, tendré que expedir una carta a personas que irrumpen el orden; por lo cual, si tiene algún asunto a tratar en el plantel se le pedirá que llame a mi oficina con antelación para concederle una cita directamente en la Oficina Principal a la hora asignada. No podrá entrar al plantel escolar sin mi autorización y se prohíbe que permanezca en el recinto escolar durante o después del horario de clases sin mi autorización directa.

Las Reglas 1265 y 2002 de la Junta Directiva disponen que la presencia en todo plantel escolar de cualquier padre, miembro de la comunidad, representante de alguna organización, grupos interesados o cualquier otro individuo o grupo -pese a su afiliación- reciba el consentimiento y aprobación previa del Director(a). Estas reglas también establecen que los estudiantes, personal escolar, salones de clase, programas u otras actividades -pese a su fuente de subvención- no están sujetos a visitas, observación o cualquier otro tipo de atención externa sin previa autorización por parte del director. Además, los visitantes que desacaten la autoridad del administrador escolar podrán ser reportados ante los organismos del orden correspondientes y podrían quedar sujetos a cargos penales de acuerdo con los artículos 626.6 y 626.8 del Código Penal de California y el Artículo 63.94 del Código Municipal de Los Ángeles.

Atentamente,

Director(a)

c:     Director de área de Distrito Local  
       Administrador de Operaciones  
       Coordinador de Operaciones de Complejos Escolares  
       Jefe de Policía Escolar



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**ATTACHMENT D**

**DISRUPTIVE PERSON LETTER**

School Level Appeal

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_ Best time for call: \_\_\_\_\_

Address: \_\_\_\_\_

School where letter was issued: \_\_\_\_\_

Circumstances: \_\_\_\_\_

Appellant's Signature: \_\_\_\_\_

Principal's Name: \_\_\_\_\_  
(Please Print)

School: \_\_\_\_\_ Date: \_\_\_\_\_ Is the letter based on one act \_\_\_\_ Yes \_\_\_\_ No

Date letter was issued: \_\_\_\_\_

The appeal is \_\_\_\_ sustained \_\_\_\_ denied.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**ATTACHMENT E**

**DISRUPTIVE PERSON LETTER**

Local District Appeal

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_ Best time for call: \_\_\_\_\_

Address: \_\_\_\_\_

School where letter was issued: \_\_\_\_\_

Circumstances: \_\_\_\_\_

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Name: \_\_\_\_\_  
(Please Print)

Local District \_\_\_\_\_ Date \_\_\_\_\_ Is the letter based on one act \_\_\_\_ Yes \_\_\_\_ No

Date of meeting with principal: \_\_\_\_\_

The appeal is \_\_\_\_sustained \_\_\_\_ denied.

Appeals Hearing Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT F

### SAMPLE LETTER (NOTICE OF RESTRICTED ACCESS TO SCHOOL)

Dear Ms./Mr.: \_\_\_\_\_

I am writing to confirm our conversation on \_\_\_\_\_, and to restrict your access to our campus. Your conduct on \_\_\_\_\_ created a serious disturbance, which required the attention of District personnel.

#### *DESCRIBE INCIDENT(S) THAT LEAD TO DIRUPTIVE PERSON LETTER.*

I found your behavior to be \_\_\_\_\_. While I appreciate your concern for your child, such a disturbance to the instructional program cannot be tolerated. I cannot operate the school effectively and provide that level of attention to all community members when conferences are not scheduled. The staff's time must be spent on behalf of all of our constituents.

If you have business at the school, please call \_\_\_\_\_ in advance for an appointment. You may not enter the school without \_\_\_\_\_ authorization.

Board Rules 1265 and 2002 provide that the presence on school campuses of any parent, community person, organization representative(s), concerned groups, or other individuals or groups, regardless of affiliation, requires the administrator's consent and approval. The rules go on to state that pupils, school personnel, classrooms, special programs or other activities, regardless of their funding source, are not subject to visitation, observation or any other external attention without the school administrator's endorsement. In addition, visitors who defy the school administrator's authority can be reported to the appropriate law enforcement agencies and may be subject to criminal charges under California Penal Code Sections 626.6 and 626.8 of Los Angeles Municipal Code Section 63.94.

The District intends to enforce the Board Rules and seeks your cooperation. You may appeal the letter to the issuing principal and, if not resolved, to the local district director.

Sincerely,

Principal

c: Local District Director  
Administrator of Operations  
Complex Operations Coordinator  
Chief of School Police



## DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

### BOLETÍN NORMATIVO

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ANEXO F

#### **Muestra de carta** (CARTA DE ACCESO RESTRINGIDO A LA ESCUELA)

Estimado Sr./Sra. \_\_\_\_\_:

Mediante la presente quisiera confirmar nuestra conversación del día \_\_\_\_\_ y restringir su acceso al plantel escolar. Su conducta el día \_\_\_\_\_ perturbó el orden en la escuela, por lo que llegó a la atención del personal escolar.

#### *DESCRIBE INCIDENT(S) THAT LEAD TO DIRUPTIVE PERSON LETTER.*

Observé una conducta de \_\_\_\_\_. Si bien aprecio su interés por el bienestar de su hijo, no se pueden tolerar dicho tipo de interrupciones al programa educativo. No puedo manejar las operaciones de la escuela eficazmente y proporcionar un nivel adecuado de atención a toda la comunidad escolar cuando no se programan conferencias. El tiempo del personal se debe invertir para el bien de todos sus constituyentes.

Si tiene algún asunto a tratar en la escuela, por favor llame de antemano al \_\_\_\_\_ para concertar una cita. No podrá entrar al plantel escolar sin \_\_\_\_\_ autorización.

Las Reglas 1265 y 2002 de la Junta Directiva disponen que la presencia en todo plantel escolar de cualquier padre, miembro de la comunidad, representante de alguna organización, grupos interesados o cualquier otro individuo o grupo -pese a su afiliación- reciba el consentimiento y aprobación previa del Director(a). Estas reglas también establecen que los estudiantes, personal escolar, salones de clase, programas u otras actividades -pese a su fuente de subvención- no están sujetas a visitas, observación o cualquier otro tipo de atención externa sin previa autorización por parte del director. Además, los visitantes que desacaten la autoridad del administrador escolar podrán ser reportados ante los organismos del orden correspondientes y podrían quedar sujetos a cargos penales de acuerdo con los artículos 626.6 y 626.8 del Código Penal de California y el Artículo 63.94 del Código Municipal de Los Ángeles.

El Distrito se ha dado a la tarea de hacer cumplir los Reglamentos de la Junta Directiva y solicitamos su cooperación. Usted puede apelar la presente ante el director(a) que la expidió, y si no se llega a una resolución, ante el director(a) de distrito local.

Muy Atentamente,

Director(a)

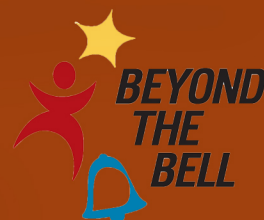
c:     Director de área de Distrito Local  
       Administrador de Operaciones  
       Coordinador de Operaciones de Complejos Escolares

# Los Angeles School Police Department



&

Beyond the Bell Branch



## Thanksgiving Food Drive

### Sponsor A LAUSD Family

Your \$30 contribution provides a complete Thanksgiving meal for a family in need.

Any monetary donations accepted in cash or check, payable to Beyond the Bell due on or before November 10, 2016.

For pick-up/drop-off information contact  
LASPD Government & Community Relations  
[laspd.socialmedia@laspd.com](mailto:laspd.socialmedia@laspd.com)  
or (213) 447-8155





Please join the  
Los Angeles School Police Department  
&  
Beyond The Bell Branch



## Annual Thanksgiving Food Drive

Your donation of \$30 will help sponsor a LAUSD Family and provide a complete Thanksgiving meal for a family in need who would otherwise go without. Donations can be made in cash or check payable to Beyond The Bell. Complete the below information and attach the form to your contribution.

For more information, contact the LASPD Government & Community Relations Unit at [laspd.socialmedia@laspd.com](mailto:laspd.socialmedia@laspd.com)

Name/Department/Office	
Email	
Contact Number	
Number of Families Sponsored/ Donation Amount	

Together, we can make a difference this holiday season.  
For more information, contact Sgt. Spry at LASPD Government & Community Relations Unit  
(213) 447-8155



LOS ANGELES UNIFIED SCHOOL DISTRICT  
SAMPLE – RESPONSE TO COMPLAINANT LETTER

ATTACHMENT E

*YOUR LETTERHEAD*

*Date*

*Complainant's Name*

*Address*

Re: Allegations of bullying

Dear *Parent/guardian*:

This letter is in response to your report on or about       *date*       where you stated that your child was bullied. This letter is to inform you that we have taken the appropriate steps to investigate and resolve this matter. Confidentiality laws prohibit me from disclosing specific measures taken with the other parties, but please know that your report was taken seriously and managed according to our Bullying and Hazing and our Discipline policies.

***Bullying*** is any deliberate and unwanted, severe or pervasive physical, verbal, or electronic act, conduct or communication, committed by a pupil(s) that is repeated, or likely to be repeated, and has, or can be reasonably predicted to have, the effect of one or more of the following (1) Reasonable fear of harm to person or property; (2) Substantially detrimental effect on physical or mental health; (3) Substantial interference with academic performance; and (4) Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

- ☐ We have created an Individualized Student Safety Plan (Attachment D) to itemize the specific interventions that were taken and memorialized a protocol for ongoing monitoring. Be assured that we are working diligently to ensure that no similar incidents recur.
- ☐ Not all student misconduct meets the eligibility of bullying. After a thorough investigation, we were unable to verify that the incident met the impact criteria for bullying. Nevertheless, we have taken appropriate measures to increase sensitivity and social skills of the parties involved, which includes regular monitoring.

The safety of our students is our priority. Open communication and respectful treatment of others are the most effective tools to prevent bullying. Should other incidents of concerns arise, please put your concerns in writing and give to the school administrator who will conduct an investigation in a timely manner.

Thank you for your continued support. If you should have any questions regarding this matter, please contact me at           *phone number*          .

Sincerely,

Name

Title

Attachment

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES  
RESPUESTA A CARTA DE QUEJA

ANEXO F

*YOUR LETTERHEAD*

*Date*

*Complainant's Name*  
*Address*

Asunto: Acusación de Intimidación

Estimado *Padre/Tutor*:

Esta carta es en respuesta a su informe del \_\_\_\_\_ *date*, cuando usted indicó que su hijo(a) fue intimidado(a). Esta carta es para informarle que hemos tomado las medidas adecuadas para investigar y resolver este asunto. Las leyes de confidencialidad me prohíben divulgar las medidas específicas que se tomaron con las otras partes pero, por favor, sepa que su informe se tomó con seriedad y se trató de conformidad con nuestras políticas de Disciplina e Intimidación y Rito de Iniciación.

***Intimidación*** es una acción, conducta o comunicación deliberada e indeseada, severa y prevalente de carácter físico, verbal o electrónico cometida por un estudiante(s) que se repite o que es posible que se repita y tiene o razonablemente se puede predecir que tenga un efecto de uno o más de los siguientes factores: 1) temor razonable de daño a personas o bienes, 2) un efecto perjudicial severo a la salud física o mental, 3) interferencia sustancial con el rendimiento académico y 4) interferencia sustancial con la capacidad para participar o beneficiarse de los servicios, actividades o privilegios escolares.

- ☐ Hemos creado un Plan de Seguridad Estudiantil Individual (adjunto) para listar las intervenciones específicas que se tomaron y el procedimiento escrito para supervisión continua. Tenga la seguridad que estamos trabajando diligentemente para que un incidente similar no vuelva a ocurrir.
- ☐ No todo el mal comportamiento de un estudiante cumple con el criterio para considerarse intimidación. Después de una investigación completa no pudimos verificar que el incidente cumpliera con el criterio para considerarse intimidación. Sin embargo, hemos tomado las medidas necesarias para incrementar la sensibilidad y capacidad para socializar de las partes involucradas, las cuales incluyen una supervisión regular.

La seguridad de nuestros estudiantes es nuestra prioridad. Una comunicación efectiva y el trato respetuoso son las herramientas más efectivas para la prevención de la intimidación. Si surgieran otros incidentes o inquietudes, por favor póngalos por escrito y entréguelos al administrador escolar quien oportunamente llevará a cabo la investigación.

Gracias por su apoyo continuo. Si usted tiene alguna pregunta acerca de este asunto por favor comuníquese conmigo numero detelefono.

Atentamente,

Name  
Title

BUL-5212.2  
Office of the Superintendent

November 26, 2014



# LOS ANGELES UNIFIED SCHOOL DISTRICT

MICHELLE KING  
SUPERINTENDENT OF SCHOOLS



**Local District Central**  
333 S. BEAUDRY AVE, 11<sup>TH</sup> FLOOR, LOS ANGELES, CA 90017  
TELEPHONE: (213) 241-0126 FAX: (213) 241-3350

**ROBERTO A. MARTINEZ**  
LOCAL DISTRICT SUPERINTENDENT

**EUGENE L. HERNANDEZ**  
ADMINISTRATOR OF OPERATIONS

*"Supporting 21<sup>st</sup> Century learners through leadership and service"*

October 26, 2016

Dear School Principal:

In an effort to support your school community during crisis situations, Local District Central is providing an informative and interactive training for all schools. According to **BUL-5800.0, Crisis Preparedness, Response and Recovery Bulletin**, "Each school site under the direction of the Principal or designee shall establish a Crisis Team." Your school's participation in this training is vital. Please refer to the Crisis Team Members listed in your Safe School Plan Volume 3, to select a group to attend. It is suggested that the team include support services personnel (Nurse, PSW, PSA counselors, School Psychologists, Deans, Office Staff, Campus Aides, School Counselors, etc.).

Due to limited space, please select three team members per school to attend. Carpooling is highly recommended. It is also encouraged that a site administrator accompanies the team attending the meeting. For schools located on the Robert F. Kennedy complex, Contreras Learning Center, and Sotomayor campus, there will be separate trainings for a complex-wide crisis team to be scheduled at your respective campus location. Your teams do not have to attend the November 30<sup>th</sup> training at Orthopaedic Senior High School Medical Magnet.

**Please select/circle a time preference.** We will make every effort to accommodate your time selection. There are parking space limitations; therefore we may need to assign you to a time other than your choice, if needed. If this is necessary, you will be notified. The sooner you make your selection, the more likely it is that we will be able to accommodate your selected time. Please respond no later than Wednesday, November 9, 2016.

**Date:** November 30<sup>th</sup>, 2016  
**Time:** 8:00 - 11:30 a.m. or 12:30 - 4:00 p.m.  
**Location:** Orthopaedic Senior High School Medical Magnet  
300 W. 23<sup>rd</sup> Street  
Los Angeles, CA. 90007

Please confirm your attendance by completing this form and scan to Gloria Velasquez, [gloria.espinosa@lausd.net](mailto:gloria.espinosa@lausd.net) or Veronica Real, [veronica.real@lausd.net](mailto:veronica.real@lausd.net). If you have any questions, please feel free to call Gloria at (213) 241-3906 or Veronica at (213) 241-3906.

Sincerely,

Roberto A. Martinez  
Local District Superintendent

Eugene L. Hernandez  
Administrator of Operations

**FORM DUE NO LATER THAN 5:00 pm Wednesday, November 9<sup>th</sup>, 2016.**

**School Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Individuals attending the Local District Crisis Team Training:**

Name	Title

Los Angeles Unified School District  
**Student Health and Human Services**

***REQUIRED KINDERGARTEN IMMUNIZATION RECORDS***

Principals should ensure the following actions take place **prior to November 11, 2016:**

- Run an immunization report. (See Attached Guide).
- Designate and assign responsibility to enter immunization data into MiSiS.
  - If possible, multiple staff should support data entry.
  - Responsibility should not be assigned to school nurses who are not full-time.
- Provide necessary training regarding data to SAA, clerical staff, office tech, and others.
  - School nurses can provide data entry training.
- Ensure all immunization data are entered into MiSiS.
- Assigned school nurse will run an immunization report each week.
  - School nurse will assess data and report to school principal the number students without immunization data correctly entered into MiSiS.
  - School nurse will assess which students are out of compliance with mandatory immunizations.
  - When following up for non-compliance, School Nurses have the ability to generate immunization follow up letters pre-filled with school name, address, student name, missing immunization types, principal and school nurse's names and school telephone and fax numbers with exclusion date (see attached).
- Correct data entry errors, gather missing immunization documentation, enter missing data, and ensure all students are immunization compliant.
- Submit the **Kindergarten Immunization Assessment Report on November 15, 2016.** (see attached)

It is very important that schools ensure that all students have the appropriate immunization documentation, and that this information is entered into MiSiS. Please refer to the attached MiSiS Job Aid for Immunization Data Entry.

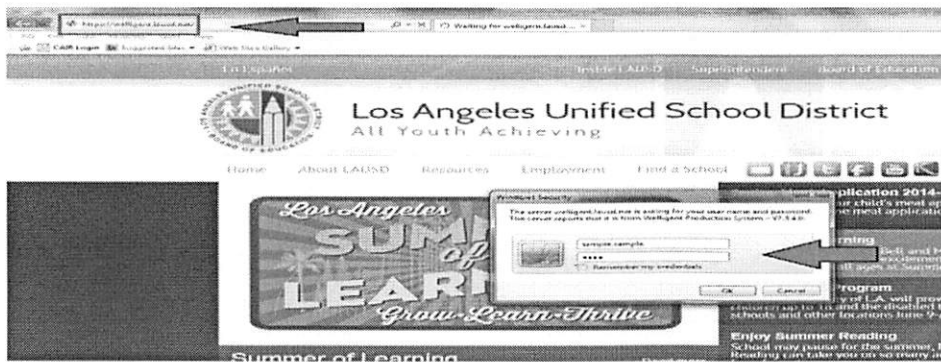
## KINDERGARTEN ANNUAL IMMUNIZATION REPORT

### Instructions on how to complete the Kindergarten Annual Immunization Report

- A. Generate the **Welligent report ID 2479** for your school.
  1. Sign-in to Welligent>Reports>Immunizations Grouping>State Immunization Assessment of Kindergarten Students-Annual Report (2479). The **“Non-Compliant Total”** column contains both the number of students with **“conditional status”** (currently up-to-date but more doses are due later) and **the number of students that are enrolled but do not meet the required immunizations** (need to be excluded).
  2. **Reminder:** according to the County of Los Angeles Public Health, if the total number of **“conditional entrants”** is equal or more than 25% of the enrolled Kindergarten students, the school is at risk of getting audited.
  3. Run **Welligent report ID 2488** for immunizations follow-up (see separate handout for instructions) and collaborate with your school nurse to exclude the students who are not meeting the required immunizations and need the next dose now.
  4. Before filing the *Kindergarten Immunization Assessment*, subtract the **number of students who are enrolled but not attending (excluded)** from the number in the **“Not Compliant Total”** column. The difference would be the total number of **“Conditional Entrants”**.
- B. When the school has completed the data entry, follow-up and generated Welligent report ID 2479 with less than 25% of students that are on **“Conditional Entrants”** status, use the following instructions to file the *Kindergarten Assessment Report* on or before **October 15, 2016:**
  1. Open your internet browser to [www.shotsforschool.org](http://www.shotsforschool.org)
  2. Click the 2<sup>nd</sup> tab on the left **“K-12”**
  3. From the left panel, click on the 3<sup>rd</sup> option, **“School Reporting Login & Data”**
  4. Under **“Reporting Login & Instructions”**, click on **“Kindergarten”**
  5. From the **School Type** drop down menu, select **Public**
  6. From the **County** drop down menu, select **Los Angeles**
  7. From the **District** drop down menu, select **Los Angeles Unified School District**
  8. From the **School** Name drop down menu, select your school name
  9. Select the **School Address** from the drop down menu
  10. The **School Code** automatically prefills after selecting School Address
  11. Enter the password: **“school”** and click Log in
  12. Confirm school information and click **Confirm and continue or Edit School Info** as needed
  13. Complete the online assessment and submit
  14. Print a copy for your records and send a copy to your Nursing Administrator after your online submission.
- C. If you do not have internet access, or have difficulty completing the online form, or your school name is not listed in the school name drop down, please use Form **PM 236** (*Immunization Assessment of Kindergarten Students-Annual Report, School Summary Sheet*) and Fax to: School Support at (213) 637-4543.
- D. If you have additional questions, please contact the Los Angeles County Immunization Program School Support Coordinator at [lhartoonian@ph.lacounty.gov](mailto:lhartoonian@ph.lacounty.gov) or (213) 351-7478.

# Quick Reference Guide for School Staff

## Kindergarten Immunization Report(s) in Welligent



Log-in to Welligent  
(<https://welligent.lausd.net>)  
using your Single Sign-On  
(SSO) user name and  
password

File Edit View Favorites Tools Help

Welligent Integrated Syst. Copy a Word table into Ex... Foundation Menu CAR Login Helped Sites Web Site Gallery Page Safety Tools

SHHS / MAA

WELLPROVIDER EDUCATION ADMIN WELLSUPERVISOR REPORTS

Search: 4 Student Search: 1 Student Search: 1 Empty All

My Linktop

Today at a Glance

My Toolbox

- Announcements
- Contact My - Individual
- Documents
- Mailbox
- Summary
- Early Log
- Mass Screenings
- PH Registry
- Active IEPs
- My IEP Summary
- Management Hierarchy

My Recent Students

Student Quick Search

My Report Hotlist

My Widgets

Announcements

New Daily / Weekly District provided BII

Guide to new Daily Weekly Service

Welligent Reports - Friday, July 23, 2015

Due to database maintenance new reports will not be available until Thursday, July 23, 2015.

The weekly Service reports will be entered as of 7/16/2015.

We apologize for the inconvenience. Thank you for your understanding.

NEW Service Tracking Attendance/Cancellation Statuses (Codes)

On June 22, 2015, the status drop-down on the Session Notes screen will be modified and updated to reflect Division of Special Education approved attendance/cancellation statuses. The Daily/Weekly Services Data Entry screen will also encounter similar changes as the number of Division of Special Education approved codes have been revised. In addition, the Nucleon Service drop-down options have been modified. Click on the link below to

Report Categories

- Arthritis(Custom Grouping)
- Audiometry and Hearing(ESP(Custom Grouping))
- Behavioral Health Reports
- CHOP Provider(Custom Grouping)
- CHOP Supervisor(Custom Grouping)
- Clinic Reports
- DMH(Custom Grouping)
- ESD(Custom Grouping)
- General Reports
- IEP/IFSP Reports
- Immunizations/CHOP/Oral Health(Custom Grouping)
- IRIS Reports
- IRIS Report(Custom Grouping)
- Session SRA Report(Custom Grouping)
- Therapy/Service Reports

Report Description

Report ID

Category

From the **Control Panel** of the Welligent homepage, Click **Reports**  
Click **Immunizations & Other Health Rpts**

Select Report Name	Report Description	Report ID	Category
All Immunization Dates	Display all active students immunization dates. Does not include students with temporary IDs, waiver information, and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2456	...
CHOP Report	...	2458	...
Comprehensive Immunization Information - All Students	Only includes students who are enrolled in MHS. Excludes duplicates shots (same shot - same day). Only the following immunization types are reported on: DTAP, DTP, Hep B, IPV, IPV, MMR, Tdap, Varicella, etc.	2488	...
Oral Health Assessment Report	Will only capture kindergarten and 1st grade students. Enrollment code must be E4, E5 OR E7. Only students with some associated activity are shown.	2459	...
Oral Health Assessment Detail	Oral health assessment for transitional kindergarten, kindergarten, and 1st grade with codes of 7647 OR 7654 OR 7677 - Summary report.	2541	...
Oral Health Assessment Summary	Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance. Only include the School students who are enrolled in MHS.	2579	...
State Annual Immunization Report on Children Enrolled in Child Care Centers	Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance. Includes students in Transitional kindergarten and Kindergarten levels.	2478	...
State Immunization Assessment of Kindergarten Students - Annual Report	State Immunization Assessment of Kindergarten Students Summary for Active 7th grade students. Includes Tdap, DTP or DTP given on or after 7th grade.	2477	...
State Immunization Assessment of Seventh Grade Students School Summary	Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2472	...
Tdap Counts by District	Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2471	...
Tdap Counts by School	Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2472	...
Tdap Information - All Students	Display all active students and whether they need Tdap or not. Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2463	...
Tdap Information - Immunized Students	Display students that are immunized only. Students must have a Tdap in attribute sheet to be included in this report. Students with waivers and students 16 and over are also excluded. Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2470	...
Tdap Information - Missing Tdap	Display all active students that do not have a Tdap immunization. This will now include students with waivers. Does not include students with temporary IDs and enrollees whose data were entered the last two days in MHS. Students being served by Carlson Home/Hospital School are included in their school of attendance.	2417	...

Click the graph icon to the left of the report

**Comprehensive Immunization Information-All Students (2684)** generates students' all immunizations status. This is the report that must be generated to follow up for all immunization types.

SHHS / MAA

WELFARE | EDUCATION | ADMIN | MIS-SUPPLY | REPORTS

Comprehensive Immunization Information - All Students (2008)

Report Engine: Print Listing  
Report Description: Only includes students who are enrolled in MSS. Excludes duplicate shots (same shot - same day). The following immunization types are reported on: DTAP/DTp, Hep B, IPV/OPV, MMR, Tdap, Varicella, MMR2 (6/2/11).

Filter Values:

District: All Districts

SCHOOL: 1st St El

Grade: Kindergarten

Immunization Type:

Buttons: Schedule, Run, Excel, (x) Not List, Abort, Close

Do you want to open or print Comprehensive Immunization Information - All Students for worksheet?

Open Print Cancel

Select the appropriate

**District** – this field can be left blank

**School** - from the drop-down

Select **Kindergarten**

**Immunization Type**, leave blank for all immunizations

Click **Run or Excel** (right upper hand side)

If **Excel** was selected, click **Open**

**NOTE:**

**Report ID 2684**, generates a roster of all students with complete or incomplete immunizations

Comprehensive Immunization Information - All Students - Excel

District	SCHOOL	LAST NAME	FIRST NAME	STUDENT ID	AGE	DOB	GRADE	IMMUNIZATION	SHOT DATES	STATUS	COMPLIANT	14 or OVER	OPTION 1
East	1st St El			32	5	7-Apr-10	Kindergarten	DTAP/DTp	13-JUN-10, 17-AUG-10, 19-OCT-10, 24-MAY-11, 25-JUN-11	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	Hep B	07-APR-10, 15-JUN-10, 19-OCT-10	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	IPV/OPV	13-JUN-10, 17-AUG-10, 19-OCT-10, 24-MAY-11	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	MMR	24-MAY-11, 03-JUN-14	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	Varicella	24-MAY-11, 03-JUN-14	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	DTAP/DTp	23-4UG-10, 12-OCT-10, 16-DEC-10, 02-FEB-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	Hep B	22-4UG-10, 12-OCT-10, 02-FEB-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	IPV/OPV	23-4UG-10, 12-OCT-10, 16-DEC-10, 10-OCT-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	MMR	16-JUN-11, 02-OCT-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	Varicella	16-JUN-11, 02-OCT-11	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	DTAP/DTp	05-OCT-10, 09-DEC-10, 07-MAR-11, 24-OCT-13	DOSES REQUIRED - FAILED 4 SHOT	N		
East	1st St El			8	5	19-Jul-10	Kindergarten	Hep B	19-JUL-10, 06-OCT-10, 07-MAR-11	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	IPV/OPV	11-11-AUG-14	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	MMR	19-SEP-11, 11-AUG-14	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	Varicella	19-SEP-11, 11-AUG-14	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	DTAP/DTp	04-OCT-10, 13-DEC-10, 14-FEB-11, 14-OCT-12, 26-FEB-13	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	Hep B	22-JUL-10, 04-OCT-10, 14-FEB-11	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	IPV/OPV	04-OCT-10, 13-DEC-10, 14-FEB-11, 26-FEB-13	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	MMR	23-JUL-11, 26-FEB-13	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	Varicella	23-JUL-11, 26-FEB-13	Met requirements	Y		
East	1st St El			31	6	13-Sep-09	Kindergarten	DTAP/DTp	18-NOV-09, 27-JAN-10, 13-APR-10, 15	Met requirements	Y		
East	1st St El			31	6	13-Sep-09	Kindergarten	Hep B	18-NOV-09, 27-JAN-10, 13-APR-10	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	IPV/OPV	18-NOV-09, 27-JAN-10, 13-APR-10, 29-APR-14	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	MMR	28-SEP-10, 29-APR-14	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	Varicella	28-SEP-10, 29-APR-13	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	DTAP/DTp	09-JAN-10, 11-MAR-10, 14-MAY-10, 22-AUG-11, 26-FEB-14	Met requirements	Y		

Sample of **Report ID 2684**

Notice that there are 5 lines per students for all required immunizations

This report includes all students compliant or non-compliant (missing immunization report is still in progress)

If **Excel** format was selected, you may use the **Filter** option (right upper hand side) to select the non-compliant students (needing follow-up). See next screen shot

Notice that after filtering "N" on under the **Compliant** column, only students that need follow up are on the report

Notice that the list of students include **conditional** and **unconditional** entrants.

**Conditional** is when a student is currently up to date on required immunizations (too early to have the next dose) but more doses are due later.

Unconditional are the students that need the proof of the next immunization dose now and need to be excluded.

**NOTE:** The immunization report(s) has real-time immunization data from MiSiS. They include all active students in MiSiS except for students with temporary student ID (5-digits, all numbers) and the new enrollees whose information have just been entered into MiSiS the last two days. School staff should wait until the student has permanent student ID before entering the immunization data into MiSiS.

Students currently receiving services from Carlson Home/Hospital School are also included under their School of Attendance.

**NOTE:** There will be more improved immunization reports that will include "Conditional" column and reports that will only contain "Non-Compliant" roster of students with contact numbers in the next few weeks.

If you selected **Excel**...

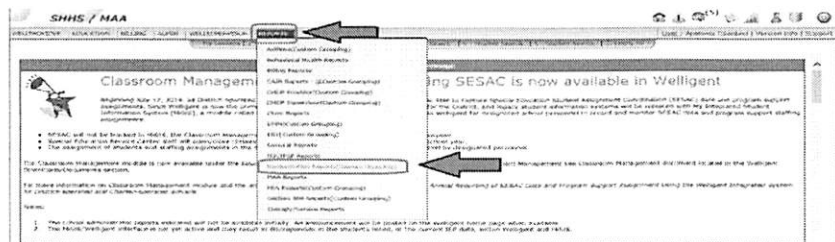
- (1) The file may be printed using **Portrait** or **Landscape** orientation
- (2) Click **View** from the toolbar and then click on the **Page Break Review**
- (3) Print and Save the file in the appropriate folder in your computer.

# Quick Guide for School Staff

## Annual Immunization Report(s) in Welligent



Log-in to Welligent  
(<https://welligent.lausd.net>) using  
your Single Sign-On (SSO ) user  
name and password



From the *Welligent* homepage,  
Click **Reports** from the **Control  
Panel**  
Click on **Immunization Reports**



The **Immunization Reports**  
Category will appear on the screen  
with the list of Immunization  
Reports

Click the graph icon  to the left  
of the Immunization Report, i.e.  
**State Annual Immunization  
Assessment Report**

**Child Care Centers/Pre-School  
enrolled in MiSiS ONLY- (Report ID  
2478)**

**Kindergarten (Report ID 2479)**

**7<sup>th</sup> grade Tdap (Report ID 2477)**

Click **Run** on the right upper hand side

Click **Print Report**

The reports include the count of **Active** students in MiSiS except for students with temporary student ID (all numbers) and the new enrollees whose information have just been entered into MiSiS the last two days. Students currently receiving services from Carlson Home/Hospital School are counted under their School of Attendance.

# MiSiS – My Integrated Student Information System

## IMMUNIZATIONS

JOB AID

This job aid provides instruction on the process to create and/or edit immunization records. Users with the **Office Manager** and **School Nurse** roles can perform this task.

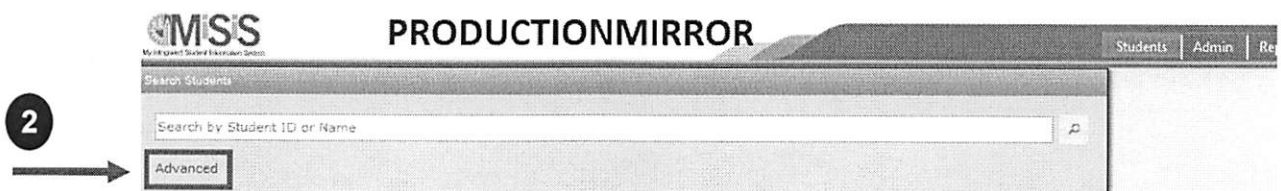
**Step 1** Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.



The image shows the MiSiS login page. At the top is the MiSiS logo with the text "My Integrated Student Information System" below it. Below the logo is a login form with two fields: "User name" containing "training23" and "Password" containing six dots. Below these fields is a message: "Please enter your SSO User Name & Password". At the bottom right of the form is a "Log In" button. A red circle with the number "1" is placed over the password field, with an arrow pointing to it from the left.

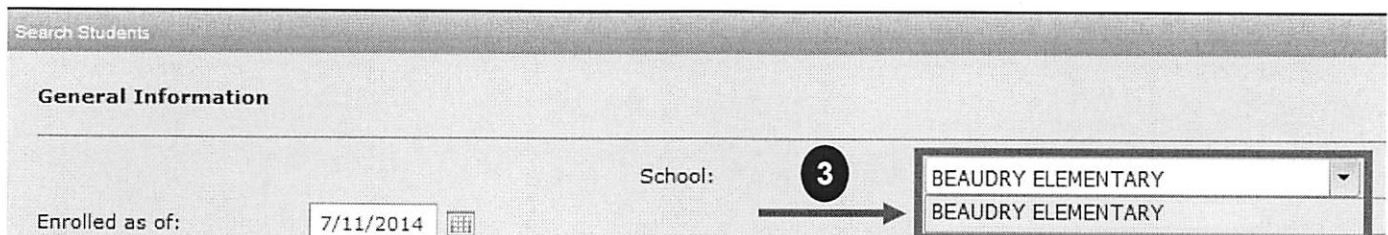
### Create an Immunization Record

**Step 2** From the MiSiS home page, click on the **Advanced** link in the **Search Students** area.



The image shows the MiSiS "Search Students" page. At the top is the MiSiS logo and the text "PRODUCTIONMIRROR". Below the logo is a search bar with the text "Search by Student ID or Name". To the right of the search bar is a "Search" button. Below the search bar is a link labeled "Advanced". A red circle with the number "2" is placed over the "Advanced" link, with an arrow pointing to it from the left.

**Step 3** Click on the **School** drop down arrow and select a school from the list.



The image shows the "General Information" section of the "Search Students" page. It includes a "School:" label, a "School:" dropdown menu, and a "BEAUDRY ELEMENTARY" button. A red circle with the number "3" is placed over the "School:" dropdown menu, with an arrow pointing to it from the left. Below the "School:" label is a "BEAUDRY ELEMENTARY" button. Below the "BEAUDRY ELEMENTARY" button is a "BEAUDRY ELEMENTARY" button. Below the "BEAUDRY ELEMENTARY" button is a "BEAUDRY ELEMENTARY" button.

**Step 4** Change the **Enrolled as of:** date to the appropriate date (Example: **8/12/2014** for the first day of instruction for single-track schools).

Search Students

**General Information**

Enrolled as of: 08/12/2014

Student ID: 4

Gender:

Grade Level:

Teacher:

School: BEAUDRY ELEMENTARY

Name:

Sex:

Living Community:

Address:

**Step 5** Once all search parameters have been entered, click the **Search** button.

☐ Students with Unresolved Absences

**Notes**

Note Category: [dropdown]

Note Contains: [text box]

Note Start Date: [text box]

Note End Date: [text box]

5

Search Reset

Simple

**Step 6** A list of students is displayed based on the search parameters entered. To access a student's profile, click on the corresponding **name hyperlink**.

Note Category: [dropdown]

Note Contains: [text box]

Note Start Date: [text box]

Note End Date: [text box]

Search Reset

Simple

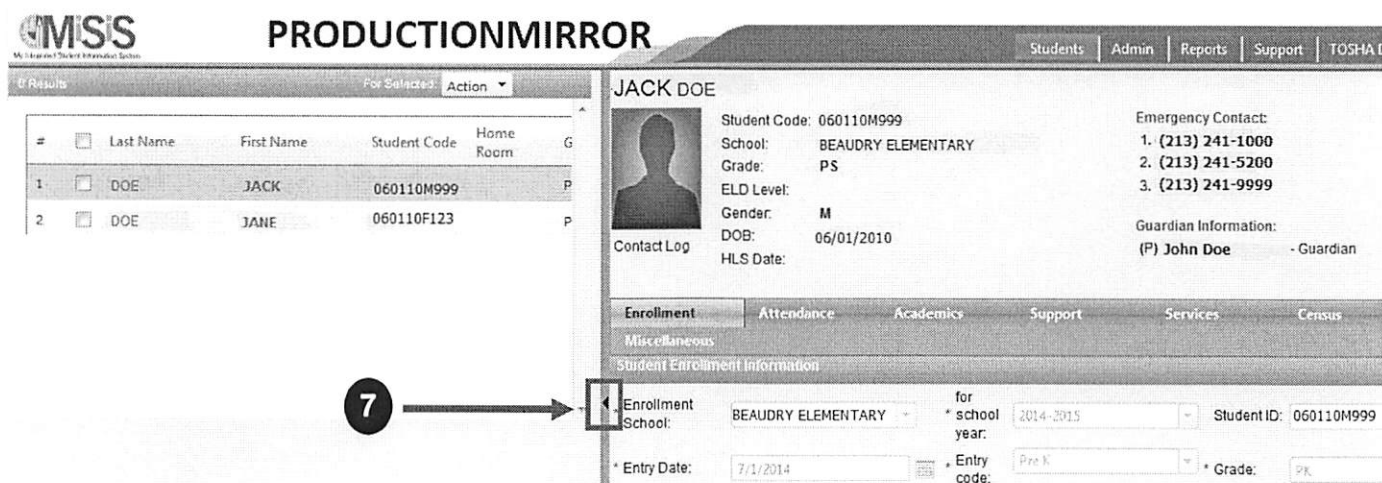
6 students returned

JACK DOE

6

#	<input type="checkbox"/>	Last Name	Student Code	Home Room	Grade
1	<input type="checkbox"/>	DOE JACK	060110M999		PS
2	<input type="checkbox"/>	DOE JANE	060110F123		PS

**Step 7** To display the full screen, click the horizontal  arrow to collapse the search results pane.



**M:SiS PRODUCTIONMIRROR**

Students | Admin | Reports | Support | TOSHA D

# Results For Selected: Action

#	<input type="checkbox"/>	Last Name	First Name	Student Code	Home Room	G
1	<input type="checkbox"/>	DOE	JACK	060110M999		P
2	<input type="checkbox"/>	DOE	JANE	060110F123		P

**JACK DOE**

Student Code: 060110M999  
 School: BEAUDRY ELEMENTARY  
 Grade: PS  
 ELD Level:  
 Gender: M  
 DOB: 06/01/2010  
 HLS Date:

Emergency Contact:  
 1. (213) 241-1000  
 2. (213) 241-5200  
 3. (213) 241-9999

Guardian Information:  
 (P) John Doe - Guardian

Contact Log

Enrollment Attendance Academics Support Services Census

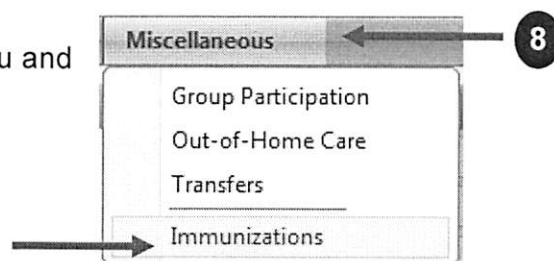
Miscellaneous

Student Enrollment Information

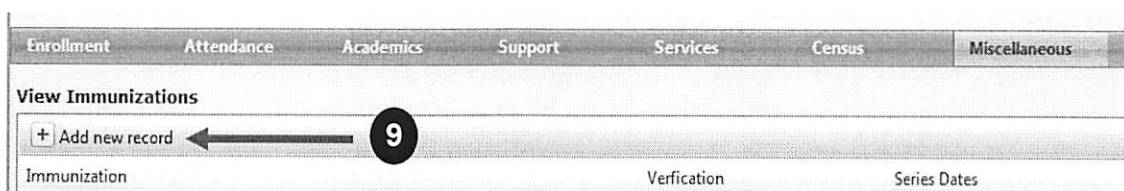
Enrollment School: BEAUDRY ELEMENTARY for school year: 2014-2015 Student ID: 060110M999

\* Entry Date: 7/1/2014 \* Entry code: Pre K \* Grade: PK

**Step 8** Hover over the **Miscellaneous** menu and select **Immunizations**.




**Step 9** Click the  Add new record button.



Enrollment Attendance Academics Support Services Census Miscellaneous

**View Immunizations**

 Add new record

Immunization Verification Series Dates

Fields identified with a red asterisk (\*) require entry.

## IMMUNIZATIONS

**Step 10** Click the Immunization drop down  arrow.

**Step 11** Select the appropriate Immunization option.

View Immunizations

+ Add new record

Immunization	Verification	Series Dates	Exemption	Exemption Date
Submit Immunization				
* Immunization:				
* Exempt:				
Verification:				
Exemption:				
Exemption Date:				

Immunization Date 1:  
Immunization Date 2:  
Immunization Date 3:  
Immunization Date 4:  
Immunization Date 5:

HPV  
MCV4  
Measles  
Pneumococcal Conjugate Vaccine  
Rotavirus  
TDAP

Save Cancel

**Step 12** Select Yes or No for the Exempt option.

\* Exempt: ☐ Yes ☒ No

**Step 13** Click on the Verification drop down  arrow.

**Step 14** Select the appropriate Verification option.

Submit Immunization

\* Immunization: Measles

\* Exempt: ☐ Yes ☒ No

Verification:

Exemption:

Exemption Date:

County Record  
Health Clinic Records  
Migrant Student Records  
Physician's Report  
State School Immunization Record

**Step 15** Click on the calendar  icon and select the immunization date.

June 2014

S	M	T	W	T	F	S
22	25	26	27	28	29	30
23	1	2	3	4	5	6
24	8	9	10	11	12	13
25	15	16	17	18	19	20
26	22	23	24	25	26	27
27	29	30	1	2	3	4

**Step 16** Click the **Save** button to update.

The screenshot shows the 'View Immunizations' form with fields for Immunization, Verification, Series Dates, Exemption, and Exemption Date. The 'Save' button is highlighted with a red circle and the number 16.

## Edit an Existing Immunization Record

Repeat steps 1-8 to access an existing immunization record.

**Step 9** Click the **Edit** icon to open a record for editing.

The screenshot shows the 'View Immunizations' table with columns for Immunization, Verification, Series Dates, Exemption, and Exemption Date. The 'Edit' icon (pencil) is highlighted with a red circle and the number 9.

**Step 10** Enter changes and click the **Save** button to **save** the updates.

The screenshot shows the 'Submit Immunization' form with fields for Immunization, Exempt, Verification, Exemption, and Exemption Date. The 'Save' button is highlighted with a red circle and the number 10.