Student Safety and Discipline

As your School Safety/Discipline Committees meet throughout the school year, it is highly recommended that continuous review of Single School Plan Volume I take place to monitor progress towards meeting three goals: one for School-wide Discipline Implementation and two goals focused on Attendance and Drop Out Prevention.

Goal 1: School –Wide Discipline Implementation**:** Teams are encouraged to review last semester's Rubric of Implementation as a means to monitor implementation of their school -wide positive behavior and support plan. Operations Coordinators will contact school leaders to schedule Fall ROI visits.

Goals 2 and 3: Attendance and Drop Out Prevention: Last month's professional learning session for school leaders focused on progress monitoring student attendance rates, specifically, those students identified as chronic absentees. Encourage your teams to access and review at-risk attendance data on the GetData platform.

Our next professional learning day will give school leaders an opportunity to support teachers with interventions and strategies to use when responding to disruptive behaviors. In anticipation of the Operations session, school leaders are encouraged to download Supporting and Responding to Behavior. This document will be referred to and used during the session.

Custodial Duties:
Week of November 21-November 25—Thanksgiving Break

All custodial staff at schools (PM, B & G Workers) are assigned "A" basis. Your custodial staff is scheduled to work on Monday, 11/21, Tuesday, 11/22, and Wednesday, 11/23. This is a good time to have your custodial staff deep clean restrooms, sweep, mop classrooms, and catch upon any projects. Please meet with your Complex Project Manager to discuss hours and work that can be done when students and staff are not on campus.

Feel free to call your Operations Coordinator if you should have any questions.

Securing your School Campus
Sample Correspondence for the Week of November 21-25, 2016

Attached is a sample interoffice correspondence memo on school security that can be distributed to staff before holidays (Attachment 1).

Student and Staff Attendance

Average Daily Attendance

Currently, the Los Angeles Unified School District (LAUSD) uses the Average Daily Attendance (ADA) mechanisms to provide funding for its schools. ADA funding is based on the total number of days of student attendance divided by the total number of days in the regular school year. A school year is one hundred and eighty (180) days. The daily rate for each student in school is $61.58.

Average Daily Attendance Percentage Calculation

The average daily attendance percentage is calculated by dividing P2 2016-2017 Average Daily Attendance (ADA) by 2016-17 Norm Day Enrollment.

P2 (Second Principal Apportionment) ADA is computed by summing the total number of student days of actual attendance from the beginning of the school year to the full school month ending on or before April 15 (for most single track schools, this would be month 7). Each school reports their respective student days of actual attendance through the district's student information system, and this data is available in the Statistical Report under "Days Actual Attendance."

$$\frac{\text{2016-17 P2 Average Daily Attendance}}{\text{2016-17 Norm Day Enrollment}} = \text{2016-2017 average daily attendance percentage}$$

Holiday Absences

As we know, student and staff absences increase before and after holiday breaks. In order to reduce the number of absences during this time, remind staff and families of the importance of being at school each and every day.

A few ways to promote attendance during the holiday/absence season are:
- Coordinate activities on the days of expected high absences;
- Send letters home to remind families the day(s) student are expected to return from a school holiday;
- Promote an attendance incentive/reward for all students who are present every day for a set period of time (e.g., the weeks leading up to the November and December breaks);
- Create an attendance campaign for the month (e.g., create a bulletin board that states "Fall into Excellent Attendance" and post pictures/names of students with excellent or proficient attendance).

Is Your School Gold?

Nov. 10th marks the 59th Day of School!!

How did your school do?

See Attachment 2.

ATTENDANCE SUBMITTAL			
Level	Submittal %	Number of LDC Schools through 10/28/16	Number of LDC Schools through 11/04/16
Gold	100%	69	63
Silver	98% - 99.99%	94	103
Bronze	96% - 97%	7	5
	< 96%	2	1

Restorative Justice: High-Quality Prompting Questions Part 1

High quality prompts are questions that give the circle its energy and focus. The circle keeper asks a question and invites everyone on the circle to respond (including the circle keeper). Some questions are proactive and are about building and maintaining community.

- *Check-in questions* are an example of this. Some prompts are about responding to specific challenges.
- *Restorative questions* are a sequence of prompts that guide dialogues leading to understanding the consequences of harmful behaviors, and agreements about how to repair those harms.
- *Closure questions* invite reflection on what has happened in the circle.

High quality prompts have these characteristics:

- They are **relevant**: questions about something that is real and meaningful to the lives of students.
- **Simple and clear** language is used.
- They are **open-ended**: not yes-or-no questions, but worded in a way that invites deeper inquiry.
- They are about **inquiry, not advocacy**; discovery, not teaching facts or proving a point.
- Often prompts **are related to current events** for which time is not planned in the curriculum.
- They **energize the class** and get the attention of students.
- They invite deeper follow-up questions.

Reminder for School Administrators

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. Additionally, administrators shall document all information regarding student suspension in the MiSiS as described in BUL-5808.3, issued March 23, 2015 [Attachment 3].

Local District Central Operations Coordinators can assist you with professional learning for your staff.

New Daily Flushing Requirements for Drinking Fountains and Faucets

Reference Guide 3930.6 [Attachment 4] was issued on October 24, 2016. This guide replaces REF-3930.5 . This new reference guide has been updated to reflect new website links and indemnification language for employees performing flushing.

1. All fixtures and fountains that may be used for consumption of water or used for food preparation shall be flushed for a minimum of 30 seconds prior to the first use of the day

2. Faucets that are not used or intended for use as drinking water or food preparation may be labeled for "Hand Wash Only" or "Laboratory Use Only." These faucets are not required to be flushed daily. Hose bibs and quick coupler valves are not intended for drinking water.

HAND WASH ONLY
DO NOT DRINK FROM FAUCET

LABORATORY –USE ONLY–
DO NOT DRINK FROM FAUCET

For assistance or further information please contact the Office of Environmental Health and Safety (OEHS) at 213-241-3199.

Staff Relations: Affirmative Decision for Probationary 2 Teachers

The important due dates for the Affirmative Decision process for **Probationary 2/District Intern 2** employees:

- November 10, 2016: Principals will receive an e-mail with Affirmative Decision Roster from either Inocencia Cordoba or Helen Faran
- December 2, 2016: Principal and Local District Superintendent or Designee finalize decisions on the Affirmative Decision Roster and sign

The District believes that increasing the quality and performance of LAUSD teachers, administrators and support service personnel ensures student academic success. As an annual key component in these efforts, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an "Affirmative Decision" regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will be retained and convert from Probationary 2/District Intern 2 to Permanent/Regular status or if they will be non-reelected and released from employment with the District.

It is strongly encouraged that principals schedule a time to discuss final decisions for each Prob 2 certificated employee with their Local District Superintendent or designee. The supervision and evaluation of our employees is critical to the long-term success of our students and District, and your discussions and final decisions with your supervisor are appreciated.

This Affirmative Decision process is independent of the Teacher Growth and Development Cycle Performance Evaluations and not in lieu of that process. Please make certain to meet with all non-permanent teachers to discuss their performance, offer guidance and support for improvement, and to adhere to all required evaluation cycle components.

Budget Updates

- The Potential Funding Variance funds have been released to schools in program 7S046 into pending distribution. Schools will need to submit a SPSA Modification along with a budget adjustment to move the funds from pending into allowable items. Please contact your fiscal specialists if you have further questions.

- 1st quarter reconciliation reports for Imprest were due to fiscal specialist on 10/31/16. Schools that have not submitted their reports should contact their fiscal specialist for assistance or submit them as soon as possible. Organizational excellence is holding an upcoming Imprest Fund Accounting Training. Anyone who is interested in the class needs to log in to the Learning Zone at https://lz.lausd.net/lz/index.jsp and register. They will receive a confirmation and they will need to respond to their confirmation in order to have a seat in the class.

Imprest Fund Accounting :: ILT offered on 12/07/2016 [08:30 AM - 12:30 PM] Edit Class Edit Course

Course No: (IFA)   **Location :** BEAUDRY 12th Floor RM 192

Proficiency Level : Introductory   **Address :** 333 S. Beaudry Ave Los Angeles CA

**Hours :** 4   **Multi-cultural:**

Fees (rationale):
Classes are available at no fee for regular classified employees. Others may attend on a fee-for-service basis. Please contact our office for details.

School Mental Health Highlight: 9th Street Elementary School

Promotes a Safe, Nurturing Environment through school-wide interventions

At Ninth Street Elementary, Psychiatric Social Worker (PSW) Myrna Reynoso-Torres coordinated the school wide bully prevention efforts through monthly school wide activities. Ninth Street's goal is to create a culture of kindness on campus to increase unity, respect, and tolerance between students. Ms. Reynoso Torres, Principal Simpson, and 3 Social Work interns organized a Kindness Week starting with a Kindness Challenge Kick Off Assembly. Students were encouraged to participate in the Great Kindness Challenge by completing a check list of 50 kind acts. Daily Kindness Stations were offered during recess time where students were able to sign a Kindness Pledge, create kind notes to teachers, friends, families, create a chain of kindness links, and participate in a Kindness dance. Every day students and staff were encouraged to participate in Dress Up Days for example "Team Up for Kindness-Wear Sports Attire or Favorite Sport Team Shirt".

Teachers and students participated in creating Grow Kindness posters by writing kind acts on flowers and pasting them on posters to decorate the school. The last day of the week, the PSW and interns had students' take a group picture in the shape of a heart. The Dress Up Day theme was "Kindness is the Rocket Way-wear school colors of Orange and Purple". The key message is that small acts of kindness can make a big difference. For more information on the Great Kindness Challenge go to http://www.greatkindnesschallenge.org. Kindness activities can be done at any time of the year.
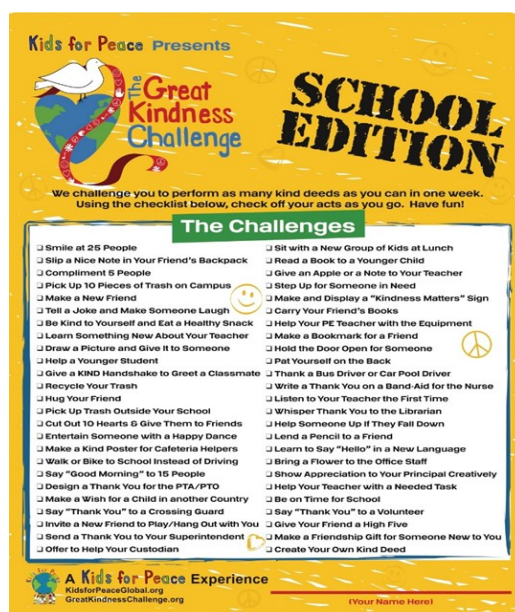
Reminders

Local District Central Crisis Team November 30, 2016

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.

All LD Central principals and SAAs received an invitation for this year's Crisis Team [Attachment 5]. Administrators were asked to submit names of their team members to LD Central's Organization Facilitator, Gloria Espinosa by November 9, 2016. If you have not sent in your RSVP with your team members' names, please do so at your earliest convenience. Principals may designate three School Site Crisis Team Members listed on their Safe School Plan Volume 3 to attend. It is suggested that participants 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.). Each school's participation in this training is vital.

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 or Veronica Real at veronica.real@lausd.net.

Visitors to School Campus Policy

The Visitors to School Campus policy delineates required procedures, including but not limited to, consent, frequency and duration of visits. All schools shall post a Visitor's Policy in all appropriate languages.

"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 6].

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 7].
Please keep in mind that you must run a report for each of the students.

Dealing with Chronic Student Absences

There will be a workshop on *Working with Chronically Absent Students & Attendance Improvement Strategies* on November 17, 2016 for schools who do not have PSA services at their site. Please see Attachment 8 for additional information.

Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE
(Your School Name)

TO: **DATE:**

FROM: , Principal

SUBJECT: SECURITY FOR THANKSGIVING WEEK

Teachers, thank you for your cooperation in securing your classrooms during the previous weekends. As a reminder, please follow these guidelines for the upcoming Thanksgiving week.

- Close and secure all classroom windows at the end of the school day
- Ensure that all equipment is secured in locked cabinets
- Ensure that ll interior doors to the classrooms are locked
- All media carts need to be locked and secured
- Lock desks and cabinets
- Unplug any non-essential electronic devices and roll up extension cords
- Turn off all computers
- Please have students place their chairs on desks

Please feel free to see me for any questions.

(This memo serves only as a sample, there are other things that are specific to your schools site.)

Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/04/16)
C	7082	10th St El	7/1/2016	11/4/2016	100.00%
C	7301	24th St El	7/1/2016	11/4/2016	100.00%
C	3932	49th St El	7/1/2016	11/4/2016	100.00%
C	5505	9th St El	7/1/2016	11/4/2016	100.00%
C	2768	Aldama El DLC Sp	7/1/2016	11/4/2016	100.00%
C	2068	Allesandro El	7/1/2016	11/4/2016	100.00%
C	2069	Allesandro El CL Mag	7/1/2016	11/4/2016	100.00%
C	2219	Ascot Ave El	7/1/2016	11/4/2016	100.00%
C	2233	Atwater Ave El	7/1/2016	11/4/2016	100.00%
C	4685	Aurora El	7/1/2016	11/4/2016	100.00%
C	2604	Buchanan St El M/S Mg	7/1/2016	11/4/2016	100.00%
C	2699	Cahuenga El	7/1/2016	11/4/2016	100.00%
C	2780	Cahuenga El DLC Sp	7/1/2016	11/4/2016	100.00%
C	2863	Castelar St El	7/1/2016	11/4/2016	100.00%
C	2786	Castelar St El DL Ma	7/1/2016	11/4/2016	100.00%
C	3110	Clifford St M/T Mag	7/1/2016	11/4/2016	100.00%
C	2277	Commonwlth Ave El Mg	7/1/2016	11/4/2016	100.00%
C	3356	Dayton Heights El	7/1/2016	11/4/2016	100.00%
C	2386	Del Olmo El	7/1/2016	11/4/2016	100.00%
C	4165	Eagle Rock El GHA Mag	7/1/2016	11/4/2016	100.00%
C	3508	Eagle Rock El HG Mag	7/1/2016	11/4/2016	100.00%
C	3575	Elysian Heights El	7/1/2016	11/4/2016	100.00%
C	2383	Esperanza El	7/1/2016	11/4/2016	100.00%
C	2774	Esperanza El DLC Sp	7/1/2016	11/4/2016	100.00%
C	4082	Garvanza El	7/1/2016	11/4/2016	100.00%
C	4576	Hooper Ave PC	7/1/2016	11/4/2016	100.00%
C	4589	Hoover St El	7/1/2016	11/4/2016	100.00%
C	2944	Huerta El	7/1/2016	11/4/2016	100.00%
C	4671	Ivanhoe El	7/1/2016	11/4/2016	100.00%
C	2943	Jones El	7/1/2016	11/4/2016	100.00%
C	5112	Jones PC	7/1/2016	11/4/2016	100.00%
C	8777	Kahlo HS	7/1/2016	11/4/2016	100.00%
C	2784	Kim El DLC Sp	7/1/2016	11/4/2016	100.00%
C	2543	Lafayette Park PC	7/1/2016	11/4/2016	100.00%
C	1919	Lanterman HS	7/1/2016	11/4/2016	100.00%
C	4680	Lizarraga El	7/1/2016	11/4/2016	100.00%
C	4904	Logan St El	7/1/2016	11/4/2016	100.00%
C	4986	Los Feliz STEMM Mag	7/1/2016	11/4/2016	100.00%
C	5068	Main St El	7/1/2016	11/4/2016	100.00%
C	2812	Mayberry St El DL Sp	7/1/2016	11/4/2016	100.00%
C	5247	Menlo Ave El	7/1/2016	11/4/2016	100.00%

Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/04/16)
C	5288	Micheltorena St El	7/1/2016	11/4/2016	100.00%
C	2813	Micheltorena St El DL	7/1/2016	11/4/2016	100.00%
C	5384	Monte Vista St El	7/1/2016	11/4/2016	100.00%
C	5466	Nevin Ave El	7/1/2016	11/4/2016	100.00%
C	5699	Norwood St El	7/1/2016	11/4/2016	100.00%
C	2392	Olympic PC	7/1/2016	11/4/2016	100.00%
C	2311	Poindexter LaMotte El	7/1/2016	11/4/2016	100.00%
C	2384	Politi El	7/1/2016	11/4/2016	100.00%
C	2772	RFK Ambsdr Glbl Ed Ko	7/1/2016	11/4/2016	100.00%
C	2771	RFK Ambsdr Glbl Ed Sp	7/1/2016	11/4/2016	100.00%
C	2369	RFK Ambsdr Glbl Edu	7/1/2016	11/4/2016	100.00%
C	2308	Ride El Smart Acad	7/1/2016	11/4/2016	100.00%
C	5385	Riordan PC	7/1/2016	11/4/2016	100.00%
C	6329	Rockdale VAPA Mag	7/1/2016	11/4/2016	100.00%
C	1955	Salvin Sp Ed Ctr	7/1/2016	11/4/2016	100.00%
C	6507	San Pedro St El	7/1/2016	11/4/2016	100.00%
C	7178	Toland Way El	7/1/2016	11/4/2016	100.00%
C	7219	Trinity St El	7/1/2016	11/4/2016	100.00%
C	7654	West Vernon Ave El	7/1/2016	11/4/2016	100.00%
C	3192	Commonwlth Ave El	7/1/2016	11/4/2016	100.00%
C	2385	Gratts LA for YS	7/1/2016	11/4/2016	100.00%
C	2041	Alexandria Ave El	7/1/2016	11/4/2016	100.00%
C	2178	Aragon Ave El	7/1/2016	11/4/2016	99.99%
C	8544	Roybal LC	7/1/2016	11/4/2016	99.99%
C	2027	Aldama El	7/1/2016	11/4/2016	99.99%
C	6493	San Pascual El STEAM	7/1/2016	11/4/2016	99.99%
C	2603	Buchanan St El	7/1/2016	11/4/2016	99.99%
C	6080	Plasencia El M/S Mag	7/1/2016	11/4/2016	99.99%
C	7220	Maple PC	7/1/2016	11/4/2016	99.99%
C	3397	Delevan Drive El	7/1/2016	11/4/2016	99.99%
C	2671	Bushnell Way El	7/1/2016	11/4/2016	99.99%
C	2810	Alexander SCS DLC Sp	7/1/2016	11/4/2016	99.99%
C	8189	Irving MS MME Mag	7/1/2016	11/4/2016	99.99%
C	2785	Kim El DLC Ko	7/1/2016	11/4/2016	99.99%
C	5113	Mack El	7/1/2016	11/4/2016	99.99%
C	7479	Vermont Ave El	7/1/2016	11/4/2016	99.98%
C	2833	28th St El DLC Sp	7/1/2016	11/4/2016	99.98%
C	2783	Cahuenga El DLC Ko	7/1/2016	11/4/2016	99.98%
C	2809	Main St El DLC Sp	7/1/2016	11/4/2016	99.98%
C	2542	White El	7/1/2016	11/4/2016	99.98%
C	2811	Mack El DLC Sp	7/1/2016	11/4/2016	99.97%

Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/04/16)
C	2701	Kim El	7/1/2016	11/4/2016	99.97%
C	8748	West Adams Prep SH	7/1/2016	11/4/2016	99.97%
C	8991	CDS Tri-C	7/1/2016	11/4/2016	99.97%
C	8577	Sotomayor LA LARS	7/1/2016	11/4/2016	99.97%
C	4123	Glassell Park El	7/1/2016	11/4/2016	99.96%
C	2393	Lake St Primary	7/1/2016	11/4/2016	99.95%
C	7614	Nava College Prep	7/1/2016	11/4/2016	99.94%
C	7288	28th St El	7/1/2016	11/4/2016	99.94%
C	7589	Wadsworth Ave El	7/1/2016	11/4/2016	99.93%
C	7274	20th St El	7/1/2016	11/4/2016	99.93%
C	2806	Logan St El DLC Sp	7/1/2016	11/4/2016	99.93%
C	2942	Estrella El	7/1/2016	11/4/2016	99.92%
C	4548	Hobart Blvd El	7/1/2016	11/4/2016	99.91%
C	4575	Hooper Ave El	7/1/2016	11/4/2016	99.91%
C	7771	RFK Ambsdr Glbl Ldsh	7/1/2016	11/4/2016	99.90%
C	6534	King Jr El	7/1/2016	11/4/2016	99.90%
C	3329	Dahlia Hts El	7/1/2016	11/4/2016	99.90%
C	4890	Lockwood Ave El	7/1/2016	11/4/2016	99.90%
C	8066	Burbank MS	7/1/2016	11/4/2016	99.90%
C	4322	Arroyo Seco Mus/S Mag	7/1/2016	11/4/2016	99.89%
C	7959	Yorkdale El	7/1/2016	11/4/2016	99.89%
C	8045	Castro MS	7/1/2016	11/4/2016	99.89%
C	3986	Franklin Ave El	7/1/2016	11/4/2016	99.88%
C	5111	Alexander Sci Ctr Sch	7/1/2016	11/4/2016	99.88%
C	2838	RFK UCLA Comm Sch DLC	7/1/2016	11/4/2016	99.87%
C	8774	Contreras LC Glbl St	7/1/2016	11/4/2016	99.87%
C	4164	Glenfeliz Blvd El	7/1/2016	11/4/2016	99.86%
C	2544	MacArthur Pk El VAPA	7/1/2016	11/4/2016	99.86%
C	8580	Central HS	7/1/2016	11/4/2016	99.85%
C	2779	MacArthur Pk El DL Sp	7/1/2016	11/4/2016	99.82%
C	7151	Weemes El	7/1/2016	11/4/2016	99.82%
C	6370	Rosemont Ave El	7/1/2016	11/4/2016	99.82%
C	7722	Angelou Community SH	7/1/2016	11/4/2016	99.80%
C	7780	RFK UCLA Comm Sch	7/1/2016	11/4/2016	99.80%
C	8057	Berendo MS	7/1/2016	11/4/2016	99.80%
C	3507	Eagle Rock El	7/1/2016	11/4/2016	99.78%
C	2151	Annandale El	7/1/2016	11/4/2016	99.77%
C	8516	Cortines Sch of VAPA	7/1/2016	11/4/2016	99.76%
C	8750	Marshall SH	7/1/2016	11/4/2016	99.76%
C	3479	Dorris Place El	7/1/2016	11/4/2016	99.75%
C	5205	Mayberry St El	7/1/2016	11/4/2016	99.74%

Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/04/16)
C	1914	Widney HS	7/1/2016	11/4/2016	99.73%
C	5411	Mt Washington El	7/1/2016	11/4/2016	99.73%
C	3247	Plasencia El	7/1/2016	11/4/2016	99.72%
C	2307	Lee El Med Hlth Mag	7/1/2016	11/4/2016	99.71%
C	8501	RFK LA SH Arts	7/1/2016	11/4/2016	99.70%
C	4681	Harmony El	7/1/2016	11/4/2016	99.70%
C	4982	Los Angeles El	7/1/2016	11/4/2016	99.70%
C	8527	Contreras LC Soc Jus	7/1/2016	11/4/2016	99.68%
C	8517	Contreras LC Bus Tr	7/1/2016	11/4/2016	99.67%
C	3877	Fletcher Dr El	7/1/2016	11/4/2016	99.67%
C	2808	Magnolia Ave El DL Sp	7/1/2016	11/4/2016	99.64%
C	5055	Magnolia Ave El	7/1/2016	11/4/2016	99.61%
C	2775	Gratts LA for YS DLC	7/1/2016	11/4/2016	99.61%
C	7356	Union Ave El	7/1/2016	11/4/2016	99.60%
C	8643	Franklin HS	7/1/2016	11/4/2016	99.59%
C	8058	Liechty MS	7/1/2016	11/4/2016	99.57%
C	8738	DBM	7/1/2016	11/4/2016	99.45%
C	4983	Mariposa-Nabi PC	7/1/2016	11/4/2016	99.44%
C	2134	Studio School	7/1/2016	11/4/2016	99.37%
C	8462	Virgil MS	7/1/2016	11/4/2016	99.31%
C	5170	Lexington Ave PC	7/1/2016	11/4/2016	99.31%
C	8064	Kim Academy	7/1/2016	11/4/2016	99.29%
C	5630	Normandie Ave El	7/1/2016	11/4/2016	99.29%
C	8094	Carver MS	7/1/2016	11/4/2016	99.21%
C	8743	Manual Arts SH	7/1/2016	11/4/2016	99.19%
C	8745	LAUSD/USC CA/Eng Mag	7/1/2016	11/4/2016	99.17%
C	8614	Eagle Rock HS	7/1/2016	11/4/2016	99.12%
C	8200	Los Angeles Acad MS	7/1/2016	11/4/2016	99.11%
C	2819	Normandie Ave El DLC	7/1/2016	11/4/2016	99.11%
C	8132	Foshay LC	7/1/2016	11/4/2016	99.09%
C	7707	Sotomayor LA HADA	7/1/2016	11/4/2016	98.94%
C	7137	32nd St USC PA Mag	7/1/2016	11/4/2016	98.89%
C	8853	Orthopaedic Hsp SH Mg	7/1/2016	11/4/2016	98.89%
C	8206	RFK Sch Vis Arts/Hum	7/1/2016	11/4/2016	98.87%
C	8009	Adams MS	7/1/2016	11/4/2016	98.86%
C	8543	Belmont SH	7/1/2016	11/4/2016	98.70%
C	8710	Early College Acad	7/1/2016	11/4/2016	98.67%
C	8714	Jefferson SH	7/1/2016	11/4/2016	98.53%
C	8545	Newmark HS	7/1/2016	11/4/2016	98.49%
C	8645	Highland Park HS	7/1/2016	11/4/2016	98.34%
C	8207	Contreras LC ALC	7/1/2016	11/4/2016	98.21%

Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/04/16)
C	8062	Clinton MS	7/1/2016	11/4/2016	98.20%
C	7783	RFK New Open Wld	7/1/2016	11/4/2016	98.10%
C	8208	King MS Mag Flm/Mdia	7/1/2016	11/4/2016	97.94%
C	6868	Obama Glbl Prep Acad	7/1/2016	11/4/2016	97.85%
C	5173	Nava LA Sch Bus&Tech	7/1/2016	11/4/2016	97.74%
C	8070	Nava LA Sch Art&Cult	7/1/2016	11/4/2016	97.00%
C	8716	Santee EC	7/1/2016	11/4/2016	96.27%
C	1918	McAlister HS CYESIS	7/1/2016	11/4/2016	94.80%

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	My Integrated Student Information System (MiSiS) Student Support Module Required Usage	**ROUTING** All Employees All Locations
NUMBER:	BUL-5808.3	
ISSUER:	Earl R. Perkins, Assistant Superintendent School Operations Thelma Meléndez de Santa Ana, Ph.D. Chief Executive Officer Office of Educational Services	
DATE:	March 23, 2015	

MAJOR CHANGES: This Bulletin replaces BUL-5808.2, titled, LAUSDMAX Discipline Module Required Usage, issued September 27, 2013, and BUL-5842.0, titled, Documenting Student Counseling Contacts and Referrals in the LAUSD Integrated Student Information System (ISIS) Counseling Module, issued September 10, 2012. It provides a description of the My Integrated Student Information System (MiSiS) Student Support Module, which replaces the LAUSDMAX Discipline and Counseling Modules in recording counseling communications, student discipline as well as collecting student counseling, discipline and intervention data. The major features of the MiSiS Student Support Module include: combining discipline and counseling referrals and interventions under the "Support" menu, expanding email alert functionality, allowing administrators and teachers the same process path, granting access to view reports through the data entry screen, and blocking enrollment for expelled students.

POLICY: School staff is required to utilize the MiSiS Student Support Module to record and track student counseling services and discipline authorized by the California Education Code (E.C.) including any actions and prior interventions taken in response to student misconduct. In addition, schools are required to utilize the MiSiS Student Support to monitor student behavior, search and update discipline records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior. The policy and procedures described in this bulletin apply to all LAUSD schools including comprehensive schools and alternative programs of the Educational Options. Administrators and school principals are responsible for making sure that the school staff is provided with clear guidance and supported with mandatory trainings in order to appropriately utilize the system and accurately document and maintain student discipline records.

GUIDELINES: The function of MiSiS Student Support is to capture all student counseling services, misconduct, and all corresponding intervention(s) and/or disciplinary action taken. The system is student centered and all records are created by entering student information. MiSiS is linked to MyData. Users can monitor their referrals and suspensions by using the Discipline Referral and Suspension reports available in

MyData (See Section V of this bulletin for more information regarding various reports). For students who are receiving special education services and are suspended, a suspension IEP will continue to be created through Welligent. The system also makes the counseling and discipline information available to the new school when a student transfers to another LAUSD school, and the E.C. 49079 mandated reporting incidents are printed on the Student Transfer Form.

I.   KEY CONCEPT AND DEFINITION OF TERMS

A.   All MiSiS interventions and referrals must be entered at the student's school of enrollment. If staff is aware of an incident involving a student who is not enrolled at their school, they must notify the student's school of enrollment of the student's involvement; the student's school of enrollment must then take appropriate action and record the action(s) taken in the MiSiS Student Support. A discipline intervention and referral shall only be created when school staff has completed investigation of the incident and has identified the student(s) involved in the incident for intervention and/or disciplinary action. For guidelines regarding reporting incidents on ISTAR, refer to BUL-5269.2, Incident System Tracking Accountability Report, issued July 16, 2013.

All discipline referrals should be completed online. A paper discipline referral form can be used when a student is not listed on the referring teacher's roster, or when staff experience difficulties with access to the MiSiS system. Completed paper referrals should be submitted to the designated school staff to enter in the MiSiS Student Support Module. (See Attachment A.)

MiSiS applications will allow authorized staff to set up an email disbursement hierarchy to be used with all Student Support Referrals. Users with the role(s) of Principal, Scheduling Administrator, Counselor, Summer School Counselor, and Office Manager will have access to this feature.

For a step-by-step guide, refer to Job Aid "Setup Referral Email" under the Teacher Portal or the Admin Portal at http://achieve.lausd.net/Page/5831.

B.   The following are MiSiS Support concepts and definitions of key terms.

1.   Incident: An incident is an occurrence that constitutes violation of education code(s) and could result in disciplinary action. An incident must contain date, time, location, and may involve several discipline referral reasons and participants.

2.   Referral Reason: To select Discipline Referral Reasons, refer to the Reason Code Values and Descriptions (Attachment B) which contains

a list of all applicable discipline referral reasons and shall be used to determine the reason for a discipline referral. If none of the discipline reasons are applicable, select the most appropriate counseling referral reason. If none of the counseling and discipline Referral Reasons apply, select "other" in the counseling Referral Reasons.

Discipline Referral Reasons are labels that describe education code violations involved in an incident. If multiple reasons are involved, users are to check all that apply. On the incident page, the reasons codes are organized from the least to the most severe offenses. Sub-categories are included in the reason codes of harassment and bullying to comply with the requirements of the Office of Civil Rights. This list is mandated by the State and District policy and may not be modified.

3. Participant: Participants are individuals involved in an incident. A participant may be a student, a staff member, or other individual (e.g., a community member, or a student from another school). If individuals involved in the incident are neither students nor staff members, enter each of them as "Other." Each participant must be assigned one of four roles:

- Discipline Offender – Individual who committed an offense.
- Discipline Victim – Individual who was on the receiving end of an offense.
- Discipline Witness – Individual who saw an offense being committed.
- Counseling – Other – Individual who was referred for counseling.

As the investigation develops, staff may need to add participant(s) to a discipline record that was previously created. Multiple students and/or additional participants can also be added to the referral.

4. Intervention: This option is for staff to document the interventions chosen to support students without requiring an administrative action. Staff can click on "Intervention" under Support tab and select from the drop-down list. When using the paper MiSiS Discipline Referral, staff may check the interventions listed in Section III to be entered into the system. Interventions entered in MiSiS Support may be linked to a referral and be listed as prior interventions in the student's Social Adjustment Report. It is important to note that this option does not apply to offenses under Category I of the Matrix for Student Suspension and Expulsion Recommendation, or when safety is at risk.

5. Action Taken: This is a response that the administrator/designee takes

when a student referral has been received. Multiple responses can be added to each participant.

II. STAFF ACCESS TO THE MiSiS STUDENT SUPPORT

A. Principals

School principals are to apply for access to MiSiS through http://achieve.lausd.net/Page/4144. Once granted the access, principals can log in the MiSiS Student Support at http://misis.lausd.net/start/Login.aspx directly. Principals can also access this site through the Principal's Portal at http://principalportal.lausd.net by selecting the MiSiS link, then clicking on the MiSiS Admin/Teacher Login icon.

B. Teachers

All teachers are given access to MiSiS without having to apply. Teachers can access the MiSiS Student Support through the Teacher Portal and are able to:

1. Document intervention for incidents that have occurred, which do not warrant submitting a referral and do not need actions to be taken by an Administrator/Designee.

2. Create counseling or discipline referrals.

3. View students who have been involved in E.C. 49079 discipline incidents through the profile alert indicator "D." When the user hovers over the indicator D, "The student was involved in a discipline incident (E.C. 49079)" will display.

4. Generate the Referral Response Form which summarizes the referral information and may be used as a hall pass to send the student to the admin/designee, and also view Counseling Communications, Student Referral, and Student Suspension Report for students on their roster.

C. Non-Roster Carrying School Staff

For non-roster carrying school staff (such as assistant principal, coordinator, counselor, dean, or clerical staff), the principal has the responsibility to designate their user roles of either "Counselor" to enter counseling communications or "Discipline – Administrator/Designee" for entering and responding to discipline referrals. Designated school staff is to apply for access directly through EZ Access site http://ezaccess.lausd.net/. The principal will in turn authorize the request.

D. Educational Services Center (ESC) and Central Office Administrators

For ESC and Central office staff, the "District Admin" user role is available to allow viewing access to student interventions, referrals, and reports. The ESC/Central staff are to apply by submitting the MiSiS request Access For ESC and Central Office staff available at http://achieve.lausd.net/Page/ 4144. Once access has been granted, users can access the MiSiS Student Support by logging in directly at http://misis.lausd.net/start/Login.aspx.

III. PROCEDURES FOR DOCUMENTING DISCIPLINE RECORDS

A. Entering a Counseling Communication

Counselors and principals can enter a Counseling Communication when contact is made with a student(s) regarding a counseling issue. Individual Counseling Communications can be entered through the student profile or in mass using the Advanced Search > Action > Manage Counseling Communications.

For a step-by-step guide, refer to Job Aid "Entering a Counseling Communication" under the Admin Portal at http://achieve.lausd.net/Page/5831.

B. Entering an Intervention

Teachers can enter intervention for students on their roster through the Teacher Portal. Principal's designated staff (Administrator/Designee) can enter intervention for a referred student through Administrative Portal. Users are to accurately enter applicable information on the "Intervention" page under the Support tab for the selected student. The date and time automatically default to the present and is to be updated as needed to match when the incident occurred. The "Comments" field must be used to describe incident-related relevant information. The description of the behaviors and/or actions must be based on facts, not subjective information.

For a step-by-step guide, refer to Job Aid "Entering and Viewing Prior Interventions" under the Teacher Portal or the Admin Portal at http://achieve.lausd.net/Page/5831.

C. Creating a Referral

Teachers can create a referral for students on their roster through the Teacher Portal. Administrator/Designee can create a referral for a student through the Administrative Portal. Users are to begin by selecting the identified student, enter the referral details including the referral reason. If

multiple students are involved in one single incident, after saving the referral, multiple students can be added by using the Participant tab.

The following are two Administrative Portal user roles access and their functions:

1. "Counselor" – For administrators and support staff designated to enter counseling communications, counseling referrals, and actions taken, and generate Student Referral Report, Counseling Communications Report.

2. "Discipline – Administrator/Designee" – For administrators and support staff designated as responders. Users can create/enter a discipline referral, issue Action Taken and generate Student Referral Report, Student Suspension Report, Social Adjustment Report, and Pupil Suspension Notice. Again, only the principal and his/her administrative designee(s) are authorized to issue suspensions.

For a step-by-step guide, refer to the Job Aids "Enter, View, and Print a Referral" under the Teacher Portal or the Admin Portal at http://achieve.lausd.net/Page/5831.

D. Creating a Paper Discipline Referral

To create a discipline referral as a teacher for students who are not on their roster, or when online access is not available at the time, school staff, can complete the MiSiS Discipline Referral form (Attachment A) and submit it to the designated office staff to enter into the MiSiS. The person completing the paper form must complete sections I, II, and III of the paper Discipline Referral in order to be properly entered into MiSiS.

E. Entering and Tracking Actions Taken

Administrators and support staff designated by the principal as "responders" with the user role of "Counselor" or "Discipline – Administrator/Designee" are responsible for taking disciplinary actions and providing follow-up under the supervision of the principal. To identify referrals that require a response, go to Admin > Referral Search, select the desired filters, and click search. More than one Actions Taken may be issued to each participant. If there is more than one student offender involved in an incident, the user must enter separate Actions Taken for each offender.

If either a class suspension, in-school suspension, or school suspension is issued, enter the required fields in the suspension page in order to accurately track and report suspensions in MiSiS and District reports.

F. Recording Suspension and Opportunity Transfer (O.T.) Appeal

If a school suspension, in-school suspension, or O.T. is appealed, the Administrator of Operations/Designee must click the "appealed" radio button located at the bottom of the Suspension and O.T. tabs, and complete the appeal sections accordingly. The appeal of class suspension and outcome must also be recorded in MiSiS by the school principal.

G. Modify Existing Referrals and Correct Erroneous Entries

To capture accurate factual information as the incident develops, designated school staff has the ability to modify the details in a referral that has already been created, such as participants, roles, discipline reasons, suspension dates, conference time, etc. To ensure accountability, MiSiS tracks who made the changes and when they were made.

When a discipline referral is created by mistake or in duplicate and needs to be removed, or a suspension is issued erroneously and needs to be corrected, the principal must fill out and sign the Request for Removal of Student Discipline Incident(s) from MiSiS form (Attachment C) and fax the request form to the MiSiS Manager who will make appropriate corrections.

In the case that an erroneous suspension is issued and the student has served, after the MiSiS Manager made the correction, the school needs to correct the student's attendance record by changing from "4" (suspension) to "5" (prior principal approval).

The ESC Administrator of Operations (AOO) is responsible for recording the outcome of suspension appeals in MiSiS. If the appeal is overturned or modified, the AOO, in addition to documenting the outcome, also needs to instruct the school to correct the attendance record by changing from "4" (suspension) to "5" (prior principal approval).

Note: Request for Removal of Student Discipline Referral(s) from MiSiS form can be found in MiSiS > Resources and Job Aids > Forms located at http://achieve.lausd.net/Page/6957.

IV. PUPIL SUSPENSION NOTICE AND APPEAL FORM

A. Pupil Suspension Notice – This letter is generated to comply with the legal

mandate of notifying the student's parent/guardian of a student suspension (class, in-school, school). The Pupil Suspension Notice includes suspension details and information regarding the scheduled parent/guardian conference. The letter defaults to print in both English and the student's home correspondence language. A copy of the letter must be filed in the student's yellow discipline folder.

Note: Depending on the time of the school day the suspension is issued, the Issue Date and the Effective Date of the suspension may or may not be the same date and shall be reflected accordingly in the Pupil Suspension Notice. The effective date counts as day one of the suspension.

B. Suspension Appeal Form – This form, along with an instructions page, is automatically printed with the Pupil Suspension Notice to notify the parents of their rights to appeal the suspension. It is to be provided to the parent with the Pupil Suspension Notice when a suspension is issued to the student.

V.   UTILIZING REPORTS

The designated team at the school, under the supervision of the principal, is to analyze reports that will support improving student behavior. The team is to analyze discipline data for equity and effectiveness in improving student behavior and make recommendations for targeted interventions as needed.

A. Reports from MiSiS with Real-Time Data

1. Referral Response Form – This report may be used as a hall pass to send the student to the admin/designee or to send the student back to class. It provides a summary of the Referral Details, along with the Actions Taken, Suspension, and OT, if issued.

2. Student Referral Report – This report displays a list of student referrals within a specified date range. The report also includes each student's demographic information, referral ID, participant role, and actions taken.

3. Student Suspension Report – This report displays a list of students who have been issued a suspension. Year-to-date totals for class suspensions, in-school suspensions, and school suspensions at the school of enrollment and District. The bottom portion of the report displays summary totals for suspensions, opportunity transfer, and recommendations for expulsion.

4. Social Adjustment Report – This report displays a comprehensive list of a student's referrals indicating the date, specific incident(s), and

behavioral intervention(s) received for each referral. The report covers referrals of the student's current as well as previous schools of enrollment.

B. Reports via MyData

MyData has a variety of Discipline Referral and Suspension reports available for reference and data analysis. Below is a list of the reports and the information they provide.

1. Discipline Referrals
   - Incidents by Discipline Event – A summary of all incidents by discipline event code (aka problem behavior)
   - Incidents by Time of Day – A summary of all incidents for each hour of the day
   - Incident Location Summary – A summary of all incidents by the locations where they occurred
   - Incidents by Referring Staff – A summary of incidents by the individuals making the referrals
   - Students by Number of Incidents – Displays how many students were referred 1, 2, 3, or more times
   - Incidents by Month and Event – A summary of all incidents by discipline event code and month

2. Suspension Reports

   - Comparisons of Enrollment and Suspensions by Subgroup – aggregates suspensions by groups (e.g., ethnicity/race, gender, or grade level) in order to determine if some groups of students are suspended at more disproportionate rates than others
   - Suspension Reasons – tallies reason codes indicated for suspensions in order to determine their levels of usage
   - Suspension Rates by Location – percentage summaries of suspensions broken down by school location
   - Three-Year Suspension Comparison – annual statistics in order to track trends in volume of suspensions
   - Counts and Rates of Students Suspended One or More Times - identifies students who have been suspended for 6 or more days or 10 or more days
   - Monthly Suspension Reports – summaries of suspension data to track trends on a month-to-month basis

VI. RECORDING SUSPENSION AND ATTENDANCE

A. Partial Day School Suspension

If the student is suspended 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:

1. Elementary Schools: Assuming the student was present when the teacher submitted attendance, the office staff is to change the attendance status to LE: Left Early, enter the Time Out, and enter reason code "6" early leave - excused.

2. Secondary Schools: Teachers are to submit attendance as usual. For the periods/classes missed, the office is to enter absence reason code "4" (school suspension).

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

1. The teacher(s) marks the attendance status as "absent."

2. Once the student arrives at the assigned suspension location, the corresponding absence reason code is entered by the designated staff member 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.

VII. SPECIAL CIRCUMSTANCES AND ADDITIONAL PROCEDURES

1. Incident System Tracking Accountability Report (ISTAR) – Users are required to continue reporting certain student incidents in ISTAR. See BUL-5269.2.

2. Bullying and Hazing – Administrator(s) are responsible for reporting and responding to all complaints of bullying or hazing. See BUL-5212.1.

3. Suspected Child Abuse/Neglect – All District employees shall report suspected child abuse or neglect by telephone, immediately or as soon as practically possible, to an appropriate child protective agency and shall prepare and send a written report to the same child protective agency within 36 hours of receiving the information concerning the incident. See BUL-1347.2.

4. Hate-Motivated Violence – For incidents or threats related to hate-motivated violence, follow guidelines as indicated in BUL-2047.0.

5. Sexual Harassment – While suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in kindergarten and grades 1-3, other disciplinary actions or interventions may be taken, as appropriate. See BUL-3349.1.

ATTACHMENTS: Attachment A - MiSiS Discipline Referral Form
Attachment B - Reason Codes Values and Descriptions
Attachment C - Request for Removal of Student discipline Incident(s) from MiSiS
      Form

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

BUL-5269.2, Incident System Tracking Accountability Report, issued July 10, 2013

BUL-4926.2, Attendance Manual: Policy and Procedures for Elementary, Secondary
and Option Schools, issued March 1, 2013

BUL-2469.0, Pupil Records: Access, Confidentiality, and Notice of Education Rights, issued April 24, 2006

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

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

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

BUL-1347.2, Child Abuse and Neglect Reporting Requirements, issued July 1, 2011

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

BUL-2047.0, Responding to and Reporting Hate-Motivated Incidents and Crimes, issued October 10, 2005

BUL-3349.1, Sexual Harassment Policy (Student-To-Student, Adult-To-Student, and Student-To-Adult), issued August 6, 20014

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

BUL-3277.1, Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, Tobacco, and Other Intoxicants, issued January 22, 2009

View training resources such as video simulations and step-by-step guides (job aids) at the MiSiS Website: http://misis.lausd.net/start/Login.aspx.

Request for assistance and report issues, contact the IT HelpDesk through: http://helpdesk@lausd.net

ASSISTANCE: Contact the IT HelpDesk about technical issues such as Single Sign-On, Hardware/ Software, Network, etc.

- Website: http://achieve.lausd.net/helpdesk
- Call (213) 241-5200, Option 5
- Create an Online Service Ticket: helpdesk.lausd.net.
- Chat with a live service technician: http://achieve.lausd.net//site/DePageID=1094.
- Frequently asked questions: http://achieve.lausd.net/Page/285.

MiSiS DISCIPLINE REFERRAL

I. GENERAL STUDENT INFORMATION

Last Name:	First:	Grade:	Student ID:
Incident Date:	Incident Time:	Date of Referral:	

Location/Context: ☐ Classroom ☐ Non-Classroom ☐ Going to or coming from school ☐ During lunch
☐ School-sponsored activity ☐ At another school ☐ Other_____

II. REASON FOR REFERRAL

☐	3.1a Caused physical injury to another person	☐	3.17 Harassed/threatened/intimidated witness	
☐	3.1b Attempted to cause physical injury to another person	☐	3.19 Selling or arranging to sell the prescription drug Soma	
☐	3.1c Threatened to cause physical injury to another person	☐	3.20 Hazing	
☐	3.2 Marijuana possession for 1st offense of less than 1 oz, or alcohol	☐	3.21a Bullying/cyber toward a pupil based on sex	
☐	3.3 Substitute of a controlled substance	☐	3.21b Bullying/cyber toward a pupil based on race/color/national	
☐	3.4 Damaged/attempt to damage school or private property	☐	3.21c Bullying/cyber toward a pupil based on disability	
☐	3.5 Stole or attempted to steal school or private property	☐	3.21d Bullying/cyber toward a pupil based on other factors	
☐	3.6 Possessed or used tobacco	☐	3.21e Bullying/cyber toward school personnel	
☐	3.7 Obscenity/profanity/vulgarity	☐	3.22 Aided or abetted the infliction of physical injury to another	
☐	3.8 Drug paraphernalia	☐	2.1 Serious physical injury/not self-defense	
☐	3.9 Disrupted school-wide activities (issued by an admin.) (gr. 4-12)	☐	2.2 Knife or other dangerous object	
☐	3.10 Received stolen school or private property	☐	2.3 Controlled substance (except marijuana 1st offense less than 1 oz) or counter/prescribed meds	
☐	3.11 Imitation Firearm	☐	2.4 Robbery/extortion	
☐	3.12a Harassed/threatened pupil based on race/color/national origin (gr. 4-12)	☐	2.5 Assaulted/battered school employee	
☐	3.12b Harassed/threatened pupil based on disability (gr. 4-12)	☐	1.1 Firearm*	
☐	3.12c Harassed/threatened pupil based on other factors (gr. 4-12)	☐	1.2 Brandished knife at another person*	
☐	3.12d Harassed/threatened a school District personnel (gr. 4-12)	☐	1.3 Sold controlled substance*	
☐	3.13 Sexual harassment (gr. 4-12)	☐	1.4a Sexual assault*	
☐	3.14 Hate violence (gr. 4-12)	☐	1.4b Sexual battery*	
☐	3.15 Terroristic threat (threat to cause death, great bodily injury)	☐	1.5 Explosive*	
☐	3.16 Willful use of force/violence not self-defense	*	Requires Recommendation for Expulsion as the Administrative Action	

Possible Motivation: ☐ Avoid Situation ☐ Avoid Adult ☐ Avoid Peer ☐ Avoid Task ☐ Seek Attention ☐ Obtain Activity/Item ☐ Unknown

Comments (Description of Incident):

MiSiS DISCIPLINE REFERRAL

III. INTERVENTION(S) (CHECK ALL THAT APPLY)

☐	Verbal Reminder	☐	Conflict Resolution
☐	Review/Re-teach Expectations	☐	Peer Mediation
☐	Individual Social Skills Instruction	☐	Restorative Justice Program
☐	Writing Reflections	☐	Referral - Coordination of Services Team (COST)
☐	Seat Change	☐	Referral - Discipline Review Team (DRT)
☐	Classroom Change	☐	Referral - Student Success Team (SST)
☐	Behavior Contract	☐	Referral - Group Counseling
☐	Behavior Support Plan	☐	Referral - Individual Counseling
☐	Daily Behavior Monitoring	☐	Referral - Gang Reduction
☐	Loss of Privileges	☐	Referral - Parent Education
☐	Restitution	☐	Referral - School Program/Service
☐	Campus Beautification	☐	Referral - Substance Abuse
☐	Community Service	☐	Referral - Community Agency
☐	Counseling by Support Staff_____	☐	Detention
☐	Conference with Student	☐	Suspension-Class (with admin. approval)
☐	Parent Contact	☐	Teacher-Required Parent Class Visit
☐	Conference with Parent	☐	Other_____

Referred by: | **Position:** | **Signature:**

IV. ADMINISTRATIVE ACTION (TO BE COMPLETED BY RESPONDER) *response code*

☐	Conference with Student	☐	Referral - Coordination of services Team (COST)
☐	Parent Contact	☐	Referral - Discipline Review Team (DRT
☐	Conference with Parent	☐	Referral - Student Success Team (SST)
☐	Behavior Contract	☐	Referral - Support Personnel _____
☐	Daily Behavior Monitoring	☐	Referral - Counseling Group
☐	Behavior Support Plan	☐	Referral - Counseling Individual
☐	Campus Beautification	☐	Referral - Gang Reduction
☐	Community Service	☐	Referral - Parent Education
☐	Conflict Resolution	☐	Referral - School Program/Service_____
☐	Peer Mediation	☐	Referral - Substance Abuse
☐	Classroom Change	☐	Referral - Community Agency_____
☐	Restitution	☐	LASPD Diversion Referral
☐	Counseling by Support Staff_____	☐	Detention
☐	Restorative Justice Program	☐	Suspension-Class
☐	Law Enforcement Notification	☐	Suspension-In-School
☐	Probation Notification	☐	Suspension-School
☐	Crisis/Threat Assessment Date(s) _____	☐	Opportunity Transfer
☐	Other_____	☐	Recommended for Expulsion

Responder: | **Position:** | **Signature:**

Administrator/Designee Notes:

REASON CODES VALUES AND DESCRIPTIONS

Reason Code		Description
3.1a	Caused physical injury to another person	**Cause** – Something that brings about an effect or result. **Physical injury** – A bodily injury that requires professional medical treatment (including the school nurse).
3.1b	Attempted to cause physical injury to another person	**Attempt** – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission. **Physical injury** – A bodily injury that requires professional medical treatment (including the school nurse).
3.1c	Threatened to cause physical injury to another person	**Threat** – An expression of an intention to injure another. **Threaten** – To declare an intention or determination to inflict harm or injure another person by a wrongful act. **Physical injury** – A bodily injury that requires professional medical treatment (including the school nurse).
3.2	Poss. of marijuana for 1st offense of <1 oz. or alcohol	First offense of marijuana possession and of less than 1 oz. or alcohol.
3.3	Substitute of a controlled substance	**Substitute of controlled substance** – Any liquid, substance, or material that is presented as a controlled substance, alcoholic beverage, or intoxicant. **Intoxicant** – A drug other than alcohol; substance which when taken into a body by one mean or another produces a condition of diminished mental and physical ability, hyper-excitability, or stupefaction. *Note*: *Intoxicants include, but are not limited to, a broad range of hydrocarbons used in propellants, solvents, and adhesives, as well as commercial grade nitrous oxide (i.e., air freshener, computer cleaner, aerosol deodorant, spray paint, paint thinners, etc.).*
3.4	Damaged/ attempted to damage school or private property	Engage in behavior that results in disfigurement or destruction of property belonging to student, staff, or school. **Property** – Includes both "Real Property" (land and buildings) and "Personal property" (money and goods). **Attempt** – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission.
3.5	Stole or attempted to steal school or private property	Taking of school or private property without the school's or the owner's permission or knowledge. **Property** – Includes both "Real Property" (land and buildings) and "Personal property" (money and goods). **Attempt** – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission.
3.6	Possessed or used tobacco	**Tobacco** – Any product containing tobacco or nicotine products, including cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. **Electronic Cigarette** – A mechanism (which may resemble a traditional cigarette) that heats up liquid nicotine, which turns into a vapor that smokers inhale and exhale.
3.7	Obscenity/ profanity/ vulgarity	**Obscenity** – Extremely or deeply offensive according to contemporary community standards of morality or decency. Miller v. California [USSC, 1973] If an expression meets these three criteria, then it's obscene: 1. The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; 2. The work depicts/describes, in a patently offensive way, sexual conduct or excretory functions specifically defined by applicable state law; 3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value. **Profanity** – Language that denotes personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually heard it as to amount to a nuisance. **Vulgarity** – Offensive to the senses.

REASON CODES VALUES AND DESCRIPTIONS

Reason Code		Description
3.8	Drug paraphernalia	Drug paraphernalia – Includes, but is not limited to, rolling papers, lighters, and pipes.
3.9	Disrupted school-wide activities (gr. 4-12)	To cause school-wide interruption or interference. (The student may be subjected to suspension issued by an administrator, but not expulsion.)
3.10	Received stolen school or private property	Accepting school or private property that is knowingly stolen. **Property** – Includes both "Real Property" (land and buildings) and "Personal Property" (money and goods).
3.11	Imitation firearm	A replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
3.12a	Harassed/ threatened pupil based on race/color/national origin (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule a student, group of students. This may include the spreading of rumors about another student and threats to fight with or harm another student. It also includes the use of terms derogatory to a person's race, color, or national origin.
3.12b	Harassed/ threatened pupil based on disability (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule a student, group of students. This may include the spreading of rumors about another student and threats to fight with or harm another student. It also includes the use of terms derogatory to a person's disability.
3.12c	Harassed/ threatened pupil based on other factors (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule a student, group of students. This may include the spreading of rumors about another student and threats to fight with or harm another student. It also includes the use of terms derogatory regarding other factors.
3.12d	Harassed/ threatened a school District personnel (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule District personnel. This may include the spreading of rumors about and threats to fight with or harm District personnel. It also includes the use of terms derogatory to the District personnel.
3.13	Sexual harassment (gr. 4-12)	Unwelcomed sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
3.14	Hate violence (gr. 4-12)	An act or an attempted act against the person or property of another individual or institution which in any way constitutes an expression of hostility toward the victim because of his/her actual or perceived race, ethnicity, religion, disability, gender, nationality, or sexual orientation. Includes, but is not limited to, threatening telephone calls, bigoted insults/taunts/slurs, hate mail, physical assault, vandalism, cross burning, destruction of religious symbols, and fire bombings.
3.15	Terroristic threat (threat to cause death, great bodily injury)	An act which will result in death or great bodily injury to another person, with specific intent that the statement, oral or written, is to be taken as a threat, even if there is no intent of actually carrying it out. The threat is immediate and specific as to convey to the person threatened that the threat will be executed very soon, and thereby causes that person to be sustained in fear for his or her own safety or for his or her immediate family's safety.

REASON CODES VALUES AND DESCRIPTIONS

Reason Code		Description
3.16	Willful use of force/violence not self-defense	An intentional and deliberate use of force or violence upon another person's body. **Willful** – Referring to acts which are intentional, conscious, and directed toward achieving a purpose. Some willful conduct which has wrongful or unfortunate results is considered "hardheaded," "stubborn," and even "malicious." Done deliberately. **Force** – A cause of motion, activity, or charge; active power; violence, compulsion, or constraint exerted upon or against a person or thing. **Violence** – A substantial risk that force will be used against a person or property; exertion of physical force so as to injure or abuse. **Self-defense** – Use of reasonable force necessary to protect himself or herself because of a reasonable belief that the other party intended to inflict physical injury.
3.17	Harassed/ threatened/ intimidated witness	Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing the student from being a witness or retaliating against that student for being a witness, or both.
3.19	Selling or arranging to sell the prescription drug Soma	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
3.20	Hazing	**Hazing** is a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.
3.21a	Bullying/Cyber toward a pupil based on sex	**Bullying** is any severe or pervasive physical or verbal act(s) or conduct, including electronic communications committed by a pupil(s) towards a student based on sex that 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. 4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges. **Cyber bullying** is bullying by electronic act, which includes transmission of a communication by text, sound, image, video, message, website post, social network activity, or other form of communication sent by an electronic device. (See impact criteria under Bullying definition)
3.21b	Bullying/Cyber toward a pupil based on race/color/ national origin	
3.21c	Bullying/Cyber toward a pupil based on disability	
3.21d	Bullying/Cyber toward a pupil based on other factors	
3.21e	Bullying/Cyber toward school personnel	
3.22	Aided or abetted the infliction of physical injury to another	A student who aids or abets the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion. **Aid** – Assist **Abet** – To assist, encourage, instigate, or support.
2.1	Serious physical injury/not self-defense	**Serious physical injury** – An injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of function of a bodily member, organ, or mental faculty. **Serious impairment of physical conditions** – Includes, but is not limited to, loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; wound requiring extensive suturing; serious disfigurement. **Self-defense** – Use of reasonable force necessary to protect himself or herself because of a reasonable belief that the other party intended to inflict physical injury.

REASON CODES VALUES AND DESCRIPTIONS

Reason Code		Description
2.2	Knife or other dangerous object	**Dangerous object** – Includes, but is not limited to, knife, BB guns, pellet guns, imitation guns, taser guns, gun clips, ammunition, common fireworks, brass knuckles, etc. *Note: Any object used to cause or attempt to cause bodily harm can be defined as a dangerous object.*
2.3	Controlled substance (except marijuana 1st offense <1 oz) or counter/prescribed meds	Possession of any controlled substance, including repeated offense of marijuana possession and first offense of marijuana possession for more than 1 oz. **Unlawful** – Not authorized or justified by law. **Controlled substance** – Includes narcotics and prescription medications that are not prescribed to the student in possession. Examples of controlled substance include, but are not limited to, marijuana, cocaine, ecstasy, Ritalin, Xanax, etc.
2.4	Robbery/Extortion	**Robbery** – Take the personal property of another while it is in the other person's possession by force or threat of force. **Extortion** – To obtain by coercive means, such as threat or intimidation.
2.5	Assaulted/Battered school employee	**Assault** – An unlawful attempt, coupled with a present ability to commit a violent injury on a school employee. **Battery** – Any willful and unlawful use of force or violence upon a school employee.
1.1*	Firearm	Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Examples of firearms are handguns, shotguns, rifles, pistols, and revolvers. Note: BB guns, pellet guns, imitation guns, paint ball guns, taser guns, cap guns, antiques or replicas of antique firearms, gun clips, and ammunition are NOT firearms.
1.2*	Brandished knife at another person	Engage in a verbal or nonverbal threat with a knife. **Knife** – A weapon with a blade longer than 3½ inches, a folding knife with locking blade, an unguarded razor blade, dirk or dagger, or any weapon with a blade fitted primarily for stabbing.
1.3*	Sold controlled substance	Completed money and drug exchange. **Unlawful** – Not authorized or justified by law. **Controlled substance** – Includes narcotics and prescription drugs (pharmaceuticals) that are not prescribed to the student in possession. Examples of controlled substances include, but are not limited to, marijuana, cocaine, ecstasy, Ritalin, Xanax, etc.
1.4a*	Sexual Assault	**Sexual Assault** – Includes rape, sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, or lascivious acts upon a child less than 14 years of age. **Attempt** – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission.
1.4b*	Sexual Battery	**Sexual Battery** – Touching another person's intimate parts, directly or through clothing, against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual abuse.
1.5*	Explosive	Destructive device that contains at least 12 oz. of explosive mixture. Examples of illegal explosives include: M-80, M-100, M-250, M-1000. ***Note**: Common fireworks are NOT explosives.*

*Requires recommendation for expulsion as the Administrative Action

Request for Removal of Student Discipline Referral from MiSiS

This form is to be completed and faxed to the **ESC Administrator of Operations** when a Discipline Referral or suspension has been created by mistake or in duplicate and the principal is requesting to have the record removed from MiSiS.

SCHOOL: _____ LOCATION CODE: _____ DATE: _____

Student Name (Last Name, First Name)		10 Digit/District ID#	
Incident #			
State the specific reason why this record needs to be deleted:			

Student Name (Last Name, First Name)		10 Digit/District ID#	
Incident #			
State the specific reason why this record needs to be deleted:			

Student Name (Last Name, First Name)		10 Digit/District ID#	
Incident #			
State the specific reason why this record needs to be deleted:			

_____   _____   _____
Contact's Printed Name   Contact's Signature   Date

_____   _____   _____
Principal's Printed Name   Principal's Signature   Date

* If additional lines are needed, copy this form and number the pages prior to faxing. No cover sheet is required.
Page ____ of _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Daily Flushing Requirements For Drinking Fountains and Faucets	**ROUTING** All Schools and Offices
NUMBER:	REF-3930.6	
ISSUER:	Thelma Meléndez de Santa Ana, Ph.D. Chief Executive Officer Office of Educational Services Robert Laughton, Director Office of Environmental Health and Safety	
DATE:	October 24, 2016	

PURPOSE: The purpose of this Reference Guide is to provide guidelines for reducing lead in drinking water.

MAJOR CHANGES: This Reference Guide replaces REF-3930.5 (revised July 13, 2015) *Daily Flushing Requirements For Drinking Fountains and Faucets*. The Reference Guide has been updated to reflect new website links and indemnification language for employees performing flushing was added.

BACKGROUND: Lead is a naturally occurring element that can be harmful to humans when ingested or inhaled, particularly to children under the age of six. Lead has been historically used in plumbing, paint and other building materials.

While there are many potential sources of lead exposure, such as old deteriorated paint, lead in the air from industrial emissions, lead in the soil from cars using leaded gasoline and consumer products (imported candy, medicines, toys, dishes, etc.), this policy pertains to reducing lead in potable drinking water at LAUSD.

Most lead gets into drinking water from contact with plumbing components such as faucets and valves made of brass or lead-containing solder. The physical and chemical interaction that occurs between the plumbing and water, known as corrosion, directly contributes to the amount of lead that is released into the water. Although plumbing components installed prior to the 1990's contained more lead than new materials, the amount of lead in the drinking water cannot be predicted by the age of building.

The U.S. Environmental Protection Agency (EPA) has established guidelines specifically for reducing lead in drinking water in schools. The EPA recommends corrective measures whenever lead content exceeds 20 parts per billion (ppb) of lead. LAUSD has adopted a standard (15 ppb) that is lower and more conservative

than that of the EPA.

LAUSD has conducted several studies over the last 30 years. In 2009, the District conducted comprehensive testing of all drinking water sources at all sites. The District has implemented several types of corrective measures to address elevated levels including turning off fixtures, replacement of plumbing components, installation of filters and daily flushing of drinking water sources.

INSTRUCTIONS: I. RESPONSIBILITIES

A. The Local District Superintendent shall ensure that all site administrators comply with this policy, including proper training for those responsible for flushing, and establishing schedules that allow for flushing to be completed prior to the first use of the day. The Local District Superintendent shall also ensure that the Regional Facilities Director establishes an inspection and compliance program through the Area Operations Supervisors.

B. The Site Administrator shall ensure that flushing of fixtures occurs every day prior to first use and the monthly flushing log is completed.

By the 15th of each month, the Site Administrator must certify electronically that all applicable fixtures have been flushed and the log (Attachment A) for the previous month has been completed.

- To certify online go to https://principalportal.lausd.net/.
- Click on "Administrator Certification Form"
- Click on "Drinking Water Flushing"

C. Completed Monthly Drinking Water Flushing Logs (Attachment A) shall be kept on file at the school for three years for inspection or review. OEHS will review monthly flushing logs during inspections and notify each Local District of those sites that have not submitted the monthly electronic certification.

II. FLUSHING PROCEDURE

A. All fixtures and fountains that may be used for consumption of water or used for food preparation shall be flushed for a minimum of 30 seconds prior to the first use of the day as outlined below. All schools and offices must comply with this requirement regardless of when the buildings were constructed.

B. Faucets that are not used or intended for use as drinking water or food preparation may be labeled for "Hand Wash Only" or "Laboratory Use

Only." These faucets are not required to be flushed daily (see photo of labels below). Because hose bibs and quick coupler valves are not intended for drinking water, they will not be labeled and are exempt from flushing.

HAND WASH ONLY
DO NOT DRINK FROM FAUCET

LABORATORY –USE ONLY–
DO NOT DRINK FROM FAUCET

C. Those responsible for flushing fixtures shall note on the daily log (Attachment A) if the fixture is inoperative, the water is discolored, or has an odor. Any deficiencies shall be reported immediately to the Plant Manager, who will place a service call to the Maintenance and Operations Service Call Desk (213) 745-1600.

To the greatest extent allowed by law, the District will defend and indemnify each District employee who, within the course and scope of employment, performs drinking fountain or sink flushing activities in accordance with District policy from any demands, claims or lawsuits against them arising out of those drinking fountain or sink flushing activities.

III. PROCEDURE FOR REMOVING SCHOOL FROM FLUSHING

A. The Facilities Services Division (FSD) may request exemption from flushing requirements for schools and offices from OEHS where ALL ACTIVE fixtures are below the District's threshold.

B. OEHS will review the request and relevant data and make the determination whether a site is exempt from the flushing requirement. Only those locations notified in writing by OEHS are not required to perform daily flushing. A list of exempted schools may be found at http://achieve.lausd.net/Page/3956.

RELATED RESOURCES: For water quality questions, call the Los Angeles Department of Water and Power at (800) 342-5397 or visit their website at: www.ladwp.com.

EPA. 3Ts for Reducing Lead in Drinking Water in Schools.
https://www.epa.gov/dwreginfo/reducing-lead-drinking-water-schools-revised-technical-guidance.

ASSISTANCE: For assistance or further information please contact the Office of Environmental Health and Safety (OEHS) 213-241-3199, or visit the OEHS website at: http://achieve.lausd.net/oehs.

Monthly Drinking Water Flushing Log

Name of School: _____   **Month/Year:** _____

Location (Building/Room): _____   **Location Code:** _____

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

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

"Supporting 21st 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 <u>three</u> 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 30th training at Orthopaedic Senior High School Medical Magnet.

<u>Please select/circle a time preference.</u> 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 30th, 2016
Time: 8:00 - 11:30 a.m. or 12:30 - 4:00 p.m.
Location: Orthopaedic Senior High School Medical Magnet
            300 W. 23rd Street
            Los Angeles, CA. 90007

Please confirm your attendance by completing this form and scan to Gloria Velasquez, gloria.espinosa@lausd.net or Veronica Real, 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 <u>Wednesday, November 9th, 2016.</u>

School Name: _____   Phone #:_____

Individuals attending the Local District Crisis Team Training:

Name	Title

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	Visitors To School Campuses and Locked Campuses During Class Hours at All Schools	**ROUTING** All Schools and Offices All Employees
NUMBER:	BUL-6492.1	
ISSUER:	Earl R. Perkins, Associate Superintendent Division of District Operations	
DATE:	September 30, 2016	

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.

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:

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.

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.

SAMPLE POSTED VISITOR'S POLICY

<div style="border:1px solid">

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.

</div>

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.

ATTACHMENT B

SAMPLE SCHOOL VISITOR'S PERMIT

LOS ANGELES UNIFIED SCHOOL DISTRICT

CLASSROOM VISITOR'S PERMIT

School Name

Teacher's Name   Room   Date

Expires After:_____

This is to introduce Mr./Ms. _____

_____ to _____
Relationship   Child's Name

_____
Approved by Principal/Designee

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

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

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:_____

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:_____

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

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 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
   2. Click the 2nd tab on the left "**K-12**"
   3. From the left panel, click on the 3rd 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 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

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

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.

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

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

Rev. 9-2016

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 <u>except for students</u> 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
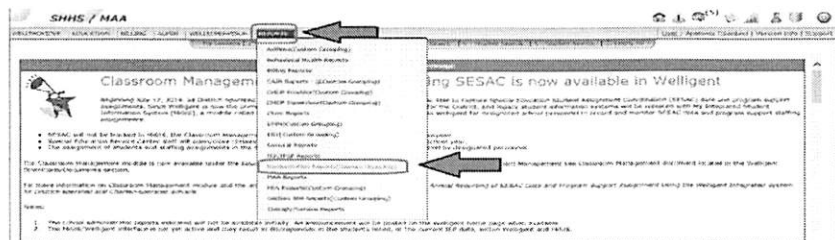
From the **Welligent homepage,**

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)

7th grade Tdap (Report ID 2477)

Select the appropriate *School* from the drop-down options.

Click *Run* on the right upper hand side

The report will display on the screen.

Click *Print Report*

NOTE:

Child Care/Pre-School Immunization Report, has a section that states *Hib overage*. These are students older than 4 years and 6 months old and have not had a Hib vaccine. They are no longer required to have Hib because of age. The numbers are already added to the column with No Follow-Up Needed. The numbers should be added in the "0 dose" column for the 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.
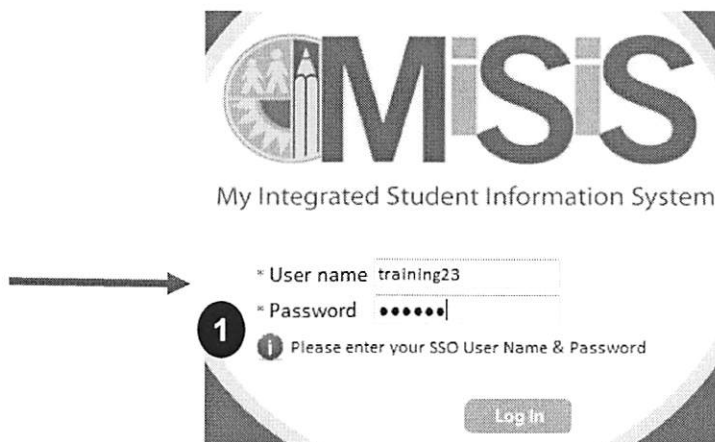
MiSiS – My Integrated Student Information System
IMMUNIZATIONS

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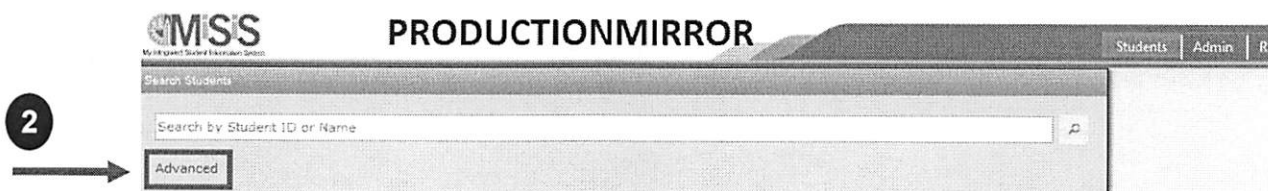
Step 1   Log into MiSiS at https://misis.lausd.net/start, using your single sign-on (SSO) account.

CMISiS

My Integrated Student Information System

* User name   training23

* Password   ••••••

①   ⓘ Please enter your SSO User Name & Password

Log In
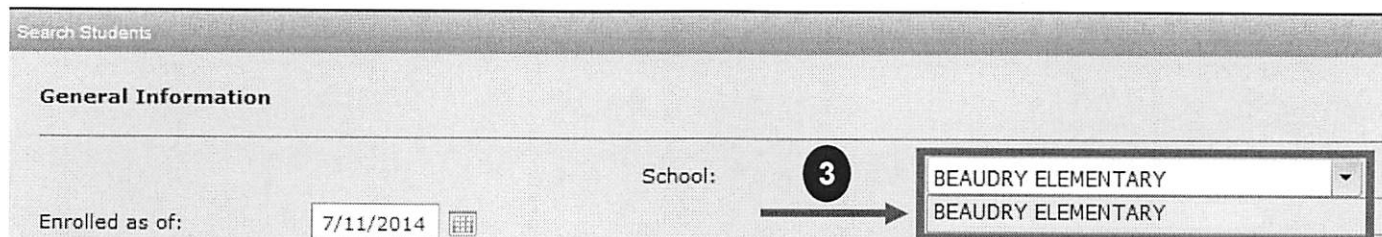
Create an Immunization Record

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

CMISiS   **PRODUCTIONMIRROR**   Students | Admin | Re

Search Students

②   Search by Student ID or Name   🔎

Advanced

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

Search Students

General Information

School: **③**   BEAUDRY ELEMENTARY ▼
                   BEAUDRY ELEMENTARY

Enrolled as of: 7/11/2014 ▦

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).

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

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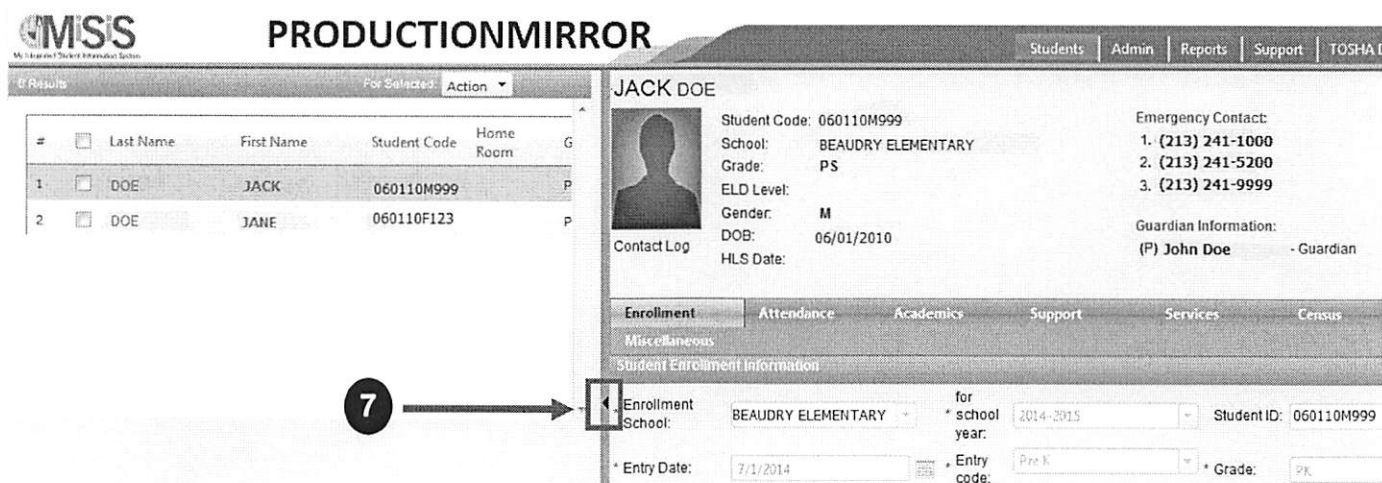
Step 7 To display the full screen, click the **horizontal** ◀ **arrow** to collapse the **search results** pane.

Step 8 Hover over the **Miscellaneous** menu and select **Immunizations**.
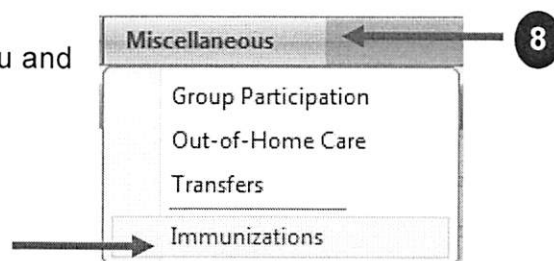
Step 9 Click the [+ Add new record] button.

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

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

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

View Immunizations

Immunization	Verification	Series Dates	Exemption	Exemption Date

Submit Immunization

* Immunization:

| HPV |
| MCV4 |
| Measles |
| Pneumococcal Conjugate Vaccine |
| Rotavirus |
| TDAP |

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

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:

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

Exemption:
Exemption Date:

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	31
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	1	2	3	4	5

Step 16   Click the [Save] button to update.

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.

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

LOCAL DISTRICT CENTRAL

PUPIL SERVICES & ATTENDANCE

Presents

Working with Chronically Absent Students
&
Attendance Improvement Strategies

This training is for LD-Central school administrators and staff <u>without</u> PSA support and who desire a clear understanding of intervention strategies and intensive case management process.

DATE: Thurs., November 17, 2016   **TIME:** 1:30 P.M. – 3:30 P.M.

LOCATION: RFK Community Schools, High School Library
701 S. Catalina St., Los Angeles, CA 90005

PARKING: Enter Parking Structure on 8th street

Please RSVP by 11/14/16 to:
rafael.rubalcava@lausd.net

Call Rafael Rubalcava (213) 241-0162 if you need additional information

BELIEVE BECOME BEHAVE