

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Education Transformation Office

TO: Priority School Principals

DATE: March 3, 2023

FROM: Robert Whitman, Ed.D. *RW*
Educational Transformation Officer

SUBJECT: DONATIONS FOR ACADEMIC ACCELERATION INCENTIVE PROGRAM

This communication outlines how schools may use a new fund to purchase incentives encouraging students' participation in academic and social-emotional programs; specifically, attendance challenges, high-dose tutoring services after school, extended day or week programs and/or Acceleration Days.

Incentives are one element of encouraging student participation and should not be the only solution orchestrated by schools. The District encourages schools to lean on their Region, Parent Community Services, Student Health and Human Services, Division of Instruction and others to create a comprehensive strategy to decrease chronic attendance and/or increase participation in learning acceleration offerings. In alignment with current policies on tutoring participation and additional learning time, parents/legal guardians must consent to the services.

The District and schools must follow a number of internal policies and state and federal laws as related to incentives. Importantly, school leaders must track the allocation of incentives that students or families receive. The purchased incentive item(s) must also have a defensible educational value and promote the overall community well-being for students and schools. These funds should be spent down by the end of the 2022-23 school year.

INCENTIVES PROGRAMS & ITEMS MUST HAVE A DEFENSIBLE EDUCATIONAL VALUE

All incentive programs must promote learning acceleration, academic achievement, student engagement and/or attendance.

Items purchased with donated incentive funds can include:

- Tee-shirts to promote school spirit or academic achievement
- Prom or school dance tickets
- Graduation packages
- Food trucks or catering
- Educational related technology, such as headphones
- Items offered directly to students must be valued at less than \$40

Specific **non-allowable items** can include but are not limited to:

- Anything not related to an educational purpose
- Amusement park tickets

- Gift cards of any kind
- Anything over \$40 per student
- Gaming consoles and video games (unless instructionally oriented)

Criteria for students to receive an incentive should be outlined in a fair, equitable and transparent way. Random “opportunity drawings” are also acceptable if the drawing process is tracked and justified.

INCENTIVES CAN BE PURCHASED USING PROGRAM CODE 11486

The Office of Development & Civic Engagement and Budget Services will allocate \$104,200 worth of donations across the 100 Priority Schools. Schools will receive funds based on enrollment bands. Schools will receive between \$500 and \$1,600 to use for the purchase of incentives. The funds will be placed in a new program code entitled “Fund for Accelerated Learning Initiatives.”

In addition to the allocated funds, schools may solicit donations from partners in accordance with the 2019 [BUL-6876.1](#) related to sponsorship and solicitation guidelines.

INCENTIVE DISTRIBUTION MUST BE TRACKED & SCHOOLS MUST BE PREPARED TO HIGHLIGHT IMPACT OF PROGRAM

Principals are required to identify how incentives will complement other strategies related to increasing attendance or participation in academic acceleration (outside of the regular school day), track the distribution of the items to students and families, and briefly report on impact (i.e. increases in meaningful high-dose tutor participation). [We ask principals or their designees complete this brief form to outline their goals for these funds.](#)

If the principal plans to distribute any items outlined above (outside of food trucks), they must track the transfer of the item to the student or family. This should be kept as a record in the situation of audits. See the attachments below for templates of these logs.

If you have further questions beyond what your School Fiscal Specialist can answer, please contact Robert Whitman at robert.whitman@lausd.net and Sara Mooney at sara.mooney@lausd.net.

Attachments

- [Parent/Student Acknowledgement form](#)
- [FAQs](#)
- [Brief Impact Form](#)