

TITLE: Administrator Certification Online System

2017-2018 For School Sites and Offices

NUMBER: MEM-6128.5

ISSUER: Darneika Watson-Davis, Ph.D., Executive Director

Division of District Operations

Diane H. Pappas, Chief Executive Officer

Office of District Operations & Digital Innovation

DATE: August 7, 2017

DUE DATES: November 3, 2017 and

March 16, 2018

ROUTING

Local District Superintendents

Local District Administrators

of Operations

Local District Instructional

Directors

Local District Operations

Coordinators

Principals

Division Heads

Administrators

PURPOSE:

The "Administrator Certification Online System" is designed to assist offices in electronically certifying that the required actions and activities have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. The online certification covers "certification" of compliance regarding

items listed in Attachments B and B1

MAJOR CHANGES: This Memorandum replaces MEM-6128.4, "Administrator Certification Online System - 2016-2017," issued on August 15, 2016 by District Operations, to include

updated due date and references.

GUIDELINES:

Completing the Administrator Certification Electronically

The Administrator Certification will be completed through the online system at https://principalportal.lausd.net. Administrators will be able to electronically review, track, and monitor required actions and activities.

The online Administrator Certification system is divided into three tabs:

- 1. Certification items Lists all of the required actions and activities that need to be certified
- 2. Action System will automatically route reporter to the screen to indicate the date when the action was completed
- 3. Report Menu Allows division head or designee to review, track, monitor, and print reports

The complete guidelines to access and use the on-line process are outlined in Attachment A. Non-school site division heads may designate management level personnel as their designee. Please note that it is still the division head's responsibility to verify compliance with all mandated activities and reports.

Please note that most certifications are to be completed twice yearly, (1) November 3rd due date, (2) March 16th due date and some with specific due dates. A complete list of certification items and due dates are listed in Attachment B for school sites and Attachment B1 for administrative offices

Certification for non-school site divisions must be completed by the main cost center noted in Attachment C on behalf of all of its reporting cost centers. Other administrative units reporting to the main division cost center should complete the paper certification and submit a copy to the division head or designee to verify completion of the required items. Divisions should maintain a copy on file for three years for auditing purposes.

RELATED RESOURCES:

Please check with the appropriate division for the most up-to-date communications. When available, copies in PDF format or links to the document are attached to or embedded in the online system in each certification item for the user's reference.

ATTACHMENT:

Attachment A - Guidelines to access and use the on-line Administrator

Certification System

Attachment B - List of online certification menu (school sites)

Attachment B1 - List of online certification menu (administrative offices)
Attachment C - Non-School site divisions responsible for certifying

ASSISTANCE:

For assistance and further information, please contact the following District Offices:

- Educational Equity Compliance Office at (213) 241-7682
- Division of District Operations at (213) 241-5337
- Visit the Educational Equity Compliance Office website to look up additional related information: eeco.lausd.net.

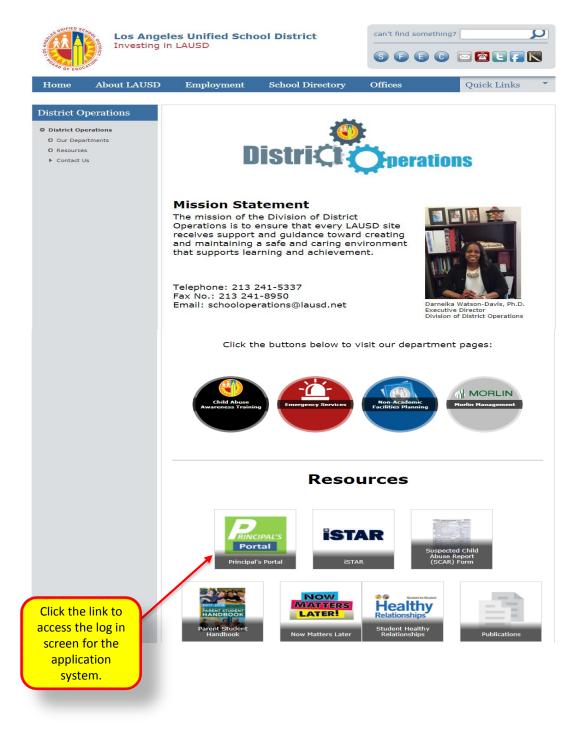


LOS ANGELES UNIFIED SCHOOL DISTRICT

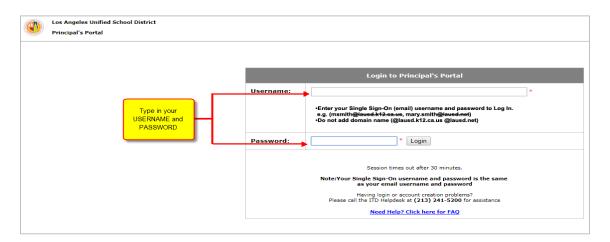
Division of District Operations

ADMINISTRATOR CERTIFICATION SYSTEM

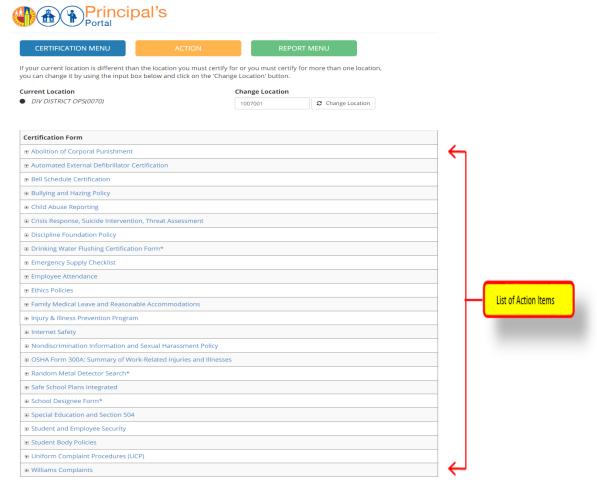
1. The reporting system can be accessed through www.lausd.net under the Division of District Operations - Principal Portal link or navigate to the following internet address: https://admincert.lausd.net .



2. To access the application system, log in by using your **single SIGN-ON** information (USER NAME: name.lastname; PASSWORD: same password for e-mail Outlook or turning on your computer).



3. After logging in, you will be prompted to the "HOME" display screen below:



* Monthly or Yearly Certification

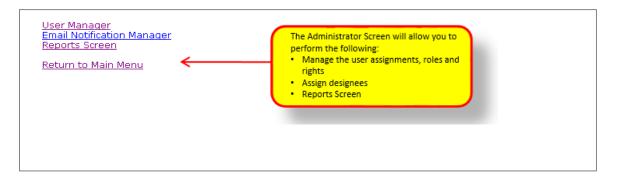
4. Principals and selected Division Heads are automatically given access to the Administrator Certification. By clicking the icon, the school Principal may add one certificated administrator as designee and non-school site Division Heads may designate a management level personnel as their designee. Please note that it is still the principal's or division head's responsibility to verify compliance with all mandated activities and reports.



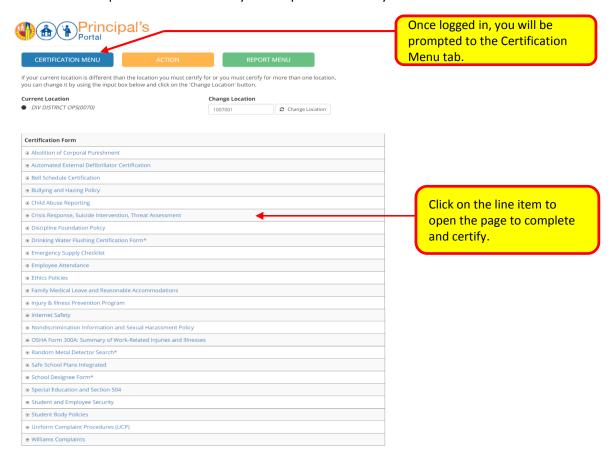
Los Angeles Unified School District

Principal Certification System

Admin Tools



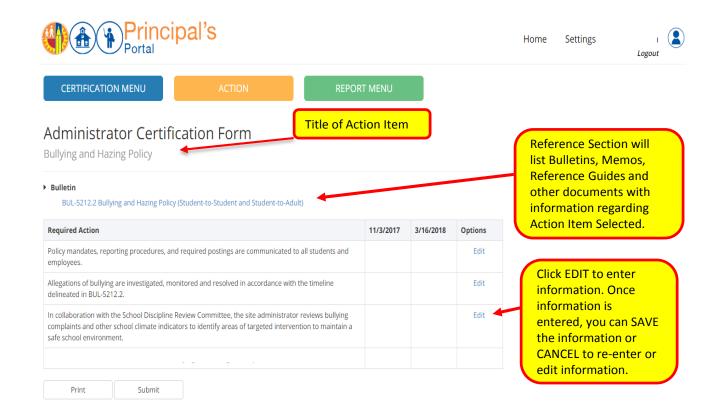
5. From the Main Menu Page, click on CERTIFICATION MENU to view the Administrator Certification list. Select the required action or activity to complete and certify.



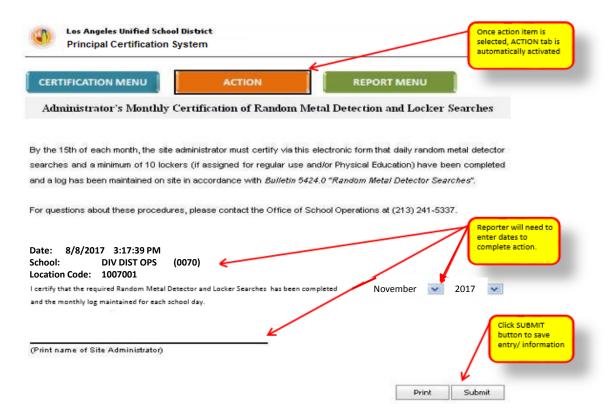
* Monthly or Yearly Certification

6. Once selected, you will be prompted to the action screen where you can enter the date or information by clicking the EDIT option. Once information is entered, you can SAVE or CANCEL.

The screen also outlines the References (Bulletins, Memos, Reference Guides, etc.) for the specific action item which will give you important information and instructions.



7. Once the action item is selected, the system will automatically route you to the ACTION Tab to enter and save your information.



- 8. The Report Menu has three options:
 - SCHOOL REPORT Available for school site administrators
 - **EXECUTIVE REPORT** Available for selected central office administrators
 - MONTHLY AND ANNUAL CERTIFICATION REPORT Available for school site administrators





Reports

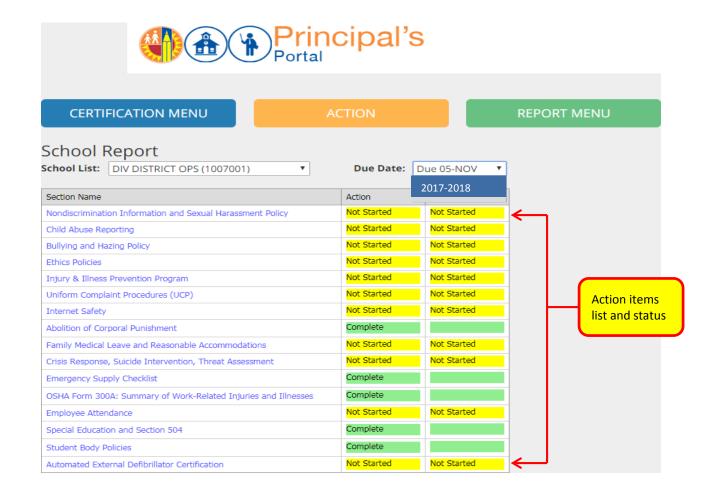
1 School Report	School report screen and menus only (canned report). Principal and designee will be able to access report(s).
2 🖹 Executive Report	Executive Report Screens and Menus (selected staff).
3 Monthly And Annual Certification Report	Monthly and yearly report for metal detector, and school designee form.

9. The School Report Menu lists action items and reflects status:

RED – Incomplete/Pending

YELLOW - Not Started

GREEN - Completed



LOS ANGELES UNIFIED SCHOOL DISTRICT ADMINISTRATOR CERTIFICATION FORM – 2017-2018 School Year

■ Due Dates: November 3, 2017 and March 16, 2018 ■ Other items are due on a monthly basis or with specific due dates.

Worksheet List For Schools. Please submit electronically.

The following resources are District policies that may assist you in completing your online certification requirements. As of the date of publication of this memo, several of the resources listed are undergoing revisions. Please check with the appropriate division for the most up-to-date communications.

		Certification	n Due Dates
DISTRICT POLICY/REFERENCES	REQUIRED ACTION	11-3-2017	3-16-2018
Abolition of Corporal Punishment Bulletin - Abolition of Corporal Punishment (Issued by Office of the Superintendent)	☐ Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.	•	N/A
Automated External Defibrillator Certification (AEDs) Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)	☐ The division head and other appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators.	•	N/A
Bell Schedule Certification Reference Guides - Online Bell Schedule & Instructional Minutes Calculator Elementary Schools Middle Schools Sr. High Schools Options Schools (Issued by Budget Services & Financial Planning Division)	 Entered the bell schedule online, with school principal certification by June 27, 2017. Entered the PE schedule on the online bell schedule Entered request for minimum/shortened days on the online bell schedule and submitted for approval. 	Due: June 27 , 2017	N/A N/A N/A
Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by School Operations and Office of the Superintendent)	 Policy mandates, reporting procedures, and required postings are communicated to all students and employees. Allegations of bullying are investigated, monitored and resolved in accordance with the timeline delineated in Bulletin BUL-5212.2. In collaboration with the School Discipline Review Committee, the site administrator reviews bullying complaints and other school climate indicators to identify areas of targeted intervention to maintain a safe school environment. Integrated Safe School Plan, Step 2 Violence and Intervention Assessment, including Bullying and Hazing, is completed. 	·	• • N/A
Child Abuse Reporting Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office the of General Counsel) Bulletin - Code of Conduct with Students Distribution and Dissemination Requirement (Issued by Office of the Superintendent)	 Provided training to all employees on child abuse laws, reporting procedures, duties of mandated reporters, requirement that all employees complete the Child Abuse Training in the Learning Zone annually, including prohibitions against corporal punishment. Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. "Code of Conduct with Students" distributed to and discussed with all staff and all other individuals. 	·	·

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Discipline Foundation Policy	The School Discipline Review Committee has:		NT/A
Bulletin - Discipline Foundation Policy: School-wide Positive Behavior Intervention and Support (Issued by Office of the Superintendent and School Operations)	 Completed the Integrated Safe School Plan, School Discipline Assessment and Goal. Trained the school community on the established Schoolwide Discipline Plan. Reviewed available behavior referral data and modified the school-wide discipline plan, as necessary, with identified interventions and strategies, to ensure the improvement of student behavior. 	• •	N/A N/A
Emergency Supply Checklist			
Reference Guide – School Site Emergency /Disaster Supplies (Issued by Division of District Operations)	□ Verified that the school's emergency bins are stocked in adequate amounts, organized, in good working order, and within applicable expiration guidelines	•	•
Employee Attendance			
Employee Attendance Policy Board of Education Report No. 393-0304	☐ Reviewed with staff members the LAUSD Board of Education employee attendance policy.	•	•
Bulletin - New Certification of Absence Forms (Issued by Office of the Superintendent and Accounting and Disbursement Division)	Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.	•	•
Ethics Policies			N/A
Bulletin - Ethics Policies (Issued by Office of the Superintendent)	□ "Employee Code of Ethics" distributed to and discussed with all staff.	•	-
Family Medical Leave and Reasonable Accommodations			
Bulletin - Family and Medical Leave Act/California Family Rights Act	☐ Provided information to employees on the federal Family and Medical Leave Act (FMLA) and California Family	•	N/A
(Issued by Office of the General Counsel)	Rights Act (CFRA) provisions and requirements.		N/A
Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by Office of the General Counsel	Per policy bulletin, all notices are posted in an area frequented by employees, where they are highly visible and may be easily read during the workday.	•	N1/A
Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by Office of the General Counsel and Chief Operating Officer)	☐ Site administrator or division head has reviewed the bulletin and understands district, state and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment.	•	N/A

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Injury & Illness Prevention Program			
Bulletin - Injury & Illness Prevention Program Requirements [Issued by Office of Environmental Health and Safety (OEHS) and Office of the Operating Officer]	 Written <i>Injury and Illness Program</i> reviewed, updated, and available in the Main Office. Training on <i>Injury and Illness Prevention Program</i> provided to all staff, including documentation with sign-in sheets. Site safety inspection conducted once each semester and documented. As part of the development of the IIPP and the SSP, Safety Committee meetings are held a minimum of twice each semester and documented. Summary <i>Injury and Illness Prevention Program</i> displayed in a prominent location. 	• • •	N/A
Internet Safety			
Bulletin - Policy Regarding Internet Safety for Students (Issued by Chief Information Officer)	☐ Provided education to all staff and students about safe and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response during the first week of each track at year-round schools and each semester for single track.	•	•
Bulletin - Social Media Policy for Employees and Associated Persons (Issued by Division of Instruction)	☐ Social Media Policy discussed with staff members and associated persons.	•	N/A
Bulletin - Acceptable Use Policy (AUP) for District Computer and Network Systems (Issued by Chief Information Officer)	□ Policy regarding internet safety for students discussed with staff and associated person.	·	•
Nondiscrimination Information and Sexual Harassment Policy			
Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by Office of the General Counsel)	☐ District "Nondiscrimination Statement" and "Sexual Harassment Policy" distributed to all employees.	•	N/A
	□ District "Nondiscrimination Statement" and "Sexual Harassment Policy" posted in prominent locations.	•	•
Memorandum - Parent Student Handbook Distribution (Issued by Division of District Operations)	□ "Parent Student Handbook" distributed to every student during the first month of enrollment or at the time of initial enrollment.	•	N/A
Bulletin - Section 504 of the Rehabilitation Act of 1973 (Issued by Office of the General Counsel)	□ "Section 504 and Students with Disabilities" brochure distributed to every student during the first month of enrollment or at the time of initial enrollment.	•	N/A
Bulletin - Sexual Harassment Policy (Student-to Student, Adult-to-Student, and Student-to-Adult) (Issued by Office of the General Counsel)	☐ Sexual Harassment Policy discussed in age appropriate language with students (at the beginning of the year/semester/track, as applicable).	•	N/A • N/A
Bulletin - Title IX Policy/Complaint Procedures (Issued by Office of the General Counsel)	☐ Secondary Schools Only: "Title IX and Non-discrimination Students Know Your Rights" brochure distributed to and discussed with all students.	•	1V/A

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OSHA 300A Annual Certification			Due
Reference Guide - Cal/OSHA Log of Injuries and	☐ The Cal/OSHA Form 300A has been reviewed signed by	NA .	Feb. 1, 2018
Illnesses (Issued by OEHS and Educational Services)	the site administrator.	NA	
	☐ Per District policy and OSHA requirements, the Cal/OSHA	NA 	•
(NOTE: Certification due date for this item is February 1, 2018.)	Form 300A was posted by February 1, 2018 and will remain posted until April 30.		
	r		
Integrated Safe School Plan			N/A
Reference Guide - Completing and Updating the	☐ Completed and updated assessments, goals, emergency and	•	•
Integrated Safe School Plan (Issued by Division of District Operations)	support team assignments and other emergency planning information in the Integrated Safe School Plan online		
	system by October 2, 2017.		
Special Education and Section 504			
Reference Guide - Oral Interpretation at an	☐ Reviewed responsibilities for ensuring adequate oral		N/A
Individualized Education Program (IEP) Team Meeting	interpretation by trained interpreters at IEP/Section 504 meetings and timely translation of documents.		
(Issued by Division of Special Education)			N/A
	☐ Online submission of "Attachment A: School Roster of Staff Eligible to Interpret at IEP Meetings" by October 16,	•	-
	2017.		N/A
Reference Guide - Submitting Requests for Written	☐ Site administrator has reviewed the reference guide with	•	•
Translation of Individualized Education Program (IEP) and Related Documents	appropriate staff and understands district procedures and timelines for submitting requests for a written translation		
(Issued by Division of Special Education)	of IEP documents/Section 504 plans and/or related documents.		N/A
Reference Guide - Clerical Support for Special	☐ Site administrator has reviewed the reference guide with	•	
Education and Section 504 as Required by the Modified Consent Decree	the MCD Clerk and has submitted Goggle form School Roster of MCD Clerical Support" by October 16, 2017.		
(Issued by Division of Special Education)	Roster of Web Cleffear Support by October 10, 2017.		N/A
Bulletin - My Integrated Student Information	☐ The site Administrator has reviewed the contents of the	•	
System (MiSiS) Student Support Module Required Usage	Bulletin with school staff emphasizing that MiSiS is the only system to be used.		
(Issued by School Operations and Educational Services)			
	The site administrator has reviewed the 2017 2019		N/A
Bulletin - Guidelines for Student Suspension (Issued by Office of the Superintendent and School	☐ The site administrator has reviewed the 2017-2018 suspension data for students receiving special education	-	"
Operations)	services and verifies that the suspension data is accurate.		N/A
Reference Guide – Procedures for Completing the	□ School site administrator has completed observation of at	•	
Annual Early Childhood Special Education Health and Safety Review	least one staff member in each preschool special education classroom completing toileting procedure support/diaper		
(Issued by Division of Special Education)	change with a preschool student.		N/A
	Submission of "Attachment B: Annual Early Childhood Special Education Health and Sofate Regions Toilsting	•	
	Special Education Health and Safety Review Toileting Procedure Skills Performance Checklist.		
Reference Guide – Special Education Policies and	☐ View online training on the electronic special education	N/A	
Procedures Manual	policies and procedures manual and review with school		
(Issued by the Division of Special Education)	staff by March 9, 2018.		

LOS ANGELES UNIFIED SCHOOL DISTRICT ADMINISTRATOR CERTIFICATION FORM – 2017-2018 School Year

■ Due Dates: November 3, 2017 and March 16, 2018 ■

Other items are due on a monthly basis or with specific due dates.

Student and Employee Security				
Bulletin - Student and Employee Security (Issued by Office of the Superintendent)		Reviewed the information with students and staff during the first week of each track at year-round schools and each semester for single track schools.	•	•
Bulletin - Visitors to School Campuses and Locked Campuses During Class Hours at all Schools (Issued by School Operations and Educational Services)]	Reviewed the school visitors' policy with staff members. Distributed to parents and students the school visitors' policy and closed-campus policy guidelines.	•	•
Reference Guide - Field Trips Handbook and Revised Procedures (Issued by Division of Instruction)	\ 8	Reviewed the field trip handbook and revised procedures with staff members, who understand appropriate administrative authorization for all type of schoolsponsored field trips.	•	•
Bulletin - Incident System Tracking Accountability Report (ISTAR) (Issued by School Operations and Office of the Superintendent)		Reviewed the staff members assigned to iSTAR access, has updated designee and has reviewed iSTAR reporting procedures with assigned administrator designees and other appropriate staff.	•	•
Bulletin - Random Metal Detector Searches (Issued by School Operations)	Sec	ondary Schools Only and Span to Grade 12		
	1	Signs have been posted in several prominent locations at the site advising that all persons on the premises are subject to search for weapons by metal detector.	•	•
		District policy on metal detector searches has been distributed to parents.	•	•
	ä	Schools have developed a plan to conduct daily searches and use a documentation system to maintain daily search logs.	•	•
	8	The site administrator has reviewed the District policy with staff members performing random metal detector searches and has verified that they have completed STEPS 215 course, "How to Conduct a Random Metal Detector Search" (STEPS 215) on the Learning Zone.	•	•
Student Body Policies				
Publication 464 - Student Body Policies and Accounting Procedures for Elementary Schools		Site administrator has reviewed the applicable Student Body policies and accounting procedures and understands	•	N/A
Publication 465 - Student Body Policies and Accounting Procedures for Secondary Schools	1	the site administrator's responsibilities for staff adhering to the policies and procedures.		N/A
Publication 469 - Student Body Policies for Community Adult Schools, ROC, and Skills Centers]	Site administrator has reviewed the applicable Student Body policies and accounting procedures with staff members.	<u></u>	1 V/A
Addendum for Small Learning Communities, Pilot Schools, New Tech Schools, and Other Small Schools on Shared Campuses		memoers.		

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Crisis Response, Suicide Intervention, Threat Assessment Bulletin - Crisis Preparedness, Intervention and Recovery (Issued by Educational Services and Student Health and Human Services) Bulletin - Suicide Prevention, Intervention and Postvention (Issued by Student Health and Human Services) Bulletin - Threat Assessment and Management (Student-to-Student, Student- to-Adult) (Issued by School Operations and Student Health and Human Services)	 Policy mandates communicated to employees and provided training to school site and Local District Crisis Teams on how to respond in the aftermath of a critical incident. Policy mandates communicated to employees and school site crisis team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior. Policy mandates communicated to employees and school site crisis/threat team on procedures and guidelines for responding to students who exhibit intent to harm and homicidal ideation. 	•	N/A N/A N/A
Uniform Complaint Procedures (UCP) Bulletin - Uniform Complaint Procedures (Issued by Office of the General Counsel)	☐ Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties.	•	N/A •
Williams Complaints Bulletin - Williams Complaint Procedures (Issued by Office of the General Counsel)	☐ "Notice to parents, guardians, pupils, teachers, and other stakeholders – Important Information about your complaint rights – Williams Legislation" posted in each classroom and visible to all.	•	N/A
	"Williams Complaint Procedures Form for Education Code Section 35186" available in main office.	*	

I certify that the foregoing information is true and complete, electronic submission/certification.

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Worksheet List For Offices. Please submit electronically.

The following resources are District policies to assist you in completing the online certification requirements:

DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Dates		
		11-3-2017	3-16-2018	
Automated External Defibrillator Certification (AEDs) Bulletin - Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)	☐ I am familiar with the regulations and requirements regarding Automated External Defibrillators.	•	N/A	
Bullying and Hazing Policy				
Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by School Operations and Office of the Superintendent)	 Policy mandates, reporting procedures, and required postings are communicated to all students and employees. Allegations of bullying are investigated, monitored and resolved in accordance with timeline delineated in Bulletin BUL-5212.2. 		·	
Child Abuse Reporting				
Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel)	Provided scenario based training to all employees on child abuse laws, reporting procedures, duties of mandated reporters, requirement that all employees complete the Child	•	•	
Bulletin - Code of Conduct with Students Distribution and Dissemination Requirement (Issued by Office of the Superintendent)	Abuse Training in the Learning Zone annually, including prohibitions against corporal punishment. Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. "Code of Conduct with Students" distributed to and discussed with all staff and all other individuals.	•	·	
Employee Attendance				
Employee Attendance Policy Board of Education Report No. 393-0304 Bulletin - New Certification of Absence Forms (Issued by Office of the Superintendent and Accounting and Disbursement Division)	□ Reviewed with staff members the LAUSD Board of Education employee attendance policy. □ Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.	•	·	
Ethics Policies			NT/A	
Bulletin - Ethics Policies (Issued by Office of the Superintendent)	□ " <u>Employee Code of Ethics</u> " distributed to and discussed with all staff.	•	N/A •	
Family Medical Leave and Reasonable Accommodations			N/A	
Bulletin - Family and Medical Leave Act/California Family Rights Act (Issued by Office of the General Counsel)	□ Provided information to employees on the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements.	•	1N/A	

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Bulletin - Mandatory Posting of Regulatory Notices	☐ Per policy bulletin, all notices are posted in an area		N/A
Relating to Federal and State Employment Laws (Issued by Office of the General Counsel)	frequented by employees, where they are highly visible and may be easily read during the workday.	•	•
Bulletin - Reasonable Accommodations for	☐ Site administrator or division head has reviewed the bulletin		N/A
Individuals with Disabilities (Issued by Office of the General Counsel and Chief	and understands district, state and federal requirements to ensure that individuals with a disability are given the		
Operating Officer)	reasonable accommodations necessary to perform the		
	essential functions of their job and receive the benefits and privileges of employment.		
Injury & Illness Prevention Program			
	Written Injury and Illness Ducausus reviewed undeted and		_
Bulletin - Injury & Illness Prevention Program Requirements	□ Written <i>Injury and Illness Program</i> reviewed, updated, and available in the Main Office.	-	N/A
(Issued by Office of Environmental Health and Safety, (OEHS) and Chief Operating Officer)	☐ Training on <i>Injury and Illness Prevention Program</i> provided to all staff, including documentation with sign-in sheets.	•	•
	☐ Site safety inspection conducted once each semester and documented.	•	•
	As part of the development of the IIPP and the SSP, Safety Committee meetings are held a minimum of twice each	•	•
	semester and documented.		_
	 Summary <i>Injury and Illness Prevention Program</i> displayed in a prominent location. 	"	
Internet Safety			
Bulletin - Policy Regarding Internet Safety for	☐ Provided education to all staff and students about safe and		
Students (Issued by Information Technology Division)	appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms		
(source of mornance recommend of the second	and cyber bullying awareness and response during the first week of each track at year-round schools and each semester		
	for single track.		27/4
Bulletin - Social Media Policy for Employees and	□ Social Media Policy discussed with staff members and	•	N/A •
Associated Persons (Issued by Division of Instruction)	associated persons.		N/A
Bulletin - Acceptable Use Policy (AUP) for District	 Policy regarding internet safety for students discussed with staff and associated person. 	•	•
Computer and Network Systems (Issued by Chief Information Officer)			
Nondiscrimination Information and Sexual Harassment Policy			
Memorandum - Nondiscrimination Required	☐ District "Nondiscrimination Statement" and "Sexual	•	N/A •
Notices and Ordering of Student Brochures (Issued by Office of the General Counsel)	Harassment Policy" distributed to all employees.		
Bulletin - Sexual Harassment Policy (Student-to-	☐ District "Nondiscrimination Statement" and "Sexual		
Student, Adult-to-Student, and Student-to-Adult) (Issued by Office of the General Counsel)	Harassment Policy" posted in prominent locations.		
Bulletin - Title IX Policy/Complaint Procedures (Issued by Office of the General Counsel)			
OSHA 300A Annual Certification		NA	Due: Feb. 1, 2018
Reference Guide - Cal/OSHA Log of Injuries and Illnesses	☐ The Cal/OSHA Form 300A has been reviewed signed by the site administrator.	•	•

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■ Due Dates: November 3, 2017 and March 16, 2018 ■ Other items are due on a monthly basis or with specific due dates.

Other re-	ms are due on a monthly basis of with specific due dates.		
(Issued by OEHS and Educational Services) (NOTE: Certification due date for this item is February 1, 2018.)	□ Per District policy and OSHA requirements, the Cal/OSHA Form 300A was posted by February 1, 2018 and will remain posted until April 30, 2018.	NA -	•
Student and Employee Security			
Bulletin - Incident System Tracking Accountability Report (ISTAR) (Issued by School Operations)	☐ Reviewed the staff members assigned to iSTAR access, has updated designee and has reviewed iSTAR reporting procedures with assigned administrator designees and other appropriate staff.	·	•
Suicide Prevention; Threat; and Crisis Intervention			
Bulletin – Organizing for Crisis Intervention (Issued by Student Health and Human Services)	□ Policy mandates communicated to employees and provided training to school site and Local District Crisis Teams on how to respond in the aftermath of a critical incident.	•	N/A • N/A
Bulletin - Suicide Prevention Intervention and Postvention (Issued by School Operations and Student Health and Human Services)	 Policy mandates communicated to students and employees and reporting procedures discussed with students and employees. 	•	*
Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by School Operations and Student Health and Human Services)	 Policy mandates communicated to students and employees and reporting procedures discussed with students and employees 	•	N/A •
Uniform Complaint Procedures (UCP)			
Bulletin - Uniform Complaint Procedures (Issued by Office of the General Counsel)	☐ Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties.	•	N/A •
Williams Complaints			
Bulletin - Williams Complaint Procedures (Issued by Office of the General Counsel)	☐ "Williams Complaint Procedures Form for Education Code Section 35186" available.	·	N/A •
	☐ Employees are familiar with the "Williams Complaint Procedures policy.	•	N/A •
I certify that the foregoing information is tr	ue and complete:		
Division Name:	Branch/Office Name:		

Administrator's Signature:______ Title: ______ Date: _____



ATTACHMENT C

ADMINISTRATOR CERTIFICATION – 2017-2018 SCHOOL YEAR NON-SCHOOL SITE DIVISIONS LIST

COST CENTER	DIVISION NAME
1152601	BEYOND THE BELL
1043501	BUDGET SERVICES BRANCH
1056701	CHIEF BUS/FIN OFFICER
1004001	COMMUNICATIONS
1007001	DIVISION OF DISTRICT OPERATIONS
1062501	FACILITIES SERVICES DIVISION – CENTRAL OFFICE
1147501	FOOD SERVICES
1058501	HUMAN RESOURCES OFFICE
1028601	LOCAL DISTRICT CENTRAL
1024301	LOCAL DISTRICT EAST
1018001	LOCAL DISTRICT NORTHEAST
1024101	LOCAL DISTRICT NORTHWEST
1024401	LOCAL DISTRICT SOUTH
1024201	LOCAL DISTRICT WEST
	OFFICE OF CHIEF ACADEMIC OFFICER
1094201	(DIVISION OF INSTRUCTION)
1056701	OFFICE OF CHIEF FINANCIAL OFFICER
1028401	OFFICE OF DATA & ACCOUNTABILITY
1056001	OFFICE OF EDUCATIONAL SERVICES
1049901	OFFICE OF ENVIRONMENTAL HEALTH & SAFETY
1057001	OFFICE OF INSPECTOR GENERAL
1053801	OFFICE OF THE CHIEF PROCUREMENT OFFICER
1003301	OGC - ED EQ COMP OFC
1003701	OGC - GENERAL COUNSEL
1004901	OGC - STUDENT SAFETY
1003501	PERSONNEL COMMISSION
1134101	SCHOOL POLICE DEPARTMENT
1032301	SPECIAL EDUCATION DIVISION
1020901	STUDENT HEALTH & HUMAN SERVICES
1128101	TRANSPORTATION SERVICES DIVISION