



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

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

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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



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

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://admindcert.lausd.net>.

Los Angeles Unified School District
Investing in LAUSD

can't find something?

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District Operations

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 - Our Departments
 - Resources
 - ▶ Contact Us

District Operations

Mission Statement

The mission of the Division of District Operations is to ensure that every LAUSD site receives support and guidance toward creating and maintaining a safe and caring environment that supports learning and achievement.

Telephone: 213 241-5337
Fax No.: 213 241-8950
Email: schooloperations@lausd.net

Darnelka Watson-Davis, Ph.D.
Executive Director
Division of District Operations

Click the buttons below to visit our department pages:

Child Abuse Awareness Training Emergency Services Non-Academic Facilities Planning MORLIN Morlin Management

Resources

Principal's Portal iSTAR Suspected Child Abuse Report (SCAR) Form

Parent Student Handbook Now Matters Later! Student Healthy Relationships Publications

Click the link to access the log in screen for the application system.

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).

Los Angeles Unified School District
Principal's Portal

Login to Principal's Portal

Username:

Password:

*Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
*Do not add domain name (@lausd.k12.ca.us @lausd.net)

Session times out after 30 minutes.
Note: Your Single Sign-On username and password is the same as your email username and password
Having login or account creation problems?
Please call the ITD Helpdesk at (213) 241-5200 for assistance
[Need Help? Click here for FAQ](#)

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

Principal's Portal

CERTIFICATION MENU ACTION REPORT MENU


If your current location is different than the location you must certify for or you must certify for more than one location, you can change it by using the input box below and click on the 'Change Location' button.

Current Location
● DIV DISTRICT OPS(0070)

Change Location
1007001

Certification Form
<input type="checkbox"/> Abolition of Corporal Punishment
<input type="checkbox"/> Automated External Defibrillator Certification
<input type="checkbox"/> Bell Schedule Certification
<input type="checkbox"/> Bullying and Hazing Policy
<input type="checkbox"/> Child Abuse Reporting
<input type="checkbox"/> Crisis Response, Suicide Intervention, Threat Assessment
<input type="checkbox"/> Discipline Foundation Policy
<input type="checkbox"/> Drinking Water Flushing Certification Form*
<input type="checkbox"/> Emergency Supply Checklist
<input type="checkbox"/> Employee Attendance
<input type="checkbox"/> Ethics Policies
<input type="checkbox"/> Family Medical Leave and Reasonable Accommodations
<input type="checkbox"/> Injury & Illness Prevention Program
<input type="checkbox"/> Internet Safety
<input type="checkbox"/> Nondiscrimination Information and Sexual Harassment Policy
<input type="checkbox"/> OSHA Form 300A: Summary of Work-Related Injuries and Illnesses
<input type="checkbox"/> Random Metal Detector Search*
<input type="checkbox"/> Safe School Plans Integrated
<input type="checkbox"/> School Designee Form*
<input type="checkbox"/> Special Education and Section 504
<input type="checkbox"/> Student and Employee Security
<input type="checkbox"/> Student Body Policies
<input type="checkbox"/> Uniform Complaint Procedures (UCP)
<input type="checkbox"/> Williams Complaints

* 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

[User Manager](#)
[Email Notification Manager](#)
[Reports Screen](#)
[Return to Main Menu](#)

The Administrator Screen will allow you to perform the following:

- Manage the user assignments, roles and rights
- Assign designees
- Reports Screen

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.



Principal's
Portal

CERTIFICATION MENU

ACTION

REPORT MENU

Once logged in, you will be prompted to the Certification Menu tab.

If your current location is different than the location you must certify for or you must certify for more than one location, you can change it by using the input box below and click on the 'Change Location' button.

Current Location
● DIV DISTRICT OPS(0070)

Change Location
1007001

Certification Form

<input type="checkbox"/> Abolition of Corporal Punishment
<input type="checkbox"/> Automated External Defibrillator Certification
<input type="checkbox"/> Bell Schedule Certification
<input type="checkbox"/> Bullying and Hazing Policy
<input type="checkbox"/> Child Abuse Reporting
<input type="checkbox"/> Crisis Response, Suicide Intervention, Threat Assessment
<input type="checkbox"/> Discipline Foundation Policy
<input type="checkbox"/> Drinking Water Flushing Certification Form*
<input type="checkbox"/> Emergency Supply Checklist
<input type="checkbox"/> Employee Attendance
<input type="checkbox"/> Ethics Policies
<input type="checkbox"/> Family Medical Leave and Reasonable Accommodations
<input type="checkbox"/> Injury & Illness Prevention Program
<input type="checkbox"/> Internet Safety
<input type="checkbox"/> Nondiscrimination Information and Sexual Harassment Policy
<input type="checkbox"/> OSHA Form 300A: Summary of Work-Related Injuries and Illnesses
<input type="checkbox"/> Random Metal Detector Search*
<input type="checkbox"/> Safe School Plans Integrated
<input type="checkbox"/> School Designee Form*
<input type="checkbox"/> Special Education and Section 504
<input type="checkbox"/> Student and Employee Security
<input type="checkbox"/> Student Body Policies
<input type="checkbox"/> Uniform Complaint Procedures (UCP)
<input type="checkbox"/> Williams Complaints

Click on the line item to open the page to complete and certify.

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.

Principal's Portal

Home Settings Logout

CERTIFICATION MENU ACTION REPORT MENU

Administrator Certification Form

Bullying and Hazing Policy

► Bulletin

BUL-5212.2 Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)

Required Action	11/3/2017	3/16/2018	Options
Policy mandates, reporting procedures, and required postings are communicated to all students and employees.			Edit
Allegations of bullying are investigated, monitored and resolved in accordance with the timeline delineated in BUL-5212.2.			Edit
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.			Edit

Print Submit

Title of Action Item

Reference Section will list Bulletins, Memos, Reference Guides and other documents with information regarding Action Item Selected.

Click EDIT to enter information. Once information is entered, you can SAVE the information or CANCEL to re-enter or edit information.

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

Los Angeles Unified School District
Principal Certification System

CERTIFICATION MENU ACTION REPORT MENU

Administrator's Monthly Certification of Random Metal Detection and Locker Searches

By the 15th of each month, the site administrator must certify via this electronic form that daily random metal detector searches and a minimum of 10 lockers (if assigned for regular use and/or Physical Education) have been completed and a log has been maintained on site in accordance with *Bulletin 5424.0 "Random Metal Detector Searches"*.

For questions about these procedures, please contact the Office of School Operations at (213) 241-5337.

Date: 8/8/2017 3:17:39 PM
School: DIV DIST OPS (0070)
Location Code: 1007001

I certify that the required Random Metal Detector and Locker Searches has been completed and the monthly log maintained for each school day.

(Print name of Site Administrator)

November 2017

Print Submit

Once action item is selected, ACTION tab is automatically activated

Reporter will need to enter dates to complete action.

Click SUBMIT button to save entry/ 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



CERTIFICATION MENU ACTION REPORT MENU

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

**Principal's
Portal**

CERTIFICATION MENU**ACTION****REPORT MENU**

School Report

School List: **Due Date:**

Section Name	Action	
Nondiscrimination Information and Sexual Harassment Policy	Not Started	Not Started
Child Abuse Reporting	Not Started	Not Started
Bullying and Hazing Policy	Not Started	Not Started
Ethics Policies	Not Started	Not Started
Injury & Illness Prevention Program	Not Started	Not Started
Uniform Complaint Procedures (UCP)	Not Started	Not Started
Internet Safety	Not Started	Not Started
Abolition of Corporal Punishment	Complete	
Family Medical Leave and Reasonable Accommodations	Not Started	Not Started
Crisis Response, Suicide Intervention, Threat Assessment	Not Started	Not Started
Emergency Supply Checklist	Complete	
OSHA Form 300A: Summary of Work-Related Injuries and Illnesses	Complete	
Employee Attendance	Not Started	Not Started
Special Education and Section 504	Complete	
Student Body Policies	Complete	
Automated External Defibrillator Certification	Not Started	Not Started

Action items
list and status

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.

DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Dates	
		11-3-2017	3-16-2018
<u>Abolition of Corporal Punishment</u>			
Bulletin - Abolition of Corporal Punishment (Issued by Office of the Superintendent)	<input type="checkbox"/> Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.	■ _____	■ _____ N/A
<u>Automated External Defibrillator Certification (AEDs)</u>			
Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)	<input type="checkbox"/> The division head and other appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators.	■ _____	■ _____ N/A
<u>Bell Schedule Certification</u>			
Reference Guides - Online Bell Schedule & Instructional Minutes Calculator <ul style="list-style-type: none"> ■ Elementary Schools ■ Middle Schools ■ Sr. High Schools ■ Options Schools (Issued by Budget Services & Financial Planning Division)	<input type="checkbox"/> Entered the bell schedule online, with school principal certification by June 27, 2017. <input type="checkbox"/> Entered the PE schedule on the online bell schedule <input type="checkbox"/> 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 ■ _____
<u>Bullying and Hazing Policy</u>			
Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by School Operations and Office of the Superintendent)	<input type="checkbox"/> Policy mandates, reporting procedures, and required postings are communicated to all students and employees. <input type="checkbox"/> Allegations of bullying are investigated, monitored and resolved in accordance with the timeline delineated in Bulletin BUL-5212.2. <input type="checkbox"/> 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. <input type="checkbox"/> Integrated Safe School Plan, Step 2 Violence and Intervention Assessment, including Bullying and Hazing, is completed.	■ _____ ■ _____ ■ _____ ■ _____	■ _____ ■ _____ ■ _____ ■ _____ N/A ■ _____
<u>Child Abuse Reporting</u>			
Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel)	<input type="checkbox"/> 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.	■ _____	■ _____
Bulletin - Code of Conduct with Students Distribution and Dissemination Requirement (Issued by Office of the Superintendent)	<input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. <input type="checkbox"/> " <u>Code of Conduct with Students</u> " distributed to and discussed with all staff and all other individuals.	■ _____ ■ _____	■ _____ ■ _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
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<u>Discipline Foundation Policy</u> Bulletin - Discipline Foundation Policy: School-wide Positive Behavior Intervention and Support (Issued by Office of the Superintendent and School Operations)	The School Discipline Review Committee has: <input type="checkbox"/> Completed the Integrated Safe School Plan, School Discipline Assessment and Goal. <input type="checkbox"/> Trained the school community on the established School-wide Discipline Plan. <input type="checkbox"/> 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 _____
<u>Emergency Supply Checklist</u> Reference Guide – School Site Emergency /Disaster Supplies (Issued by Division of District Operations)	<input type="checkbox"/> Verified that the school's emergency bins are stocked in adequate amounts, organized, in good working order, and within applicable expiration guidelines	_____	_____
<u>Employee Attendance</u> 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)	<input type="checkbox"/> Reviewed with staff members the LAUSD Board of Education employee attendance policy. <input type="checkbox"/> 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.	_____ _____	_____ _____
<u>Ethics Policies</u> Bulletin - Ethics Policies (Issued by Office of the Superintendent)	<input type="checkbox"/> " <u>Employee Code of Ethics</u> " distributed to and discussed with all staff.	_____	N/A _____
<u>Family Medical Leave and Reasonable Accommodations</u> Bulletin - Family and Medical Leave Act/California Family Rights Act (Issued by Office of the General Counsel) Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by Office of the General Counsel) Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by Office of the General Counsel and Chief Operating Officer)	<input type="checkbox"/> Provided information to employees on the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements. <input type="checkbox"/> 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. <input type="checkbox"/> 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 N/A N/A

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<p><u>Injury & Illness Prevention Program</u></p> <p>Bulletin - Injury & Illness Prevention Program Requirements [Issued by Office of Environmental Health and Safety (OEHS) and Office of the Operating Officer]</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written <i>Injury and Illness Program</i> reviewed, updated, and available in the Main Office. <input type="checkbox"/> Training on <i>Injury and Illness Prevention Program</i> provided to all staff, including documentation with sign-in sheets. <input type="checkbox"/> Site safety inspection conducted once each semester and documented. <input type="checkbox"/> As part of the development of the IIPP and the SSP, Safety Committee meetings are held a minimum of twice each semester and documented. <input type="checkbox"/> Summary <i>Injury and Illness Prevention Program</i> displayed in a prominent location. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p style="text-align: center;">N/A</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>Internet Safety</u></p> <p>Bulletin - Policy Regarding Internet Safety for Students (Issued by Chief Information Officer)</p> <p>Bulletin - Social Media Policy for Employees and Associated Persons (Issued by Division of Instruction)</p> <p>Bulletin - Acceptable Use Policy (AUP) for District Computer and Network Systems (Issued by Chief Information Officer)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Social Media Policy discussed with staff members and associated persons. <input type="checkbox"/> Policy regarding internet safety for students discussed with staff and associated person. 	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p> <p>_____</p>
<p><u>Nondiscrimination Information and Sexual Harassment Policy</u></p> <p>Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by Office of the General Counsel)</p> <p>Memorandum - Parent Student Handbook Distribution (Issued by Division of District Operations)</p> <p>Bulletin - Section 504 of the Rehabilitation Act of 1973 (Issued by Office of the General Counsel)</p> <p>Bulletin - Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (Issued by Office of the General Counsel)</p> <p>Bulletin - Title IX Policy/Complaint Procedures (Issued by Office of the General Counsel)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> District “<i>Nondiscrimination Statement</i>” and “<i>Sexual Harassment Policy</i>” distributed to all employees. <input type="checkbox"/> District “<i>Nondiscrimination Statement</i>” and “<i>Sexual Harassment Policy</i>” posted in prominent locations. <input type="checkbox"/> “<i>Parent Student Handbook</i>” distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> “<i>Section 504 and Students with Disabilities</i>” brochure distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> Sexual Harassment Policy discussed in age appropriate language with students (at the beginning of the year/semester/track, as applicable). <input type="checkbox"/> Secondary Schools Only: “<i>Title IX and Non-discrimination Students Know Your Rights</i>” brochure distributed to and discussed with all students. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">N/A</p> <p>_____</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
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■ **Due Dates: November 3, 2017 and March 16, 2018** ■

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<p><u>Student and Employee Security</u></p> <p>Bulletin - Student and Employee Security (Issued by Office of the Superintendent)</p> <p>Bulletin - Visitors to School Campuses and Locked Campuses During Class Hours at all Schools (Issued by School Operations and Educational Services)</p> <p>Reference Guide - Field Trips Handbook and Revised Procedures (Issued by Division of Instruction)</p> <p>Bulletin - Incident System Tracking Accountability Report (ISTAR) (Issued by School Operations and Office of the Superintendent)</p> <p>Bulletin - Random Metal Detector Searches (Issued by School Operations)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Reviewed the school visitors' policy with staff members. Distributed to parents and students the school visitors' policy and closed-campus policy guidelines. <input type="checkbox"/> Reviewed the field trip handbook and revised procedures with staff members, who understand appropriate administrative authorization for all type of school-sponsored field trips. <input type="checkbox"/> 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. <p><u>Secondary Schools Only and Span to Grade 12</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> District policy on metal detector searches has been distributed to parents. <input type="checkbox"/> Schools have developed a plan to conduct daily searches and use a documentation system to maintain daily search logs. <input type="checkbox"/> 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. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>Student Body Policies</u></p> <p>Publication 464 - Student Body Policies and Accounting Procedures for Elementary Schools</p> <p>Publication 465 - Student Body Policies and Accounting Procedures for Secondary Schools</p> <p>Publication 469 - Student Body Policies for Community Adult Schools, ROC, and Skills Centers</p> <p>Addendum for Small Learning Communities, Pilot Schools, New Tech Schools, and Other Small Schools on Shared Campuses</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Site administrator has reviewed the applicable Student Body policies and accounting procedures and understands the site administrator's responsibilities for staff adhering to the policies and procedures. <input type="checkbox"/> Site administrator has reviewed the applicable Student Body policies and accounting procedures with staff members. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>N/A</p> <p>_____</p> <p>N/A</p> <p>_____</p>

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

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

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<p><u>Crisis Response, Suicide Intervention, Threat Assessment</u></p> <p>Bulletin - Crisis Preparedness, Intervention and Recovery (Issued by Educational Services and Student Health and Human Services)</p> <p>Bulletin - Suicide Prevention, Intervention and Postvention (Issued by Student Health and Human Services)</p> <p>Bulletin - Threat Assessment and Management (Student-to-Student, Student- to-Adult) (Issued by School Operations and Student Health and Human Services)</p>	<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>N/A</p> <p>_____</p> <p>N/A</p> <p>_____</p> <p>N/A</p> <p>_____</p>
<p><u>Uniform Complaint Procedures (UCP)</u></p> <p>Bulletin - Uniform Complaint Procedures (Issued by Office of the General Counsel)</p>	<p><input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties.</p>	<p>_____</p>	<p>N/A</p> <p>_____</p>
<p><u>Williams Complaints</u></p> <p>Bulletin - Williams Complaint Procedures (Issued by Office of the General Counsel)</p>	<p><input type="checkbox"/> “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.</p> <p><input type="checkbox"/> “Williams Complaint Procedures Form for Education Code Section 35186” available in main office.</p>	<p>_____</p> <p>_____</p>	<p>N/A</p> <p>_____</p> <p>N/A</p> <p>_____</p>

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

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

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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
<u>Automated External Defibrillator Certification (AEDs)</u> Bulletin - Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)	<input type="checkbox"/> I am familiar with the regulations and requirements regarding Automated External Defibrillators.	▪ _____	N/A ▪ _____
<u>Bullying and Hazing Policy</u> Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by School Operations and Office of the Superintendent)	<input type="checkbox"/> Policy mandates, reporting procedures, and required postings are communicated to all students and employees. <input type="checkbox"/> Allegations of bullying are investigated, monitored and resolved in accordance with timeline delineated in Bulletin BUL-5212.2.	▪ _____ ▪ _____	▪ _____ ▪ _____
<u>Child Abuse Reporting</u> Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel) Bulletin - Code of Conduct with Students Distribution and Dissemination Requirement (Issued by Office of the Superintendent)	<input type="checkbox"/> Provided scenario based 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. <input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. <input type="checkbox"/> “ <u>Code of Conduct with Students</u> ” distributed to and discussed with all staff and all other individuals.	▪ _____ ▪ _____ ▪ _____	▪ _____ ▪ _____ ▪ _____
<u>Employee Attendance</u> 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)	<input type="checkbox"/> Reviewed with staff members the LAUSD Board of Education employee attendance policy. <input type="checkbox"/> 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.	▪ _____ ▪ _____	▪ _____ ▪ _____
<u>Ethics Policies</u> Bulletin - Ethics Policies (Issued by Office of the Superintendent)	<input type="checkbox"/> “ <u>Employee Code of Ethics</u> ” distributed to and discussed with all staff.	▪ _____	N/A ▪ _____
<u>Family Medical Leave and Reasonable Accommodations</u> Bulletin - Family and Medical Leave Act/California Family Rights Act (Issued by Office of the General Counsel)	<input type="checkbox"/> Provided information to employees on the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements.	▪ _____	N/A ▪ _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
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Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by Office of the General Counsel)	<input type="checkbox"/> 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.	▪ _____	N/A ▪ _____
Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by Office of the General Counsel and Chief Operating Officer)	<input type="checkbox"/> 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 ▪ _____
<u>Injury & Illness Prevention Program</u>	<input type="checkbox"/> Written <i>Injury and Illness Program</i> reviewed, updated, and available in the Main Office. <input type="checkbox"/> Training on <i>Injury and Illness Prevention Program</i> provided to all staff, including documentation with sign-in sheets. <input type="checkbox"/> Site safety inspection conducted once each semester and documented. <input type="checkbox"/> As part of the development of the IIPP and the SSP, Safety Committee meetings are held a minimum of twice each semester and documented. <input type="checkbox"/> Summary <i>Injury and Illness Prevention Program</i> displayed in a prominent location.	▪ _____ ▪ _____ ▪ _____ ▪ _____ ▪ _____	▪ _____ N/A ▪ _____ ▪ _____ ▪ _____
<u>Internet Safety</u>	<input type="checkbox"/> 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. <input type="checkbox"/> Social Media Policy discussed with staff members and associated persons. <input type="checkbox"/> Policy regarding internet safety for students discussed with staff and associated person.	▪ _____ ▪ _____ ▪ _____	▪ _____ N/A ▪ _____ N/A ▪ _____
<u>Nondiscrimination Information and Sexual Harassment Policy</u>	<input type="checkbox"/> District “ <i>Nondiscrimination Statement</i> ” and “ <i>Sexual Harassment Policy</i> ” distributed to all employees. <input type="checkbox"/> District “ <i>Nondiscrimination Statement</i> ” and “ <i>Sexual Harassment Policy</i> ” posted in prominent locations.	▪ _____ ▪ _____	N/A ▪ _____ ▪ _____
Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by Office of the General Counsel)		▪ _____	N/A ▪ _____
Bulletin - Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (Issued by Office of the General Counsel)		▪ _____	▪ _____
Bulletin - Title IX Policy/Complaint Procedures (Issued by Office of the General Counsel)		▪ _____	▪ _____
<u>OSHA 300A Annual Certification</u>	<input type="checkbox"/> The Cal/OSHA Form 300A has been reviewed signed by the site administrator.	NA ▪ _____	Due: Feb. 1, 2018 ▪ _____
Reference Guide - Cal/OSHA Log of Injuries and Illnesses		▪ _____	▪ _____

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

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(Issued by OEHS and Educational Services) (NOTE: Certification due date for this item is February 1, 2018.)	<input type="checkbox"/> 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 ▪ _____	▪ _____
<u>Student and Employee Security</u> Bulletin - Incident System Tracking Accountability Report (ISTAR) (Issued by School Operations)	<input type="checkbox"/> 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.	▪ _____	▪ _____
<u>Suicide Prevention; Threat; and Crisis Intervention</u> Bulletin – Organizing for Crisis Intervention (Issued by Student Health and Human Services)	<input type="checkbox"/> 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
Bulletin - Suicide Prevention Intervention and Postvention (Issued by School Operations and Student Health and Human Services)	<input type="checkbox"/> Policy mandates communicated to students and employees and reporting procedures discussed with students and employees.	▪ _____	▪ N/A
Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by School Operations and Student Health and Human Services)	<input type="checkbox"/> Policy mandates communicated to students and employees and reporting procedures discussed with students and employees	▪ _____	▪ N/A
<u>Uniform Complaint Procedures (UCP)</u> Bulletin - Uniform Complaint Procedures (Issued by Office of the General Counsel)	<input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties.	▪ _____	▪ N/A
<u>Williams Complaints</u> Bulletin - Williams Complaint Procedures (Issued by Office of the General Counsel)	<input type="checkbox"/> “Williams Complaint Procedures Form for Education Code Section 35186” available. <input type="checkbox"/> Employees are familiar with the “Williams Complaint Procedures policy.	▪ _____ ▪ _____	▪ N/A ▪ N/A

I certify that the foregoing information is true and complete:

Division Name: _____ **Branch/Office Name:** _____

Administrator’s Signature: _____ **Title:** _____ **Date:** _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

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
1094201	OFFICE OF CHIEF ACADEMIC OFFICER (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