

Faculty Handbook



MAXINE WATERS EMPLOYMENT PREPARATION CENTER

10925 South Central Avenue, Los Angeles, CA 90059

Los Angeles Unified School District • Division Of Adult And Career Education



WELCOME TO OUR SCHOOL

Maxine Waters Employment Preparation Center (see page 5 for complete listing of branch locations) is operated by the Division of Adult and Career Education, Division of Instruction, Los Angeles Unified School District. MWEPC is accredited by the Western Association of Schools and Colleges and provide short-term Career Technical Education (CTE) training and job placement assistance. English as a Second Language (ESL), ESL/Citizenship, Math and Adult Basic Education (ABE), High School Equivalency Test (HiSET) and high school diploma classes are also available.

The U.S. Department of Health Education, the Welfare Bureau of Higher Education, and the State of California Department of Education have approved MWEPC for the high school diploma program, work-study participation and college work-study program.

This handbook will provide information regarding State, District, Division and Contractual Rules and Regulations that affect certificated employees.

Thank you for taking a few moments to carefully read these rules and procedures. Remember, you are responsible for following them.

LOS ANGELES SCHOOL DISTRICT ADMINISTRATION



Joseph Stark, Executive Director
Dora Pimentel-Baxter, Administrator
Rosario Galvan, Administrator



MANAGEMENT TEAM

Anna Elsa Madrid, Principal
Jose Alcazar, Assistant Principal Operations
Resurreccion Angeles, Assistant Principal Operations
Dianne Jackson, Asst. Principal Adult Counseling Services
Christine Ramirez, Asst. Principal Adult Counseling Services
Marisela Bustillos, Disability Support Services Advisor
Rebeca Prado, Program Performance Teacher Advisor
Angelica Juarez, Program Performance Teacher Advisor
Rocio Garcia, School Administrative Assistant
Edith Wong, Financial Manager
Marisa Rodriguez, ESL Pathway Advisor
Staff, ESL Pathway Advisor
Adrienne Hutchinson, Navigator
Agnes Padillo, LVN Program Director
Jonathan Rodriguez, Instructional Technology Teacher Advisor
Debbie Torres, CTE Pathway Advisor
Brent Aoki, Academic Advisor
Rodrigo Pinos, Teacher Counselor
Bertha Zamora, Teacher Counselor
Tracey Walker, ACCT Advisor
Sharlet Fouse, ACCT Advisor
Carl Johnson, Plant Manager

MISSION STATEMENT

LOS ANGELES UNIFIED SCHOOL DISTRICT

The mission of Los Angeles Unified School District is to strengthen and facilitate the educational process by improving and protecting the health status of children, identify and assist in the removal or modification of health related barriers in individual children.

(California Education Code 49426).

DIVISION OF ADULT AND CAREER EDUCATION

The mission of LAUSD's Adult and Career Education Division is to increase the educational attainment and socioeconomic status of its students by preparing them for post-secondary studies, careers and civic participation.

MAXINE WATERS EMPLOYMENT PREPARATION CENTER

The mission of Maxine Waters Employment Preparation Center is to partner with the community for the educational advancement and workforce development of our learners.

CAMPUSES

MAXINE WATERS EMPLOYMENT PREPARATION CENTER

10925 South Central Avenue
Los Angeles, CA 90059

Phone: (323) 357-7700

Fax: (323) 566-0147

Website: www.mwepc.org

66th STREET ADULT LEARNING CENTER

501 East 66th Street
Los Angeles, CA 90003

Phone: (323) 758-7593

FLOURNOY ADULT LEARNING CENTER

1625 East 112th Street
Los Angeles, CA 90059

Phone: (323) 567-2713

GEORGE KIRIYAMA ADULT SCHOOL

18120 Normandie Avenue
Gardena, CA 90248

Phone: (310) 354-4900

Fax: (310) 323-8981

STUDENT LEARNING OUTCOMES (SLOS)

- Demonstrate the literacy and technical competencies necessary for success in higher education and sustainable employment.
- Demonstrate ability to think critically and solve problems.
- Demonstrate multicultural awareness, respect and sensitivity for individual differences.



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GENERAL INFORMATION

A

ABSENCES: In accordance with the LAUSD/UTLA Collective Bargaining Agreement Article XII, Section 6.0 Notification Requirements: "...Hourly rate employees must notify the school or center not later than one hour before the employee's class meets. When the absence is to be for one day only, employees may, when reporting the absence to the school or center, also give notice on intended return for the following day. All other employees returning to service must notify the school or section at least one hour before the end of the regular working day on the day before the day of anticipated return. If such notification is not given and both the employee and substitute report for duty, it is only the substitute who is entitled to work and be paid..."

When calling MWEPC at (323) 357-7700 be prepared to state:

- a) Reason for the absence
- b) Anticipated length of the absence
- c) Instructions for the substitute
- d) Location of emergency lesson plan (to be left at school).

ABSENTEES: Students who do not return to class after three consecutive meetings should be contacted by their instructor.

ACCEPTABLE USE POLICY (AUP): Completion of this form by all students who have access to computers is mandatory. (See Appendix, pages 32-33).

ACCIDENTS: It is essential that all accidents be reported to an administrator immediately. Use of the Injury/Accident Investigation Report Form is required for all accidents involving an injury to students, employees or visitors. This report must be completed within 24 hours of an accident occurrence. When reporting an accident the following information is needed on the Injury/Accident Investigation Report Form: (See Appendix, page 36)

- Who was injured?
- When and where did this happen?
- How did this happen?
- What injuries, if any, were sustained?
- Were there any witnesses? (provide name and contact information)
- Was medical treatment needed?
- How could this type of accident be prevented?
- Were any referrals made?
- Were the forms signed by an administrator?

There is an Injury/Accident Investigation Report to be used when you report student accident that may be obtained from an Administrator or the SAA. (See Appendix)

ACCREDITATION: MWEPC is accredited by the Accrediting Commission for Schools - Western Association of Schools and Colleges and by the State of California. We received Six years accredited in July 2018. Our Mid-Cycle Visit is on May 3-4, 2021.

ATTENDANCE: Teachers should show their students that they are concerned about good attendance. As role models they can motivate students to be punctual and in attendance to achieve their school goals.

ACCT: The ACCT is an educational alternative for young people, ages 16-24, who have been out of school for 45 days or more. Students can earn a high school diploma or equivalency certificate. Contact the Counselor for further information.

ASSAULT AND BATTERY: It is the employee's responsibility to report to an administrator any incident in which he/she may have been the victim of an assault and/or battery. The incident requires an immediate report to the Los Angeles School Police Department (213) 625-6631. Failure to file a report with appropriate law enforcement regarding an alleged assault or battery may result in civil or criminal penalties.

ASSESSMENT: Prior to developing an academic and/or CTE educational plan, the Counselor/Teacher Advisor refers the student to the Assessment Center. A registration/orientation packet is then given to the student to complete and review. Upon completion of the packet, the student is given an assessment based on his/her initial educational plan.

New ESL students will take the ESL Orientation/Assessment conducted by the ESL Pathway Advisor. ESL Teachers at other locations will handle their assessment process. A sound placement system is crucial to student success in the classroom. We use the following tools: The Basic Literacy Form, Speaking/Comprehension Assessment Test (SCAT), Reading Cloze multiple choice test, and Writing test. The procedures are designed to ascertain a potential student's listening, speaking, reading and writing proficiency levels. The system also tests a student's knowledge of English grammar, vocabulary and pronunciation. It is administered by an ESL professional who takes into consideration all the evidence developed in the assessment process when placing students in class.

ASSIGNED HOURS: In accordance with the LAUSD/UTLA Collective Bargaining Agreement Article IX, Section 3.3: *“Adult Education employees shall be at their assigned duty station at least ten (10) minutes before the first daily class or other assignment begins, shall remain at their assigned duty station at least ten (10) minutes after the last class or other scheduled period of work ends and shall also remain on site beyond the minimum on-site hours as reasonably necessary to perform duties described in Section 4.0...”*

Classrooms must be supervised by a credentialed teacher at all times. DO NOT leave the classroom or students unsupervised. In the event of an emergency, contact the Main office at your location or at MWEPC.

E-ATTENDANCE REPORT: SIS E-Attendance is an official student attendance record-keeping system and a legal document that can be used in a court of law to support a particular position or issue. Therefore it needs to be accurately completed to avoid any implications of fraud or the falsification of attendance information. Teachers have the primary responsibility for completing and submitting an accurate attendance. Please report your attendance numbers at the end of each instructional day. Post numbers on the form located in the Main Office next to the timecards. Teachers at branch locations will post their numbers on a log at their site, which will be submitted to the Main Office at MWEPC at the end of each week.

- a) Attendance is to be recorded **by the teacher only**; teacher aides, students, or any non-certificated person must not be used to record attendance. Attendance shall be recorded in the “Class Management” screen in the e-attendance computer program.
- b) Record attendance in the “Roster” tab of the Class Management screen each class session. All attendance must be electronically certified at the end of each session.
- c) Add newly enrolled students in the “Walk-In” tab of the Class Management screen only when they have produced proof of enrollment.
- d) Current proof of enrollment must be submitted at the end of your work week for every “Walk-In” entered on your class roster image screen.
- e) Once a student completes a course, teachers must change the “E” to a “C” in the “enrollment” screen of the Class Management e-attendance program to indicate completion and a grade, if applicable, in order for a certificate to be granted.

B

BENCHMARKS AND COMPLETERS: Benchmarks and completers are very critical to the school because it reflects the following year's budget. Every teacher must put forth special effort to maintain minimum class attendance for each class hour. Additionally, each teacher is encouraged

to produce WIOA benchmarks/program completers to mutually benefit our school community.

BENEFITS: Health coverage is not automatic. It is the responsibility of faculty and staff to sign-up for health coverage. For information regarding your benefits contact the LAUSD Health Insurance Section at (213) 241-4262. If eligible, benefits shall go into effect on the first month in which the employee applies.

BICYCLES: Bicycle area is located in front of the Classroom Building. Students must provide their own locks to further secure their bikes. They are kept locked during the school day. MWEPC is not responsible for personal property in the campus. Students must wear a helmet and observe bike traffic rules and laws. Other wheeled conveyances are not allowed (such as skateboards, scooters, wheelie shoes, etc.)

BULLYING: District policy requires all schools and all personnel to promote mutual respect, tolerance, and acceptance among students and staff. *"All students and staff of public primary, elementary, junior high and senior high have inalienable right to attend campuses which are safe, secure and peaceful"* [Article 1, Section 28 © of the California State Constitution]. Schools' compliance with the Bullying and Hazing Policy and the Discipline Foundation Policy is to be referenced in the Integrated Safe School Plan.

BUS PASSES: Student monthly bus pass application forms are available in the Counseling Office. Full-time students (12 hours or more per week) can apply to receive a bus pass discount at any MTA Customer Center. Students with disabilities may obtain a Reduced Fare Program Application for MTA bus lines from the Disability Support Services Office.



CAMPUS SAFETY: Keep hallways, ramps, drive ways and lobby areas clear of any supplies, equipment and vehicles. This is critical to ensure the safety of all students and staff, particularly for students with visual impairments. If there is a safety concern, contact an administrator immediately at 323-357-7700.

CELLULAR PHONE USAGE FOR STUDENTS: All students are permitted to possess cellular phones, iPads, laptops or electronic signaling devices on campus provided that any such device shall remain “off” and stored in backpack, purse, pocket, or other place where it is not visible during normal school hours, or school activities. Students are permitted to use cellular phones or electronic signaling devices on campus **before** and **after school** or school activities **only**.

CERTIFICATE OF COMPETENCY FOR CTE COURSES: Recognition is an excellent motivator. Please see an administrator before you issue any certificates. A “Certificate of Competency” is awarded to students who successfully complete all requirements of a course. District generated certificates through administrators are free. Ornate certificates are no longer available. Instructors should keep a copy of all certificates issued to students for their records.

Procedures for requesting a Certificate of Competency:

1. Submit the blue “Certificate Request Form”
2. Attach the course competency checklist initialed and signed by the student and instructor. Competency check lists can be found on the district website (DACE). They are located at the end of each course outline.
3. Attach a copy of the roster with the “C” for completion bubble in for that student.
4. Attach a copy of your syllabus.

Students may not re-register into a course if they have received a Certificate of Completion for that course.

CHANGES IN CLASS ASSIGNMENT, MEETING, SCHEDULES, OR COURSE/CLASS TITLE (UNAUTHORIZED): State Law, Board Policy, and District Payroll require all classroom teaching assignments, SIS hourly attendance images and student registration slips must match the official Division assignment forms (1145). Approval by the Principal or Assistant Principal is required for all changes.

CHANGE OF ADDRESS/AREA CODE/TELEPHONE NUMBER: Changes in contact information including address, phone number, email, etc. require completion of a new Employee Information Card (Form #34-AEH-16) which can be obtained in the SAA’s office at MWEPC.

CHILD ABUSE: If a teacher suspects that any child has been abused, it is mandatory that a telephone report to the appropriate authorities be made. The appropriate state reporting form(s) must be completed and mailed within thirty-six (36) hours from the time information concerning the incident is received. Use the following phone numbers to report this information:

LAPD – Child Abuse Unit: (213) 486-0530

LAPD Harbor Division: (310) 726-7700

LA Co. Children’s Services: (800) 540-4000 (abused, neglected or abandoned children)

NOTE: A written report (form obtainable from the school office) must be sent to the same agency within 36 hours. Please report all incidents to the Principal as well.

WHEN IN DOUBT, REPORT!

Bulletin No. BUL – 1347 states “...*School District Employee Obligations for Abuse/Neglect Reporting:*

- A. *Pursuant to State law and District policy, ALL District employees are mandated reporters of suspected child abuse/neglect. State law applies to ALL District employees, including: certificated employees, health practitioners, school police, employees of child care centers, instructional aides, teachers’ aides, teachers’ assistants, and classified employees.*
- B. *State law and District policy require that mandated reporters sign a statement acknowledging the responsibility to serve as a mandated reporter of abuse and neglect. This statement must be signed at the time of initial employment and again at each site to which the employee is assigned. The employee need sign only once at each site, not every year.*
- C. *State law provides immunity from civil or criminal liability for mandated reporters who file suspected abuse/neglect reports.*
- D. *The District will defend employees who file reports consistent with policy in the course of their employment against any actions/claims that may be made as a result of the reports.*
- E. *Failure to comply with this policy may subject an employee to disciplinary action, professional and/or personal liability.”*

CHILDREN IN CLASS: Children are not permitted in adult school classes or shops or on campus.

CIVIL RIGHTS COMPLIANCE: All educational opportunities (Academic, CTE, HIT and ESL) are offered without regard to race, color, national origin, gender (including sexual harassment), physical or mental disability, or age in any of its policies, procedure or practices, in compliance with federal civil rights laws. A lack of English language skills is not a barrier to admission and participation in educational and CTE programs.

CLASS SIZE: In accordance with the LAUSD/UTLA Collective Bargaining Agreement Article XXI, Section 6.0 Class Size Minimums: *“The Division shall observe class size minimums of twenty in General Education, eighteen in Occupational courses and eighteen in Adults with Disabilities.*

- a) A notice that a class may be terminated shall be given by the instructor of the class to the students and to the site administrator when attendance reaches twenty or less in General Education, or eighteen or less in Occupational or Adults with Disabilities.
- b) If a class drops below an average of 20 for three consecutive class meetings (18 in Occupational and Adults with Disabilities) the class may be closed.
- c) If class attendance reaches 15 students (fewer than 12 in Occupational classes and fewer than 14 in Adults with Disabilities) the class shall be canceled...”

CLASSROOM ENVIRONMENT: The arrangements, organization and practices of the classroom or lab should reflect the standards of business and industry whenever possible. Doing so will ensure a smooth transition from the training facility to the place of employment for the trainee. Assistance is available from Administration.

When classrooms are shared with other instructors, courtesy and cooperation are essential to good working relationships. **At the close of class, the classroom should be left as you found it.** Any furniture or equipment borrowed should be returned, boards should be erased, and windows and doors locked. Any concerns should be reported to the administrator, immediately.

CLASSROOM SAFETY: All teachers should be aware of the evacuation routes; in addition, all shop classes should know location of fire extinguishers; location of first aid kits; condition of electrical cord/outlets; hazardous cluttered aisles or doorways; safety guards provided on shop machinery; safety goggles worn while operating machinery and appropriate student attire to ensure a safe environment. CTE teachers are required to keep safety tests for all students on file. See **SAFETY TESTS** for further information.

CLASSROOM SECURITY: Upon leaving your classroom, please be certain that no students are left in the room, the windows and doors are closed and locked, the lights are off and supply cabinets are locked. **Students are not to be left in the classroom without certificated supervision.** This includes before class, during class, break time, lunch and after class.

CONCURRENT STUDENTS: A concurrent student is one who simultaneously attends classes at their high school and at an adult school. As minor and concurrent students fall under the *compulsory education laws*, all instructors must keep accurate and complete attendance records. Registration of concurrent students in classes or labs must be approved via signature of a parent and the day school counselor.

A conference with the Assistant Principal of Adult Counseling Services (APACS) and a two-week unsatisfactory report is mandatory for all concurrent students and minors whose attendance and/or progress is “unsatisfactory.” In individual instruction labs, less than six hours attendance per week is “unsatisfactory” regardless of performance or progress.

Insist that minor and concurrent students call when they are absent. **Do not give minor and concurrent students permission to go home or leave campus.** Always refer students to the Counseling Office when minors express the need to leave campus early. For absences, minor and concurrent students must bring a note from home stating the reason for their absence to the Counseling Office. Upon returning to class, the student must give their instructor the date stamped re-admit form they received from the Counseling Office. The instructor verifies the dates of absence and retains the re-admit slip for their records. If the dates of absence are not accurate, the student must take the re-admit back to the Counseling Office

COUNSELING AND GUIDANCE: Monday through Saturday counseling and guidance services are available to all students during regular school hours. Students may receive assistance in course credit evaluation, program planning and vocational guidance. Bilingual counseling is available.

COURSE OUTLINES: Teachers can download Course Outlines and the Catalog of Authorized Courses from the Division’s website. For accreditation and compliance purposes all teachers must have a copy of their Course Outline at all times. Course outlines provide clearly stated objectives which aid in identifying, gathering and developing instructional and assessment materials.

CREDENTIALS: All public school teachers must possess a current teaching credential issued by the State of California for the subject area they are teaching. Teachers are required to check credentials, note expiration dates, courses needed for renewal, etc. The Commission on Teacher Credentialing website is www.ctc.ca.gov. Failure to provide proof of renewal may result in termination of the assignment and dismissal from the District. If you have any questions regarding the renewal of your credential, please see an administrator; call Rosalind Cook, Adult Personnel at (213) 241-4951 or call the LAUSD Credential Services Unit (213) 241-4953 for assistance.

CREDITS FOR HIGH SCHOOL DIPLOMAS: To receive credit, a student must demonstrate scholastic progress through satisfactory attendance, class participation, completion of contracts and passing grades on class tests. Sixty (60) hours of teacher directed class time is the standard requirement for five credits.

In the Individualized Instruction Lab, the number of hours required to complete a course may vary depending on the student's individual pace, reading ability, and class attendance. Credit is granted to students in the II Lab when they complete all of the required assignments and tests on the course contract with eighty (80) percent or better. Student's grades are to be recorded on the green registration form and submitted to the APACS.

Student completions and grades must be recorded on the teacher's roster. Additional credit may not be granted through repetition of a course in which credit has previously been granted.

D

DISABILITY SUPPORT SERVICES: The Disability Support Services Office (DSS) provides assistance to adults who have a documented, verifiable disability. Services available include course advisement, registration assistance, assessment & classroom accommodations, sign language

interpreters, assistive technology, agency referrals and liaison to work source centers and the Department of Rehabilitation and other community agencies. To be eligible for assistance, the student needs to provide proper documentation which states his/her disability. This documentation may include:

- A copy of an inactive I.E.P. (previous Special Education student)
- A letter or medical report from a physician, psychologist or any qualified medical professional
- Workers Compensation records
- Record of a veteran's service-related disability

If the student needs financial assistance with the costs of training, and plan to enter into employment following the completion of training, he or she may qualify for services and support through the Department of Rehabilitation and/or work source center. These agencies offer free services to assist adults who have disabilities to prepare for and secure employment.

DISMISSAL POLICY: Adult students are encouraged to remain in class for the entire class period. Teachers must receive prior approval from the principal in order to dismiss class earlier than scheduled time.

DRILL PROCEDURES: See Appendix, page 35.

DRUG, ALCOHOL AND TOBACCO-FREE WORKPLACE: The policy of the District is to maintain a drug-and alcohol-free workplace and prohibit the manufacture, sale, distribution, dispensing, possession, or use of illicit drugs and alcohol by employees in all workplaces. It is also the policy of the District to prohibit smoking and the use of all tobacco products such as e-cigarettes and peripherals, at all times, on all District property, District-owned or leased buildings, and in District vehicles, by all persons, including employees, students and visitors at any school or District site or any school-sponsored event. The policy prohibits employees from appearing for work under the influence.

DUTIES AND RESPONSIBILITIES: In addition to the principal task of presenting meaningful instruction, instructor responsibilities fall into other major areas as listed below:

In accordance with the LAUSD/UTLA Collective Bargaining Agreement Article IX, Section 4.0 Other Professional Duties: *“Each employee is responsible not only for classroom duties (or, in the case of non classroom teacher, scheduled duties) for which properly credentialed, but also for all related professional duties. Such professional duties include the following examples: instructional planning; preparing lesson plans in a format appropriate to the teacher’s assignment; preparing and selecting instructional materials; reviewing and evaluating the work of pupils; communication and conferring with pupils, parents, staff and administrators and maintaining appropriate records; providing leadership and supervision of student activities and organizations; supervising pupils both within and outside the classroom; supervising teacher aides when assigned; cooperating in open house activities; participating in staff development programs, professional activities related to their assignment, independent study and otherwise keeping current with developments within their areas or subjects of assignment; assuming reasonable responsibility for the proper use and control of district property, equipment, material, and supplies; and attending faculty, and other departmental... meetings called or approved by the immediate administrator.”*

E

EMERGENCY INFORMATION: All staff members should have current emergency information on file in the SAA's office at MWEPC. Please see the SAA if you change your address, home or cell phone numbers, or have other emergency information.

EMERGENCY POLICIES: If a disaster occurs, the following procedures will be observed:

- a) Students and staff should evacuate to the designated emergency Assembly Area when appropriate. (This allows for the accurate accounting of students and staff, provide aid to those in need, and offers an opportunity to disseminate information).
- b) During an emergency, minor and concurrent students shall remain on the school site until reunited with parent(s) or designees; all students will remain on campus until the environment is determined safe to disperse students to their homes. Students will be released at the Reunion Gate(s).
- c) In the event of an emergency, the administrator shall first call "911". The administrator shall also inform the Los Angeles School Police Department by calling (213) 625-6631. The School Police Department will inform other district personnel as needed.
- d) Teachers at branch locations should contact HOC in the event of an emergency on campus.

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE: LAUSD is committed to providing a working and learning environment free of harassment and discrimination. District policy prohibits harassment or discrimination based on race, sex, religion, color, national origin, ancestry, physical or mental disability, medical condition (cancer-related), pregnancy, childbirth or related medical condition, status as Vietnam-era veteran or special disabled veteran, marital status, age (40 and above), sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The District prohibits harassment by any employee of the District, including supervisors, co-workers, and parents or by persons doing business with or for the District. See page 37 for further information. (*See Appendix*)

The District prohibits retaliation against anyone who files a complaint or any participant in the complaint investigation process.

EQUIPMENT: Faculty and Staff are responsible for all equipment in their classroom or office. Notify the office of any loss or damage as soon as it is known. Any removal of equipment from the workplace must receive prior approval from the principal. All tools or equipment valued at \$500 or more must be labeled and inventoried. All equipment is bought using various funding sources, and may not be removed from the campus for personal use. Upon the approval of the principal, certain equipment may be used off campus at school functions.

F

FACULTY AND STAFF IDENTIFICATION BADGES:

Employees must wear their identification badge at all times while on campus. The first one is free in the Student Store. If lost, there will be a \$2 charge for a replacement. A picture school ID may be purchased from the Student Store for \$15.

FACULTY PARKING: At MWEPC, faculty and staff parking is available on campus. Faculty and staff members should see the Student Store for their parking permit. ALL CARS PARKED IN THE LOT MUST HAVE A PARKING PERMIT VISIBLE. A ticket may be issued if the parking permit is not visibly displayed at all times.

FEES: MWEPC fees are as follows:

1. Class consumable materials fees depends on the class selected
2. Student I. D. Card is \$15 per school year optional
3. Books and Supplies.

FIELD TRIPS: Submit a request for an educational field trip to the principal or to your coordinator at least **one week prior** to the planned trip. Teachers should meet their students at the destination. LAUSD does not provide insurance nor arrange for student transportation.

FOOD AND DRINK: The Los Angeles Board of Education Rules and Health Department Ordinances prohibit eating and drinking of beverages in the class. Please inform your students that food and drink are prohibited in the classroom for students and staff.

G

GUEST SPEAKERS: Guest speakers must have prior approval (minimum one week) from an Administrator. Guest Speaker forms are located in the SAA's Office at MWEPC.

A Visitor's Pass must be obtained from the Main Office at each branch location.

H

HAZARDOUS MATERIALS AND WASTE MANAGEMENT:

Observe the following practices when dealing with hazardous materials and waste management:

1. Label and store all hazardous materials and waste in drums.
2. Separate used motor oil from other wastes; store in a dedicated container only.
3. Do not mix used oil with water, grass clippings, fuels, transmission, hydraulic or brake fluids, solvents or any other substance.
4. Obtain Yellow Hazardous Water Labels from the Plant Manager.
5. Keep all flammable liquids in appropriate, closed containers.
6. Never allow smoking on campus.
7. Read, file and provide a copy of Material Safety Data Sheets (MSDS) to the plant manager for all hazardous materials (this includes correction fluids).

HEALTH COVERAGE: Health coverage is not automatic. It is the responsibility of faculty and staff to sign-up for health coverage. For information regarding your benefits contact the LAUSD Health Insurance Section at (213) 241-4262. If eligible, benefits shall go into effect on the first month in which the employee applies.

HOLIDAYS AND IMPORTANT DATES: The SAA will disseminate a yearly School Holidays/Non-Working/Non-Paid Calendar at the beginning of each fiscal year. Reminders of important dates will be listed in the weekly bulletin.

J

JOB PLACEMENT: The instructor is primarily responsible for providing job placement assistance to students. Assistance in completing job applications, resumes, interview techniques, portfolios and other job search topics are available in the Career Center. Report all job placements in

www.mwepc.org , go to "Quick Links" and click on "Assessments". You can also access this "Job Placement" by using bit.ly/mwepcjobs . Hard copies can be requested from the main office. These forms are distributed prior to the end of each semester to record the status of each trainee. Please provide as much information as you can about each student. The instructor must complete the placement date for all continuing students, course completers and those who withdrew from class prior to completion. Folders should be returned either at the end of each semester or when the program completes its period of training. Contact the Perkins Advisor for more information.

K

KEYS: Keys are the property of LAUSD and the responsibility of the teacher or staff member. Keys are checked out to individual teachers based on their teaching stations and other responsibilities. Special purpose keys may be borrowed with permission from an administrator. Teachers should keep

their keys in their possession at all times and treat them as if they were their own house keys! Loss of keys creates a serious security problem and should be reported to the administrator responsible for campus security and the SAA immediately. **Keys should not be given to a student at any time.** Return keys to the key rack in the Administration Bldg. at the close of each workday. **DO NOT TAKE KEYS HOME! Keys must not be duplicated at any time.**

L

LEAVING GROUNDS: No certificated staff or teacher should leave the school premises during the school day except for the break period, lunch break, or for school business during a conference period. Certificated staff or Teachers leaving the grounds should clear first with an administrator and

sign the sign-out sheet in the Main Office giving the time of leaving and the destination. They must sign-in upon return to school.

LESSON PLANS: Teachers should maintain written evidence of daily lesson planning in alignment with the specified course outline and should be available on request. The format is an individual preference. An Emergency Lesson Plan must be provided for substitute teachers during any absence from class.

LOST AND FOUND: Lost and found items can be located in the Main Office at MWEPC and the Main Offices at all sites.

M

MAILBOX: Check your mailbox upon arrival and before departure each day. Important information and telephone messages will be placed in your box.

MAINTENANCE/SAFETY REPAIR SERVICES: It is vitally important that you promptly report any hazardous classroom conditions or piece of equipment needing repair to the Plant Manager and to your administrator. Maintenance/Repair forms are available in the SAA's Office at MWEPC.

MASTER CALENDAR:

- A. All MWEPC school events (curricular, co-curricular, and extracurricular) must be scheduled on the master calendar. This calendar is managed by an assistant principal and located in the main office. The activity must be approved by administration. The process is handled through the Activity Approval Form located in the main office.
- B. The MWEPC master calendar is available in the www.mwepc.org website, and can be viewed at any time for daily updates.

O

ORIENTATION: It is essential to the learning process that students be informed of your expectations along with proper classroom and campus behavior. Give each student a copy of your class policies including:

1. Overview of course standards
2. Purpose/objectives
3. Classroom procedures
4. Attendance requirements
5. Grading policy
6. Assignments
7. Student responsibilities
8. Clean-up procedures.

OVERCROWDED CLASSES: Administration will determine when maximum enrollment has been reached. If you have a concern about classroom numbers, speak with your Administrator. Only Administrators may close classes.

P

PAYDAYS/PAY PERIODS: Information will be provided by the SAA.

PAYROLL: Salary Warrants may be directly deposited to employees checking or savings account through "Electronic Funds Transfer." This option saves both time and money. Contact the SAA for an application. If a mistake has been made in your salary, notify the SAA immediately.

PERSONAL PROPERTY: Personal property must be registered with the school or office in order to be covered by LAUSD insurance (Board Rule 1672). If you are using personal equipment or tools to instruct students, leave your name and class taught with your administrator who will give you the Property Registration Form to complete and return. If property, including your vehicle is damaged while on authorized school business or school property, you should report the incident immediately.

PHOTOCOPYING: LAUSD and all its employees are subject to the provisions of the Copyright Act of 1976. The District does not sanction illegal use or duplication in any form. Employees who willfully violate the District's copyright policies do so at their own risk and may be required to reimburse the District in the event of loss due to litigation.

PROFESSIONAL ORGANIZATIONS: All staff members are encouraged to participate in adult education professional organizations such as California Council for Adult Education (CCAЕ) and California Teaching English As A Second Other Language (CATESOL). Information concerning professional organizations will be posted and/or put in mailboxes; meetings and conferences are noted in the Weekly Bulletin. (See Appendix for list of organizations and contact information).

PURCHASE OF EDUCATIONAL MATERIALS AND SUPPLIES:

Anticipate your needs for the year and order early in the semester. Purchase Request/ Reimbursements forms are available in the SAA's Office and the Finance Office. Forms must be completed for all school orders and are to be submitted to your Coordinator for pre-approval from the Principal.

R

RECRUITMENT STRATEGIES: See Appendix.

REFUNDS AND DROP FEES: Per Guideline No. 41 rev. July 1, 2009.

"...Upon request, a full refund of the registration fee will be issued to a student who drops the class before the first day of attendance or within seven (7) calendar days following the first day of possible attendance. No refund will be issued after the seven (7) calendar days following the first day of possible attendance. However, a \$20 drop fee will be assessed on a per course basis, except when the class is closed due to administrative direction or when a fee was paid in error. The drop fee will be applied as a reduction from the registration fee to be refunded."

REGISTRATION PROCESS: When the student has completed the Assessment/Orientation, they return to the intake Counselor/Teacher Advisor to review factors relevant to the development of an educational and career plan. Once the student's educational plan is in order, the Registration Form(s) for their classes are completed. The student takes the completed forms to the Student Store where they pay their fees and the paperwork is processed.

All students interested in earning their HiSET/ High School Diploma should be directed to a Teacher Advisor for further guidance.

REGISTRATION SLIPS: Every student enrolled in a class must have a registration slip. If you do not receive the teacher's copy, temporarily keep the student's copy (or make a copy) until you receive your copy from the office. If neither you nor the student has a copy of the registration slip, send the student to the Counseling Office. *Do not admit students to class or place them on your E-Attendance SIS roster without a valid registration slip.* When students withdraw, drop or complete a class, fill in the *Signature, Total Hours, Grade and Date* on the green registration slip and promptly submit it to the office.

There are some sites where instructions still need to complete the weekly paper roster or attendance form. The instructions may be found on the back side of your roster. For additional details contact the SIS coordinator. Highlighted areas are as followed:

- Remember to use a #2 pencil.
- Completely fill in the ovals.
- Erase completely when making a mistake.
- Do not skip lines when adding new students.
(*Exception: Skip lines only if your class is scheduled to meet for more than 7 hours a day*)
- Make sure the names are not already pre-printed before adding them as new students.
- Do not add a name if you haven't received a registration slip for that student.
- When adding a student to the roster include:
 1. The student's D.O.B. (*can be found on the student's blue copy*)
 2. Course, if it is a forum section
- Remember to make a copy of your roster before turning it in.

REQUEST FOR TECHNICAL SUPPORT: All Teachers should complete the “Request for Technical Support” form to report problems with the computers, wireless connection, LCD, copier, Elmo, printer/scanner, etc. Go to www.mwepc.org and click on “Quick Links”, go to “Resources”. You can also access this “Technical Support” request form from your smart phones by going to bit.ly/mwepcsupport.

REPORTING VIOLENCE: Any student or employee who is attacked, assaulted, threatened, or menaced by any student shall report the incident.

RETIREMENT SYSTEM: Certificated employees are usually members of the State Teachers Retirement System (STRS). Deductions for this plan are automatically withdrawn for each payroll period. For further information, contact <http://www.calstrs.com> or call.

The State Teachers Retirement Office
Los Angeles County Office of Education
9300 Imperial Highway, Room 151
Downey, CA 90242 (562) 922-6427

The State Teachers Retirement Office
P. O. Box 15275
Sacramento, CA 95851-0275
(800) 228-5453 (916) 229-3870

S

SAFETY TESTS: For CTE classes, District approved safety exams must be completed by all students immediately upon entering class and prior to operating any tools or equipment. Students must pass the safety exam with 100% accuracy. It is the instructor’s responsibility to retain and file safety exams after they have been properly completed. Written safety tests of students with no accidents recorded shall be retained for one (1) year for Business Education and five (5) years for Industrial Technology, and then destroyed. *Non-District (teacher made) safety exams may only be administered in addition to LAUSD approved exams.*

In case of a serious accident involving a student, the student’s written safety test and the completed student’s accident report shall be forwarded to the Insurance Section of the Business Division. The proper District Student Accident form may be obtained from the Counseling Office.

SECURITY: Security personnel are assigned to MWEPC campus and all sites during school hours. Teachers should report *any* incidents or concerns to them. *Always identify the nature of the problem when calling for security.*

SEXUAL HARASSMENT/DISCRIMINATION: LAUSD is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business for the District is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting.

To obtain specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies, contact the Educational Equity Compliance Office [Julie Hall-Panameno, Director, and District Title IX Coordinator] at (213) 241-7682, when issues or complaints involve students, or Equal Opportunity Section, at (213) 241-7685, when issues or complaints involve employees.

The administrative team reaffirms its commitment to the respectful treatment of all persons. Report any occurrences of sexual harassment to an Administrator.

SHIFT ENDS: At the end of your shift for the day, please return your school keys to the main office. If there is an urgent need to remain on campus or return to the classroom after the assigned departure time, let the main office know for your safety. Your adherence to this policy will eliminate any safety concerns that may arise when an administrator is not aware that a staff person is on campus.

SIGN-IN AND SIGN-OUT: In accordance with the LAUSD/UTLA Collective Bargaining Agreement Article IX, Section 2.0: *“All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District. Itinerant employees serving less than a full day at a work location and other employees shall also enter the correct time as part of their sign-in and sign-out.”*

PLEASE DO NOT SIGN IN AND OUT AT THE SAME TIME.

SkillsUSA: SkillsUSA is a national organization that provides educational experiences for students in leadership, teamwork, citizenship and character development. It serves high school and college students as well as professional members who are enrolled in technical and skilled training programs, service occupations and health occupations. Students demonstrate occupational and leadership skills in local, state and national competitions, sponsored by SkillsUSA. MWEPC has had numerous gold medal winners in recent years.

SMOKING: Smoking is **prohibited** on all LAUSD property including any cars/vans parked in the school’s parking lot.

SOFTWARE LICENSES: District Bulletin No. BUL. 716.2 dated October 1, 2005, (COMPLIANCE WITH THE 1976 UNITED STATES COPYRIGHT LAW - COMPUTER SOFTWARE) states in part: *“Federal law and District policy prohibit the use of unauthorized computer software on District computers and networks. The Federal Copyright Act provides for the recovery of actual, statutory, and punitive damages for copyright infringement and the possibility that the infringer will have to pay legal fees and costs. Damages under federal law may be as much as \$30,000 for non-willful violations of each work infringed, and as much as \$150,000 for willful violations of each work infringed. Some cases may constitute criminal copyright infringement, which is punishable by fines of up to \$250,000 and/or imprisonment for up to five years.*

By law, Los Angeles Unified School District employees are subject to the U.S. Copyright Act of 1976. Use of any software product in violation of the applicable license agreement is strictly prohibited. No employee is authorized to use software without a proper software license. Use of unlicensed software on District computers is considered outside the scope of employment, rendering that employee individually liable for any damages caused by their violation of any State or Federal law or statute, including but not limited to the U.S. Copyright Act. Additionally, any employee found using unlicensed software is subject to appropriate administrative and/or disciplinary action, including termination.”.

STUDENT I. D. CARD: Picture Student Identification Cards are recommended for all students. Students may purchase their I.D. card when registering for \$15.

STUDENT COUNCIL: Teachers should encourage students to elect representatives from each class to attend meetings to promote school spirit. Check with the Student Council Advisor for meeting information.

STUDENT PARKING: At MWEPC, student parking is available in the campus. We suggest to all students to use caution in the parking lots and ensure their safety. Parking permits require \$5 refundable deposit. Students may acquire their parking permit at the MWEPC Student Store.

SUBSTANCE ABUSE: The use of, possession of, appearance of, or trafficking (selling or giving away) of marijuana, alcohol or drugs of any kind in any quantity is expressly prohibited at MWEPC and all branch locations. Any student caught in violation of this policy will be prohibited from attending any of our campuses for the remainder of the school year or permanently. When appropriate, matters will be brought to the attention of the Los Angeles Police Department.

SUBSTITUTES: Substitutes will be called from an approved substitute list. Teachers are not to contact their own substitutes. Prior to the start of class, the instructor must notify the SAA at MWEPC at (323) 357-7700 and state the reason for their absence.

SUPPLIES: Teachers should consult with Main Office staff regarding classroom supply requests or ordering special supplies for classroom instruction. Teachers must consult with the department administrator before spending money on instructional materials for approval or they may not be reimbursed.

T

TEACHER EVALUATION -

Educator Development and Support: Teachers (EDST):

EDST includes a series of reflection activities, observations, conferencing opportunities, and professional goal-setting activities, all of which are aimed at helping to identify strengths and opportunities for improving teaching practice. The protocols, including purpose, teacher and administrator role, timeline, and alignment to *LAUSD Teaching and Learning Framework* elements are outlined for each of the steps of this process. Please note that while these protocols may be modified to make the process more meaningful for teachers and administrators, they reflect best practices in coaching professionals and encouraging professional reflection and growth. It is also important to note that these procedures are to be used in conjunction with other ongoing classroom visits, walkthroughs, or professional conversations that take place as part of effective ongoing leadership and support practices in schools.

TEACHER'S LOUNGE AREA: Teachers' Lounge/Workroom: Teacher's Lounge/ Workroom is located on the first floor of the Classroom Building. Copiers are located in the Main Office. Teachers should complete the request form for duplications. Each academic department has their own password and allocation of copies.

TELEPHONE CALLS: Phones in the office are to be used for school business, emergencies or calling students. Calls are monitored monthly. Anyone found making long-distance calls will be asked to reimburse the school. Contact office branch staff for information regarding public telephones.

TESTING: See Assessment.

TEXTBOOK DEPOSIT REFUND POLICY: For classes issuing textbooks by deposit, refunds are given upon completion of the course. The student must return the book to the instructor and get their original receipt. Then take the original receipt to the Student Store to receive the refund of their deposit.

TEXTBOOKS: Textbooks for classes may be purchased in the MWEPC Student Store.

THREAT ASSESSMENT: See Appendix.

U

U.S. MAIL: There is a daily U.S. mail pick-up, for our collective convenience. There is a pick-up box located on the main office counter.

V

VISITORS ON CAMPUS: Visitors must sign in at the front desk and then receive a Visitor's Pass before walking around the campus. *Do not* admit any visitor to your classroom unless the individual has a visitor's pass.

Teachers should not permit any unauthorized person to see a student or to remove him/her from class. There is a defined Visitor Policy which includes a 20-minute time limit for class observations. Visitors are not to talk with teachers during an observation, but are asked to make an appointment to discuss the observation. If a visitor is auditing a class, the visitor must obtain a Visitor Pass and a Visitor Parking Permit from the Main Office.

Children should not accompany parents to class.

VOICE MAIL: The voice mail system is active at all sites. Messages are to be checked on a regular basis. Information on how to access the system is available from your coordinator.

W

WAITING LIST: When a class is filled to capacity, a waiting list will be established for potential openings. The waiting list procedure should be reviewed with your program Advisor.

WEEKLY BULLETIN: MWEPC Weekly Bulletin can be accessed on www.mwepc.org and it contains current critical information. Teachers should share useful information with students. Items for the Weekly Bulletin should be submitted to administration by Wednesday of each week.

APPENDIX

DACE VOCABULARY

AALA	Associated Administrators of Los Angeles
ABE	Adult Basic Education
ACCT	Accelerated College and Career Transition
ACSA	Association of California School Administrators
ADA	Average Daily Attendance
AEBG	Adult Education Block Grant
 AIS	Adult Independent Studies
APACS	Assistant Principal of Adult Counseling Services
APO	Assistant Principal of Operations
ASE	Adult Secondary Education
ASIS	Adult Student Information System
Aztec	Software for High School Equivalency Test Preparation
CAI	California Apprenticeship Initiative Grant
CALPRO	California Adult Literacy Professional Development Project
CAROCP	California Association of Regional Occupational Centers and Programs
CASAS	Comprehensive Adult Student Assessment System
CAS	Community Adult School
CBO	Community Based Organization Partner
CCAE	California Council for Adult Education
CCRS	College and Career Readiness Standards
CCSS	Common Core State Standard
CDE	California Department of Education
CNA	Certified Nurse Assistant
COE	Council on Occupational Education
CTE	Career Technical Education
DACE	Division of Adult and Career Education
DSS	Disability Support Services
EBRI	Evidence Based Reading Instruction
EDD	Employment Development Department
ESL	English as a Second Language
HHA	Home Health Aide
HiSET	High School Equivalency Test

HIT	Health Information Technology
HR	Human Resources
HSE	High School Equivalency
HVAC	Heating, Ventilation and Air Conditioning
IEP	Individualized Education Plan
IET	Integrated Educational Training
II Lab	Individualized Instruction Lab
ISP	Individualized Student Plan
eISP	Electronic Individualized Student Plan
ITRAIN	Intra State Resource and Information Network
LACOE	Los Angeles County Office of Education
LARAEC	Los Angeles Regional Adult Education Consortium
LAUSD	Los Angeles Unified School District
LVN	Licensed Vocational Nurse
MWEPC	Maxine Waters Employment Preparation Center
OTAN	Outreach and Technical Assistance Network
PD	Professional Development
Perkins	Federal Grant for CTE Programs
PLC	Professional Learning Community
SAA	School Administrative Assistant
Schoolology	Internet School Groups Communication Site
Skills USA	SkillsUSA is a United States career and technical student organization
SLOs	School Learning Outcomes
SSO	School Safety Officer
Stull	Evaluation of Instructional Personnel
TAA/TRA	Trade Adjustment Assistance
TABE	Test of Adult Basic Education
TOPSPRO	Tracking of programs and Students
UTLA	United Teachers of Los Angeles
VABE	Vocational Adult Basic Education
VESL	Vocational English as a Second Language
WASC	Western Association Schools and Colleges
WIB	Workforce Investment Board
WLCAC	Watts Labor Community Action Committee
WorkSource	Economic and Workforce Development Department

Los Angeles Unified School District

Responsible & Acceptable Use Policy (RAUP) for District Computer Systems

Information for Students and Families

Following are examples of inappropriate activity on the District's network:

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials;
- Criminal activities that can be punished by law;
- Selling or purchasing illegal items or substances;
- Circumventing or attempting to circumvent the District's content filtering system(s);
- The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:

1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others; cyberbullying or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
4. Using any District computer to obtain unauthorized information ("hacking") whether internal or external to the District, or attempting to access information protected by privacy laws; or
5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."

- Engaging in uses that jeopardize access or lead to unauthorized access to others' accounts or other computer networks, such as:

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).

- Using the network or Internet for commercial purposes:

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising or promotion; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes or lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access LAUSDnet accounts outside of school if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Responsible Use Policy, and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege—not a right. Misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author’s individual point of view and not that of the District, its affiliates, or employees.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.

Date: _____ School: _____

Student Name: _____ Student Signature: _____

Parent/Legal Guardian Name: _____ Parent/Legal Guardian Signature: _____

Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.



Los Angeles Unified School District

Code of Conduct with Students



The most important responsibility of the Los Angeles Unified School District (District) is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

1. Meeting individually with a student behind closed doors, regardless of gender.
2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with approval of the site-administrator in advance.)
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.
4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.
7. Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance.
8. Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip.
9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.
10. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not specifically school-related.
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

Employees/individuals who have questions or need further information should contact their site administrator or supervisor, or may call the Educational Equity Compliance Office at (213) 241-7682.

July 15, 2008

CONDUCTING EMERGENCY DRILLS

FIRE DRILL

Signal: Bell for 10 seconds; pause for 5 seconds; bell for 10 seconds – repeat sequence.

Action: Evacuate to outside assembly area.

All Clear: One long (10 seconds) bell or oral notification by staff that drill is over.

EARTHQUAKE DROP/COVER/HOLD

Signal: Three long continuous bells (20 seconds) each or command of “**DROP**” given by a teacher or staff member..

Action: Drop to knees; take cover under desk; hold on to leg of furniture. Evacuate to designated assembly area. Bring rosters, fire extinguishers, first aid kit, and flashlight.

All Clear: One long (10 seconds) bell or oral notification by staff that drill is over.

DROP/TAKE COVER (Used for explosions, airplane crash, shooting incident, etc.)

Signal: Alternating long and short bells; command of “**DROP**” given by teacher or staff member.

Action: Take immediate cover. Drop, facing away from windows or hazards. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over.

All Clear: One long (10 seconds) bell or oral notification by staff that drill is over.

LOCK DOWN (Used to secure school during police action or a campus intrusion emergency, hazardous material leak.)

Signal: One long continuous bell, intercom, word of mouth, or other system of warning developed by school.

Action: Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain inside until emergency is over. For Shelter-in-Place, close doors and windows, turn off HVAC systems and seal vents.

All Clear: One long (10 seconds) bell or oral notification by staff that drill is over.



INJURY/ACCIDENT INVESTIGATION REPORT

This is a CONFIDENTIAL REPORT for use by Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, or parents without permission from the Office of the General Counsel.

This report must be completed within 24 hours of an accident involving an injury to students, employees or visitors. Do not use this form for contractors. E-mail completed reports to accidentinvestigations@lausd-oehhs.org. If this is an employee injury report keep a copy of this investigation at your location in a confidential file separate from personnel files. Do not keep copies of student or visitor injury investigations at your location. Attach additional pages if necessary.

Name of School, Office or location reporting this Injury: _____ Location Code: _____
 Name of reporting Supervisor/Administrator: _____ E-mail address: _____ Phone: _____ Date: _____

1. WHO WAS INJURED? *A separate Injury/Accident Investigation Report must be completed for each injured person. All employee injuries requiring more than first aid must also be reported to Sedgwick CMS at (800) 528-7392 within 24 hours.*

(check one) Student Injury/Illness, Grade _____ Employee Injury/Illness Visitor Injury/Illness
 Name of Injured Person: _____ Home Address: _____
 City: _____ Zip: _____ Home Telephone: _____ Sex: Male Female
 Date of Birth: _____ Employee No.: _____ Claim No.: _____
 Employee's Work Location Code: _____ Employee Job Title or Occupation: _____

2. WHEN AND WHERE DID THIS HAPPEN?

Date of Injury: _____ Time Injury occurred: _____ Date reported: _____ Time reported: _____ Name of Parent/Guardian/Spouse Notified: _____
 Who made the notification and when? _____
 Did injury occur on District property? Yes No
 (If the accident occurred off-site indicate location, address, city and zip code): _____
 Describe the exact location where the injury occurred (building number, room): _____

3. HOW DID THIS HAPPEN? What was the injured person doing at the time of the injury? Describe the events immediately preceding the injury. Identify any LAUSD employees involved in the accident and any tools, machinery, equipment, or vehicles involved. (Attach photos).

4. WHAT INJURIES RESULTED? Type of injuries and body part(s) injured. Example: "Sprained arm."

5. DID ANYONE SEE THE INJURY HAPPEN? Name(s) and phone numbers of witness(es) if any. Attach statement of each witness.

6. DID ANYONE ELSE CAUSE THIS INJURY? *Other person(s) that caused or contributed to the injury, if any*

Name: _____ Home Address: _____
 City: _____ Zip: _____ Home Telephone: _____
 Date of Birth: _____ Grade: _____ Was an arrest made: Yes No
 Physical Description: _____

7. WAS MEDICAL TREATMENT NEEDED?

Was first aid administered? Yes No If so, who did it? _____
 Did injured party go to a hospital/clinic? Yes No Describe medical treatment received: _____
 Did a supervisor accompany injured person? Yes No If yes, who was it? _____
 Doctor's recommendation: Unknown Temporary Disability Return to Full Duty Restricted Duty
 Doctor's Name: _____ Name of Medical Facility: _____ Telephone No.: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment based on a protected characteristic in the context of an educational program, work or activity without a legitimate, nondiscriminatory reason that interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District or includes an adverse employment action.

Hostile environment harassment occurs when a target is subjected to unwelcome conduct based on a protected characteristic, which is both subjectively offensive to the target and would be offensive to a reasonable person of the protected characteristics under similar circumstances and is sufficiently severe, persistent, or pervasive to interfere with or limit an individual's ability to effectively work or to participate in or benefit from the services, activities or opportunities offered by the District. Harassment may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or any conduct that may be threatening or humiliating. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District and can result in disciplinary action against the offending student or employee.

Upon witnessing an act of discrimination, harassment, intimidation, abusive conduct, or bullying based on actual or perceived protected characteristics, school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school/office has express notice or reason to know of such conduct, whether carried out by employees, students or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken regardless of whether an individual makes a complaint or asks the school/office to take action. Complainants are protected from retaliation. The District prohibits retaliation against any person who files a complaint or an appeal, reports instances of noncompliance, discrimination, harassment, intimidation, abusive conduct or bullying, or who participates in the complaint-filing or investigation process. This nondiscrimination policy applies to all acts related to school activity or school attendance within any school/office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

For inquiries or complaints related to discrimination, harassment, intimidation, or bullying of students based on actual or perceived protected characteristics, contact your school's administrator, the Title IX/Bullying Complaint Manager or:

Julie Hall-Panameño, District Section 504 and Title IX Coordinator
Educational Equity Compliance Office, (213) 241-7682

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment-related discrimination, harassment, abusive conduct or intimidation, contact your school administrator or:

Equal Opportunity Section, (213) 241-7685

Both Offices are located at:
Los Angeles Unified School District
333 South Beaudry Avenue
Los Angeles, CA 90017

PROFESSIONAL ORGANIZATIONS

CCAE/LAM California Council for Adult Education/Los Angeles Metropolitan Section CCAE/LAM holds an annual conference with workshops for adult educators. The council also represents the legislation of adult education at the state level.

UTLA United Teachers, Los Angeles – UTLA is a teachers union, which currently serves as the bargaining agent for all teachers within the Los Angeles Unified School District. It provides many conferences, meetings and seminars throughout the year.

CATESOL California Teachers of English as a Second Other Language is a nonprofit organization open to anyone concerned with the teaching of English as a second or foreign language, standard English as a second dialect, or bilingual education. CATESOL promotes professional competence and professional standards in the teaching of English to speakers of other languages, monitors educational policy, and represents the needs of ESL teachers and students to decision-making bodies such as school districts and state legislatures.

LOS ANGELES UNIFIED SCHOOL DISTRICT
SEXUAL HARASSMENT POLICY

The Los Angeles Unified School District (LAUSD) is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX/Bullying Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about District policies and procedures related to sexual harassment of or by students, including how to file a sexual harassment complaint contact:

Educational Equity Compliance Office
 Julie Hall-Panameño
 LAUSD Section 504 and Title IX Coordinator
 (213) 241-7682

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

Equal Opportunity Section
 (213) 241-7685

Both offices located at:
 Los Angeles Unified School District
 333 South Beaudry Avenue - 20th Floor
 Los Angeles, CA 90017

TEACHER SELF-CHECK

TEACHING SKILLS

1.	Do I prepare my lessons?	
2.	Do I utilize a spiral system of learning?	
3.	Do I use student needs assessments in planning my classes?	
4.	Do I make language relevant to students?	
5.	Do I vary activities?	
6.	Do I allow time for review everyday?	
7.	Do I test students periodically?	
8.	Do I maintain a non-threatening atmosphere?	
9.	Do I address various learning styles?	
10.	Am I flexible?	
11.	Do I use class time effectively?	

PEOPLE SKILLS

1.	Do I greet students by name and say good morning and goodbye every day?	
2.	Am I aware of students' reactions?	
3.	Do I let students know that I am there to serve them?	
4.	Do I compliment students?	
5.	Do I provide opportunities for students to share their feelings?	
6.	Do I provide opportunities for students to become good friends?	
7.	Do I demonstrate appreciation for all cultures?	
8.	Do I smile frequently?	

ADDRESSING ATTENDANCE

1.	Do I call absent students or send them postcards?	
2.	Do I reward good attendance?	
3.	Do I tell students they are missed when they are absent and asked why?	
4.	Do I ask students to call their class "buddy" when they are absent?	
5.	Do I remind students of the importance of coming regularly?	
6.	Do I make students who enter later in the term feel welcome?	
7.	Do I always enter every new student on the attendance sheet?	
8.	Am I consistently present and on time?	

TECHNIQUES FOR TEACHERS OF ADULTS

“They Won’t Drop Out If...”

It is so easy for adult students to drop out of school! They don’t **have** to be there. No law forces them to attend. They’re probably not working for credit. The fee they paid was probably minimal. Why shouldn’t they leave if the class is boring or doesn’t meet their needs or expectations? Wouldn’t you?

If you’ve had a high rate of dropouts in previous classes, now’s the time—at the beginning of the new term—to get going on dropout prevention measures. Steps to prevent student dropout can be taken during your very first class session. Some adults attend that first meeting and never come back.

Listed below are some techniques for grabbing and holding student interest:

1. **Give them cliffhangers:** Pique their interest in future classes by telling them briefly about some interesting activities you’ve planned for future sessions... experiences that they won’t want to miss.
2. **Give them action:** Too many teachers devote all or most of the first class meeting to a long oration on what the course is about ... a general introduction to the subject matter is necessary. The students will like it better—and you’ll get valuable information about them—if you start by asking each student why he/she is there and what he/she needs or hopes to gain from your course. It may be necessary to divide into small groups to get instant action and reaction, and to encourage shy individuals to speak up.
3. **Have a warm-up session:** Many adult education teachers use “ice-breaking” techniques; then have the students arrange their chairs into a circle; (moving about creates an informal atmosphere.) Then have students write information about themselves on index cards and exchange them and, then, read them aloud.

TEN COMMANDMENTS OF TEACHING

1. **Enthusiasm:** Infect students with enthusiasm in epidemic proportions. Teachers set the climate in the learning setting. Students reflect the climate set by teachers.
2. **Make Every Student a Winner:** On the road to winning, we all learn what it is to lose. Be sure that students are ready for what they have to face in the world. Identify characteristics of a winning attitude, and adapt those characteristics to lesson planning. Find something good about every student. Everybody needs to be a winner.
3. **Be Careful What You Say to Students:** They may be listening! Your words and your tone of voice make an impact as does your attitude. If students love and respect you, they will listen. All that you give to the lives of others will come back to you.
4. **Be Careful What You Do:** Your students may try to be like YOU. Character is how you conduct yourself when no one knows but you. Incorporate the work ethic in lesson planning. Demonstrate respect for your students. Demonstrate good character by your actions.
5. **Expect Great Things From Your Students:** YOU may not be able to achieve great fame, but you can teach someone else to be great! Incorporate a winning attitude, a sound work ethic, and respect of others in your teaching. Identify the characteristics of a great person in your field.
6. **Overlook “Molehills” and Do Not Use Overkill:** Find something good about every student. As students develop, reinforce the positive about each student. Overlook the little things; do not use overkill on a gnat. Students need love, especially when they do not deserve it!

7. **Be Accessible To Your Students:** Demonstrate an interest in their accomplishments and setbacks. If you cannot immediately offer possible solutions to their problems, identify and refer students to sources that may offer assistance. The “Teacher’s Lounge Mafia” destroys more of our students than good teachers can put together.
8. **Don’t Be Boring:** Too many teachers write assignments on the board and retire to their chairs and desks. Tailor instructional materials utilizing instructional objectives. Use visual aids to enhance text materials.
9. **Know Your Subject Matter:** Go back to school. Attend seminars. Be professional. Join professional organizations. Update lesson materials regularly. Stay in contact with textbook publishers, and request latest in instructional materials. Visit Business and Industry.
10. **Honor Your Profession and Be Proud:** Apply the winning philosophy in your own lives in order to apply it with students. Let students know that you are on their team. Help them compete with themselves, not others. Spread only good news about students.

Teach work ethic, respect, patriotism, and respect for America!

LOS ANGELES UNIFIED SCHOOL DISTRICT
Guidelines for Threat Assessment & Management Process

There are many factors that may serve as indicators of potentially violent behavior. These are some examples of indicators that teachers, administrators and other school employees may consider when evaluating a student's behavior for threat assessment purposes. This is not an exhaustive list. Also, the existence of one or more of these factors does not automatically warrant a threat assessment. However, under certain circumstances, one factor alone may be sufficient. Attention should be given to students/employees who exhibit *extreme and/or persistent* inappropriate or disturbing behavior. Quick action must be taken when indicators suggest that there is an immediate threat of physical harm.

TEACHER AND SCHOOL STAFF: *Factors to consider whether a student poses a threat.*
All concerns should be discussed with site administrator.

- Social***
- Feelings of being picked on and persecuted
 - Excessive feelings of isolation and being alone
 - Excessive feelings of rejection
 - Intolerance for differences
 - Background of abuse or dependency on drugs or alcohol
 - Involved with a gang or an antisocial group on the fringe of peer acceptance
 - Characteristically resorts to name calling, cursing, or abusive language
 - Habitually makes violent threats when angry
 - Preoccupation with weapons, explosives or other incendiary devices
 - Displays cruelty to animals
 - Victim of bullying and/or bullies or intimidates peers or younger children
 - Patterns of impulsive hitting, intimidating and bullying behavior
 - Blames others for difficulties they cause themselves
 - Consistently prefers TV shows, movies or music expressing violent themes or acts
 - Prefers reading materials dealing with violent themes, rituals, and abuse

- School History***
- History of discipline problems at school and in community
 - Past history of violent behaviors
 - Previously truant, suspended or expelled from school
 - Low school interest & poor academic performance
 - Previously brought a weapon to school

- Verbal / Non-Verbal***
- Expression of violence in writings and drawings
 - Often depressed and/or has significant mood swings
 - Threatened or attempted suicide

- Home Factors***
- Little or no supervision and support from parents or a caring adult
 - Witnessed or been a victim of abuse or neglect in the home

* Sources: Early Warning Signs U.S. Department of Education, U.S. Secret Service, National School Safety Center, and Jane's School Safety Handbook, 2nd edition.

NOTIFY

SITE ADMINISTRATOR
Assesses referral for immediate action

REFER TO

LOCAL SCHOOL THREAT ASSESSMENT / MANAGEMENT TEAM
School Administrator, Health and Human Services personnel and School Police officer
Assess information for short- or long-term plan of action

NOTIFY

LOCAL DISTRICT OPERATIONS COORDINATOR

LOCAL SCHOOL THREAT ASSESSMENT / MANAGEMENT TEAM GUIDELINES

DIRECT THREAT

(Firearms, weapons, explosives, detailed threat/plan, suicide threat/plan, etc.)

Teacher

- Follow school procedures for life threatening situations
- Notify the site administrator/main office for immediate help (by phone or confidential note)

Administrator

- Call 911 for life threatening situations
- Call School Police (213) 625-6631
- Notify Local District Operations Coordinator
- Convene Threat Assessment Team members (An administrator, a mental health professional, i.e., psychiatric social worker, counselor, psychologist or pupil services and attendance counselor, and law enforcement officer)

INDIRECT THREAT

(general statement, "joke," insufficient evidence to determine immediate threat)

Teacher

- Notify the site administrator

Administrator

- Notify Local District Operations Coordinator
- Notify Threat Assessment Team members (An administrator, a mental health professional, i.e., psychiatric social worker, counselor, psychologist or pupil services and attendance counselor, and law enforcement officer)
- Identify Team Leader to assess this incident

Threat Assessment Team Leader

- Conduct initial interviews with subject(s) under consideration
- Review Threat Assessment Indicators
- Convene needed members and resources and notify site administrator

LOCAL SCHOOL THREAT ASSESSMENT TEAM RESPONSIBILITIES

- Review warning signs, background information
- Interview witnesses, staff, peers, etc.
- Assess stability factors and potential precipitating events
- Develop an intervention plan for the student making the threat and for students who have been threatened
- Notify parent/guardian
- Implement the intervention plan
- Monitor progress toward reestablishing school safety and reconvene the team when necessary
- Complete and fax Incident Report to Local District Operations Coordinator

REVIEW BACKGROUND AND SUPPORTING INFORMATION

(Protect Subject Confidentiality Wherever Possible)

- Student Identification (ID01)
- Emergency Card
- Health Record (with Nurse's interpretation)
- Social Adjustment/Progressive Discipline Record, SST, and IMPACT
- Attendance record
- Review Cumulative Record information including IEP, court orders, and other legal documents
- Interview: student, student's friends, associates, teachers, staff, etc.
- Most recent report card/progress report and current class schedule
- Student work (essays, journals, artwork, assignments, web pages, etc.)

Produced by: Office of the Chief Operating Officer, Crisis Counseling and Intervention Services, Emergency Services, Organizational Facilitators, Los Angeles Unified School Police, Local District Operations, and Youth Relations

WAYS TO IMPROVE ATTENDANCE

- Telephone Students
- Post signs on newspaper stands
- Write press releases
- Distribute schedules and flyers
- Participate in community outreach activities, i.e., Career Fairs, Health Fairs, Farmer's Market, International Days
- Contact community leaders
- Invite celebrity guest speakers and motivational speakers
- Canvas the neighborhood
- Go through old rosters, create "lead" list
- Contact local businesses
- Mass mailings to local residents
- Contact parents of preschoolers
- Conduct open house
- Contact Employment Development Department (EDD)
- Notify local library
- Encourage student council participation
- Ask L.A. Times/local news media to devote a section to Adult Education
- Provide creative/interesting lessons





Division of Instruction
Los Angeles Unified School District

