



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Administrator Certification Form - 2006-2007
NUMBER: MEM-2598.1
ISSUER: Kevin S. Reed, General Counsel
Office of the General Counsel
DATE: June 30, 2006

ROUTING
Administrators
Principals
Supervisors
Division Heads

Due Dates: October 30, 2006; April 30, 2007

PURPOSE: The attached “Administrator Certification Form” is re-issued for the 2006-2007 school year to enable schools and offices to certify that the required actions and activities have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. The form covers “certification” of compliance with:

- Antibullying Policy
- Child Abuse Reporting Procedures
- Distribution of Parent Student Handbook
- Hate-Motivated Incidents/Hate Crimes Policy
- Nondiscrimination/Harassment Policies/Procedures
- Safe School Planning Mandates
- Student and Employee Security Policy/Procedures
- Uniform Complaint Procedures (UCP)

MAJOR CHANGES: This memorandum replaces Memorandum No. MEM – 1834, “Administrator Certification Form,” issued June 20, 2005, by the Office of the General Counsel. Additional certifications that are now included this year are as follows: 1) Distribution of the *Parent Student Handbook*, 2) Update of Model Safe School Plan – Volume 1 – Prevention Programs, and 3) Update of Model Safe School Plan – Volume 2 – Emergency Procedures.

GUIDELINES: **Completing and Forwarding the Form**

For each required action and activity, there should be a date when the action/activity occurred or was completed, followed by an initial. Completed Administrative Certification Forms are to be submitted twice a year. Submit one completed Administrative Certification Form by the October 30th due date, and make a copy of that form to submit it with the required certifications for the April 30th due date. Keep the final copy for your school or office file. School sites should forward completed forms to their respective Local District Operations Coordinator. Administrative offices are to forward completed forms to the appropriate Division Head.



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**RELATED
RESOURCES:**

- **Antibullying Policy (In Schools, at School-Related Events, and Traveling to and from School)**, Bulletin No. BUL-1038.1, dated August 16, 2004, issued by the Office of the Chief Operating Officer.
- **Child Abuse and Neglect Reporting Requirements**, Bulletin No. BUL-1347, dated November 15, 2004, issued by the Office of the General Counsel.
- **Order and Distribution of Student Brochures – “Title IX and Nondiscrimination” and “Section 504 and Students with Disabilities”**, Memorandum issued annually by the Office of the General Counsel.
- **Parent Student Handbook Distribution** - Memorandum issued annually by the Office of the Chief Operating Officer.
- **Required Nondiscrimination Notices** - Memorandum issued annually by the Office of the General Counsel. (Reminder to schools and offices to publish and disseminate required nondiscrimination notices.)
- **Responding to and Reporting Hate-Motivated Incidents and Crimes**, Bulletin No. BUL-2047.0, dated October 10, 2005, issued by the Office of the General Counsel.
- **Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)**, Bulletin No. BUL-1041, dated May 10, 2004, issued by the Office of the General Counsel.
- **Sexual Harassment Policy – Employees**, Bulletin No. BUL-1893.1, dated August 1, 2005, issued by the Office of the General Counsel.
- **Student and Employee Security**, Bulletin No. BUL-2368.1, dated March 6, 2006, issued by the Office of the Chief Operating Officer.
- **Uniform Complaint Procedures (UCP)** - Memorandum issued annually by the Specially Funded Programs Division. (This memorandum clarifies that uniform complaints may be used to file noncompliance or unlawful discrimination complaints and/or to appeal District decisions regarding such complaints)
- **Update of Safe School Plans Volume 1–(Prevention Programs) and Volume 2 (Emergency Procedures)** – Memorandum issued annually by the Office of Environmental Health and Safety.
- **Title IX Policy/Complaint Procedures**, Bulletin No. BUL-2521.1, dated June 7, 2006, issued by the Office of the General Counsel.

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

- Local District Operations Coordinator
- Educational Equity Compliance Office at (213) 241-7682

Visit the Website of the Educational Equity Compliance Office to look up additional related information: Website-<http://www.lausd.k12.ca.us/lausd/offices/eec>

LOS ANGELES UNIFIED SCHOOL DISTRICT
2006 – 2007 School Year – ADMINISTRATOR CERTIFICATION FORM

DATE AND INITIAL TO CERTIFY WHEN EACH REQUIRED ACTION WAS COMPLETED

■ **Due Dates: October 30, 2006 and April 30, 2007** ■

SCHOOL SITES:

Return Completed Certification Form to your Local District Operations Coordinator

ADMINISTRATIVE OFFICES:

Return Completed Certification Form to your Division Head

DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Dates	
		10-30-2006	4-30-2007
<u>Nondiscrimination Information and District Sexual Harassment Policy</u> Memorandums (Issued Annually) Required Nondiscrimination Notices (Office of the General Counsel) Parent Student Handbook Distribution (Office of the Chief Operating Officer) Bulletins: BUL-1041, Sexual Harassment - Students (Office of the General Counsel) BUL-1893.1, Sexual Harassment - Employees (Office of the General Counsel) BUL-2521.1, Title IX Policy (Office of the General Counsel)	<u>Schools and Offices</u> <input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Policy distributed to all employees. <input type="checkbox"/> Policy Posters on Nondiscrimination and Sexual Harassment displayed in prominent locations. <u>Schools Only</u> <input type="checkbox"/> <u>Parent Student Handbook</u> distributed to every student during the first month of enrollment or at time of initial enrollment <input type="checkbox"/> Sexual Harassment Policy discussed in age appropriate language with students (at the beginning of the year/semester). <input type="checkbox"/> <u>Secondary Schools Only:</u> "Title IX and Nondiscrimination" brochure distributed to and discussed with all students.	■ _____ ■ _____ ■ _____ ■ _____ ■ _____	N/A ■ _____ ■ _____ N/A ■ _____ N/A ■ _____
<u>Child Abuse Reporting</u> Bulletin No. BUL-1347, Child Abuse Reporting (Office of the General Counsel)	<u>Schools and Offices</u> <input type="checkbox"/> Policy presented to/discussed with all employees. <input type="checkbox"/> Reporting Plan established and discussed with all employees. <input type="checkbox"/> Prohibitions against the use of corporal punishment discussed with all staff.	■ _____ ■ _____ ■ _____	■ _____ ■ _____ ■ _____
<u>Safe School Plans – Vol. 1 & 2</u> Memorandum (Issued Annually) Update of Safe School Plans – Volume 1 (Prevention Programs) and Volume 2 (Emergency Procedures) (OEHS)	<u>Schools Only</u> <input type="checkbox"/> Personnel assignments for the emergency response plan (<u>Safe School Plan, Volume 2</u>) have been identified and entered into the <i>Safe School Plan Creator</i> via " <i>Inside LAUSD</i> " by October 30 . <input type="checkbox"/> <u>Safe School Plan, Volume 1</u> updated by the school Safety Planning Committee by March 1 .	■ _____ N/A ■ _____	N/A ■ _____
<u>Antibullying Policy</u> Bulletin No. BUL-1038, Antibullying Policy (Office of the Chief Operating Officer)	<u>Schools and Offices</u> <input type="checkbox"/> Policy mandates communicated to both students and employees. <input type="checkbox"/> Reporting procedures discussed with both students and employees.	■ _____ ■ _____	■ _____ ■ _____
<u>Hate-Motivated Incidents and Crimes</u> Bulletin No. BUL-2047, Hate-Motivated Incidents and Crimes (Office of the General Counsel)	<u>Schools and Offices</u> <input type="checkbox"/> Bulletin policy/procedures discussed with staff. <input type="checkbox"/> Reporting procedure established and discussed with all employees.	■ _____ ■ _____	■ _____ ■ _____
<u>Student and Employee Security</u> Bulletin No. BUL-2368.1, Student and Employee Security (Office of the Chief Operating Officer.)	<u>Schools Only</u> <input type="checkbox"/> Presented to and discussed with students and staff first week of school year (year-round schools) and begin each semester (traditional-calendar schools).	■ _____	■ _____
<u>Uniform Complaint Procedures (UCP)</u> Memorandum (Issued Annually) "Uniform Complaint Procedures" (Specially Funded Programs Division)	<u>Schools and Offices</u> <input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff, students, parents, and school community groups.	■ _____	N/A ■ _____

I certify that the foregoing information is true and complete:

Signature _____ Title _____ Date _____

School Site/Administrative Office _____