



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**TITLE:** Administrator Certification Form - 2008-2009  
**NUMBER:** MEM-4207.0  
**ISSUER:** Jess Womack, Interim General Counsel  
Office of the General Counsel  
**DATE:** May 28, 2008

**ROUTING**  
 Administrators  
 Division Heads  
 Local District  
 Superintendents  
 Operation Coords.  
 Safety/Att. Coords.  
 Principals  
 Supervisors

**Due Dates: October 30, 2008; April 30, 2009**

**PURPOSE:** The attached “Administrator Certification Form” is re-issued for the 2008-2009 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
- Hate-Motivated Incidents/Hate Crimes Policy
- Nondiscrimination/Harassment Policies/Procedures
- Parent Student Handbook Distribution Requirement
- Safe School Planning Mandates
- Section 504 and Students with Disabilities Policy and Procedures
- Sexual Harassment – Employees Policies and Procedures
- Sexual Harassment – Students Policies and Procedures
- Student and Employee Security Policy/Procedures
- Title IX Policy/Complaint Procedures
- Uniform Complaint Procedures (UCP)

**MAJOR CHANGES:** This Memorandum replaces MEM-3669.1, “Administrator Certification Form - 2007-2008,” issued on June 6, 2007, by the Office of the General Counsel.

**GUIDELINES:** **Completing and Forwarding the Form**

For each required action, indicate the date when the action was completed, followed by an initial. Completed Administrative Certification Forms are to be submitted twice a year (1) By the October 30<sup>th</sup> due date, and (2) By April 30<sup>th</sup> due date - make a copy of form submitted by October 30<sup>th</sup> and submit it with the required certifications for the April 30<sup>th</sup> due date. Keep the final copy for your school or office file. School sites should forward the completed form to their respective Local District Operations Coordinator. Administrative offices are to forward the completed form to the appropriate Division Head.

To assist school site administrators, attached is a suggested checklist entitled “Administrative Certification 2008-2009 - Beginning of the Year Required Actions.”



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

---

**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.
- **Nondiscrimination Required Notices**, Memorandum issued annually by the Office of the General Counsel. (Reminder to schools and offices to publish and disseminate required nondiscrimination notices.)
- **Ordering and Distribution of Student Brochures – “Title IX and Nondiscrimination” and “Section 504 and Students with Disabilities”**, Memorandum issued by the Office of the General Counsel.
- **Parent Student Handbook Distribution** - Memorandum issued annually by the Office of the Chief Operating Officer.
- **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.
- **Safe School Plans Volume 1 – (Prevention Programs) and Volume 2 - (Emergency Procedures) – Update**, Memorandum issued annually by the Office of Environmental Health and Safety.
- **Section 504 and Students with Disabilities**, Bulletin No. BUL-40450.0, dated January 15, 2008, issued by the Office of the General Counsel.
- **Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)**, Bulletin No. BUL-3349.0, dated November 29, 2006, 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.
- **Title IX Policy/Complaint Procedures**, Bulletin No. BUL-2521.1, dated June 7, 2006, issued by the Office of the General Counsel.
- **Uniform Complaint Procedures (UCP)**, Memorandum issued by the Office of the General Counsel. (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)

**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**  
**2008 – 2009 School Year – ADMINISTRATOR CERTIFICATION FORM**

**DATE AND INITIAL TO CERTIFY WHEN EACH REQUIRED ACTION WAS COMPLETED**

■ **Due Dates: October 30, 2008 and April 30, 2009** ■

**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	
		10-30-2008	4-30-2009
<u><b>Nondiscrimination Information and Sexual Harassment Policy</b></u>  <b>Memorandums:</b> <b>Nondiscrimination Required Notices</b> (Office of the General Counsel) <b>Ordering/Distribution of Student Brochures</b> (Office of the General Counsel) <b>Parent Student Handbook Distribution</b> (Office of the Chief Operating Officer)  <b>Bulletins:</b> <b>Section 504 and Students With /Disabilities,</b> (Office of the General Counsel), <b>BUL-4045.0</b> <b>Sexual Harassment – Employees, BUL-1893.1,</b> (Office of the General Counsel ) <b>Sexual Harassment – Students, BUL-3349.0</b> (Office of the General Counsel) <b>Title IX Policy/Complaint Proced. BUL-2521.1,</b> (Office of the General Counsel)	<u><b>Schools and Offices</b></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><b>Schools Only</b></u> <input type="checkbox"/> <b>Parent Student Handbook</b> distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> <b>“Section 504 and Students with Disabilities” brochure</b> distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> Sexual Harassment Policy discussed in age appropriate language with students (at the beginning of the year/semester/track, as applicable). <input type="checkbox"/> <b>Secondary Schools Only: “Title IX and Nondiscrimination” brochure</b> distributed to and discussed with all students.	■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____	N/A    N/A  N/A  N/A  N/A  N/A
<u><b>Child Abuse Reporting</b></u>  <b>Child Abuse Reporting, Bulletin No. BUL-1347</b> (Office of the General Counsel)	<u><b>Schools and Offices</b></u> <input type="checkbox"/> Provided training to all employees on child abuse laws, reporting procedures, and duties of mandated reporters. <input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. <input type="checkbox"/> Appropriate behavior with students and prohibitions against corporal punishment discussed with all staff.	■ _____ ■ _____ ■ _____	■ _____ ■ _____ ■ _____
<u><b>Antibullying Policy</b></u>  <b>Antibullying Policy, Bulletin No. BUL-1038</b> (Office of the Chief Operating Officer)	<u><b>Schools and Offices</b></u> <input type="checkbox"/> Policy mandates communicated to both students and employees. <input type="checkbox"/> Reporting procedures discussed with both students and employees.	■ _____ ■ _____	■ _____ ■ _____
<u><b>Hate-Motivated Incidents and Crimes</b></u>  <b>Hate-Motivated Incidents and Crimes, BUL-2047</b> (Office of the General Counsel)	<u><b>Schools and Offices</b></u> <input type="checkbox"/> Bulletin policy/procedures discussed with students/staff. <input type="checkbox"/> Reporting procedure established and discussed with all employees and students (schools).	■ _____ ■ _____	■ _____ ■ _____
<u><b>Safe School Plans – Volume 1 &amp; Volume 2</b></u>  <b>Safe School Plans – Update</b> <b>Emergency Procedures (Volume 2) and</b> <b>Prevention Programs (Volume 1)</b> <b>Memorandum (Issued Annually)</b> (Office of Environmental Health and Safety)	<u><b>Schools Only</b></u> <input type="checkbox"/> Personnel assignments for the emergency response plan ( <b>Safe School Plan, Volume 2</b> ) have been identified and entered into the <i>Safe School Plan</i> Creator via “ <i>Inside LAUSD</i> ” by <b>OCTOBER 1</b> . <input type="checkbox"/> <b>Safe School Plan, Volume 1</b> updated by the school Safety Planning Committee by <b>DECEMBER 1</b>	■ _____ ■ _____ ■ _____	N/A  N/A
<u><b>Student and Employee Security</b></u>  <b>Student and Employee Security, BUL-2368.1</b> (Office of the Chief Operating Officer.)	<u><b>Schools Only</b></u> <input type="checkbox"/> Reviewed the information with students and staff during the first week of each mester at year-round schools and each semester for traditional calendar schools.	■ _____ ■ _____	■ _____ ■ _____
<u><b>Uniform Complaint Procedures (UCP)</b></u> <b>Uniform Complaint Procedures</b> <b>Memorandum (Issued Annually)</b> (Office of the General Counsel)	<u><b>Schools and Offices</b></u> <input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties.	■ _____ ■ _____	N/A

I certify that the foregoing information is true and complete:

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

School Site/Administrative Office \_\_\_\_\_

*LOS ANGELES UNIFIED SCHOOL DISTRICT*  
*Office of the General Counsel*  
*EDUCATIONAL EQUITY COMPLIANCE OFFICE*

**ADMINISTRATIVE CERTIFICATION 2008-2009**  
**BEGINNING OF THE YEAR REQUIRED ACTIONS**

**CHECKLIST FOR SCHOOL SITE ADMINISTRATORS**

- Review and complete the required actions as indicated in the Administrator Certification Form – 2008-2009 – due to the Local District Operations Coordinator by October 30, 2008 and April 30, 2009.** – See Memorandum MEM-4207.0, “Administrative Certification Form – 2008-2009,” issued by the Office of the General Counsel.
  
- Designate a Section 504 Administrative Designee, a Title IX Administrative Designee, and two (2) Title IX Complaint Managers. Provide names to local district by October 1, 2008.**
  
- Order (free) from the District’s warehouse the following student brochures:** – See Memorandum MEM-3671.0, “Ordering and Distribution of Student Brochures – Title IX and Nondiscrimination and Section 504 and Students with Disabilities,” issued by the Office of the General Counsel.
  - “Section 504 and Students with Disabilities” brochure – required for all schools.
  - “Title IX and Nondiscrimination – Students Know Your Rights” brochure – required for secondary schools.
  
- Provide students with information regarding the District’s “Nondiscrimination Statement” and “Sexual Harassment Policy” by distributing the following documents:**
  - “Parent Student Handbook” distributed to every student during the first month of enrollment or at time of initial enrollment.
  - “Section 504 and Students with Disabilities” brochure distributed to every student at the beginning of the year or at time of initial enrollment.
  - “Title IX and Nondiscrimination – Students Know Your Rights” brochure distributed to all secondary school students at the beginning of the year or at time of initial enrollment.
  
- Provide all employees with a copy of the District’s “Nondiscrimination Statement,” “Sexual Harassment Policy,” and “Uniform Complaint Procedures” memorandum** – See Memorandum MEM-4208.0, “Nondiscrimination Required Notices” and Memorandum MEM-4210.0, “Uniform Complaint Procedures (UCP) 2008-2009,” both issued by the Office of the General Counsel.

- **Post the following District documents in the main administration building and other prominent locations where notices are regularly posted regarding rules, procedures, or standards of conduct, including staff lounges and student government meeting rooms (secondary schools).** – See the following policy Memorandums/Bulletins issued by the Office of the General Counsel (1) MEM-4207.0, “Administrative Certification Form – 2008-2009,” (2) MEM-4208.0, “Nondiscrimination Required Notices – 2008-2009,” (3) BUL-3521.1. “Title IX Policy/Complaint Procedures,” (4) BUL-3349.0, “Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult),” and (5) MEM-4210.0, Uniform Complaint Procedures (UCP) 2008-2009.”

  - “Nondiscrimination Statement”
  - “Sexual Harassment Policy”
  - “Title IX Complaint Manager” posters with the names of the two (2) Title IX Complaint Managers
  - “Uniform Complaint Procedures 2008-2009” Brochure
  
- **Schedule and conduct staff trainings as required in Administrative Certification Form – to include the following topics:** – See Memorandum MEM-4207.0, “Administrative Certification Form – 2008-2009,” issued by the Office of the General Counsel. See attached list of related bulletins and memorandums.

  - Antibullying policy/reporting procedures
  - Child Abuse Reporting policy, including child abuse laws, reporting procedures, duties of mandated reporters, appropriate behavior with students, and prohibitions against corporal punishment.
  - Hate-motivated incidents and crimes policy/reporting procedures
  - Nondiscrimination Statement
  - Safe School Plan – Emergency Procedures
  - Sexual Harassment Policy (involving students as well as employees)
  - Student and Employee Security
  - Uniform Complaint Procedures (UCP)
  
- **Schedule and conduct student trainings as required in Administrative Certification Form to be in age-appropriate language as part of any orientation program conducted for students at the beginning of each track or semester.** - See Memorandum MEM-4207.0, “Administrative Certification Form – 2008-2009,” issued by the Office of the General Counsel. See attached list of related bulletins and memorandums to be presented.

  - Antibullying policy/reporting procedures
  - Hate-motivated incidents and crimes policy/reporting procedures
  - Nondiscrimination Statement, including complaint reporting procedures
  - Sexual Harassment Policy/reporting procedures, including informing students of the school’s Title IX Complaint Managers
  - Student and Employee Security
  - Uniform Complaint Procedures (UCP)
  
- **Update and revise the school’s Safe School Plan as follows:** - See Reference Guide issued annually by the Office of Environmental Health and Safety.

  - Safe School Plan - Emergency Procedures (**Volume 2**) – update due by October 1
  - Safe School Plan - Prevention Programs (**Volume 1**) – update due by December 1

- Distribute annually information regarding Uniform Complaint Procedures to parents or guardians in any form that will reach the school community.** Distribution of the District’s “Parent Student Handbook” fulfills requirement, but schools may include UCP information in school’s parent newsletter, update, etc. In addition, the UCP Brochures may be used to provide information regarding the District’s formal complaint procedures to staff, school site advisory committees and other interested parties. Copies of the UCP Brochure should be available in the Main Office and Parent Center, if applicable. - See Memorandum “Uniform Complaint Procedures (UCP)” issued annually by the Office of the General Counsel.

### **SECTION 504 REQUIREMENTS CHECKLIST**

*See Bulletin BUL-4045.0, “Section 504 and Students with Disabilities,” issued by the Office of the General Counsel*

- In-service all staff on Section 504 and nondiscrimination policy and responsibilities, including legal obligations, eligibility, evaluation, and re-evaluation, as applicable.**
- Establish procedures and responsibilities for Special Education Office Technician/Clerk (MCD Clerk) designated to support special education and Section 504 related paperwork at the school level.**
- Run a Section 504 student report from the Student Information System (SIS)/Integrated Student Information System (ISIS).**
- Identify a Section 504 Case Manager for each student being served under Section 504 who is responsible for monitoring the implementation of the Section 504 Plan.** *The Section 504 Case Manager is to ensure that staff has appropriate materials for implementation of accommodations and monitor periodically across the instructional day for Section 504 Plan implementation, i.e. using the “Section 504 Implementation Monitoring Log.”*
- Distribute the “Section 504 Plan Distribution Notice” (Form J), along with a copy of the Section 504 Plan, to applicable teachers/staff for each student with a Section 504 Plan.**
- Ensure applicable teachers/staff understand the accommodations listed on each student’s Section 504 Plan and the obligation/requirement to implement as written.**
- Ensure appropriate staff is aware, has been trained, or is available for students having Section 504 accommodations related to medical needs.**
- Ensure that a re-evaluation of the Section 504 Plan takes place periodically (at least every three years) or anytime there is an indication, evidence, or it is determined that the Section 504 Plan is not effective in addressing the student’s area(s) of educational impact or the Section 504 Plan is not appropriate or applicable to the student’s disability or educational placement.**
- Afford equal opportunities for students with disabilities to participate in extra-curricular activities with reasonable accommodations by establishing objective standards for participation that are communicated and applied uniformly.**

## **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.
- **Nondiscrimination Required Notices** - Memorandum issued annually by the Office of the General Counsel. (Reminder to schools and offices to publish and disseminate required nondiscrimination notices.)
- **Ordering and Distribution of Student Brochures – “Title IX and Nondiscrimination” and “Section 504 and Students with Disabilities”**, Memorandum issued by the Office of the General Counsel.
- **Parent Student Handbook Distribution** - Memorandum issued annually by the Office of the Chief Operating Officer.
- **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.
- **Safe School Plans Volume 1 – (Prevention Programs) and Volume 2 - (Emergency Procedures) - Update** – Reference Guide issued annually by the Office of Environmental Health and Safety.
- **Section 504 and Students with Disabilities**, Bulletin No. BUL-4045.0, issued by the Office of the General Counsel.
- **Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)**, Bulletin No. BUL-3349.0, dated November 29, 2006, 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.
- **Title IX Policy/Complaint Procedures**, Bulletin No. BUL-2521.1, dated June 7, 2006, issued by the Office of the General Counsel.
- **Uniform Complaint Procedures (UCP)** - Memorandum issued annually by the Office of the General Counsel. (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)

***Call the Educational Equity Compliance Office  
at (213) 241-7682  
for information, assistance, District policy/forms, or  
to request technical assistance, support, or training.***

May 2008