

# **ADDENDUM**

## **CLASSROOM BILL OF RIGHTS**

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## **LEARNING WALKS and RED TEAMS MEMORANDUM OF UNDERSTANDING**



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** MAXIMIZING INSTRUCTIONAL TIME  
**NUMBER:** MEM-2059  
**ISSUER:** Ronni Ephraim, Chief Instructional Officer, Elementary  
 Robert Collins, Chief Instructional Officer, Secondary  
**DATE:** October 14, 2005

**ROUTING**  
 Local District  
 Superintendents  
 Administrators of  
 Instruction  
 Directors of School  
 Services  
 Staff Relations  
 Coordinators  
 Principals  
 Chapter Chairs

**PURPOSE:** The purpose of this memorandum is to provide guidelines for maximizing classroom instructional time in order to improve student achievement

**MAJOR CHANGES:** New

**BACKGROUND:** In recognition of the importance of maximizing classroom instructional time in order to improve student achievement, LAUSD and UTLA developed the following guidelines as part of the negotiated contract. These guidelines are to be reviewed with all school staff and local school leadership councils, and implemented as part of local school policy.

**ASSISTANCE:** For assistance or further information please contact your Local District Director of School Services.

**INSTRUCTIONS:** Local school decision-making councils are responsible for developing a public address system and hall pass/student summons policy consistent with the following criteria:

- General public address announcements shall be limited to no more than ten (10) minutes per day during a designated announcement time, except for emergency situations.
- The site administrator must approve emergency announcements.
- Students may be summoned only by administrators, deans, counselors, nurses, school coordinators, and where appropriate, itinerant personnel. Classroom teachers may not summon students during instructional time.
- The most appropriate time for summoning students for non-emergency purposes is the first ten and last five minutes of a class period and/or before or after recess or lunch. Approval for student summons during a class period may only be given for emergencies with approval of a site administrator.

MEM-2059  
 Instructional Services



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- The nature of an emergency must be determined by a site administrator or school nurse.
- The use of bells to call administrators or custodians during instructional time should be limited so as not to disrupt classroom instruction.
- Policies and procedures for hall passes are to be included in the Student Codes of Conduct.

**TEACHER RESPONSIBILITIES**

- Classroom teachers are to be at their teaching stations prior to the beginning of the instructional period.
- Classroom teachers shall not utilize students to deliver personal messages.

**STUDENT RESPONSIBILITIES**

- Students are to be in their seats, prepared to work prior to the beginning of the instructional period.
- Students are to handle all personal business and school responsibilities before and after school or during lunch and nutrition.
- Students are to follow all hall pass and out of classroom policies.

Maximizing instructional time is an important aspect of continued student achievement. While it is recognized that emergencies may create a need to cause an interruption of the school program, this type of interruption is to be kept to a minimum. Teachers who believe that classroom interruptions are not following either District or local school policy may utilize the following procedures:

1. Within five working days of repeated interruptions, the teacher may submit a written complaint to the principal and the chapter chairperson outlining the classroom interruptions. The principal shall respond in writing to the teacher and chapter chair regarding disposition within five working days.
2. If the same policy violations continue, the teacher may submit a written complaint to the Local District Superintendent.
3. The Local District Superintendent or designee will review the complaint and provide a written resolution to the teacher within ten days.
4. The Local District Superintendent or designee will record all such complaints and submit a report of all complaints to the District Superintendent (Attachment A) each semester. At the end of each semester the District Superintendent or designee will provide UTLA and AALA with a report of all complaints regarding interruption of instructional time, by location (Attachment B).



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ATTACHMENT A

**TO:** Roy Romer, Superintendent

**FROM:** \_\_\_\_\_, Superintendent  
Local District \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT:** MAXIMIZING INSTRUCTIONAL TIME LOG FOR REPORTING PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

| Number of Written Resolutions | Issue  | School(s) |
|-------------------------------|--|-----------|
| _____                         | General public address announcement not limited to 10 minutes per day except in an emergency | _____     |
| _____                         | Emergency announcement not approved by site Administrator                                    | _____     |
| _____                         | Students summoned by classroom teacher during Instructional time                             | _____     |
| _____                         | Students summoned during instructional time for non-emergency purposes                       | _____     |
| _____                         | Policies and procedures for hall passes not enforced   | _____     |

Please make additional copies as needed.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**TITLE:** Procedures for Reporting School Cleanliness Problems

**NUMBER:** MEM-2093

**ISSUER:** James M. McConnell, Chief Facilities Executive  
Facilities Services Division

**DATE:** November 7, 2005

ROUTING  
All Schools and  
Offices

**PURPOSE:** The purpose of this bulletin is to provide school-based staff with reporting procedures to resolve school cleanliness concerns.

**MAJOR CHANGES:** This version replaces Memorandum No. Y-1, issued July 3, 2001, same title and office.

**PROCEDURE:** The following procedures shall be followed when a member of the staff believes that a lack of cleanliness exists for more than two weeks or presents an immediate health and safety problem.

- A. The staff member shall report the condition in writing to the site administrator, who in turn will notify the Chapter Chair.
- B. The site administrator shall assess the concern within 10 working days.
  - If cleanliness conditions and/or immediate health and safety problems exist, the site administrator shall make every effort to promptly resolve that condition by better use of existing staff, use of unrestricted local school resources, or referring the problem to the Local District Superintendent or designee if the issue cannot be resolved at the school level (see Section C).
  - If the site administrator determines that one or both of the above conditions do not exist, the site administrator shall notify the staff member and Chapter Chair in writing.

The staff member or Chapter Chair may request a review by the Local District Superintendent or designee if they feel that the situation has not been adequately resolved.



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- C. If the site administrator cannot resolve the situation at the school level or does not have sufficient funds to address the issue, the site administrator shall refer the complaint to the Local District Superintendent. The Local District Superintendent shall review the report with the Local District Facilities Director (LDFD) within ten working days.
- If a cleanliness problem exists, the LDFD shall have the authority to utilize local district maintenance resources or refer the complaint to the Maintenance and Operations Central Office for resolution within ten days.
  - If the Local District Superintendent and LDFD determine that cleanliness conditions and/or immediate health and safety problems do not exist, the Local District Superintendent shall provide an explanation in writing to the staff member, Chapter Chair, and site administrator.

The staff member, Chapter Chair, or site administrator may request a review by the District Superintendent or designee if they feel that the situation has not been adequately resolved.

The *Williams Uniform Complaint Procedure* form can be used as another mechanism to address this problem. Further information may be found by accessing [www.lausd.k12.ca.us/District\\_8/files/WilliamsComplaintEng.pdf](http://www.lausd.k12.ca.us/District_8/files/WilliamsComplaintEng.pdf)

**ASSISTANCE:** For assistance or further information please call Maintenance and Operations at (213) 633-7587.



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REFERENCE GUIDE**

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|--------------------|---|---|
| <b>TITLE:</b>      | PROCEDURES FOR REPORTING TEXTBOOK CONCERNS  | <b>ROUTING</b><br>All Schools<br>Local District Offices |
| <b>NUMBER:</b>     | REF-1376  |   |
| <b>ISSUER:</b>     | James Morris, Assistant Superintendent<br>Instructional Support Services  |   |
| <b>DATE:</b>       | October 25, 2004  |   |
| <b>PURPOSE:</b>    | To address concerns regarding the provision of standards-aligned textbooks or basic instructional materials.  |   |
| <b>BACKGROUND:</b> | The Los Angeles Unified School District recognizes that there may be circumstances at local school sites when teachers have concerns regarding the provision of standards-aligned textbooks or basic instructional materials. Therefore, the District has established the following District policy and procedures, in agreement with UTLA, to address such concerns.   |   |
| <b>PROCEDURE:</b>  | <p>The procedures regarding the provision of instructional materials and textbooks are as follows:</p> <ol style="list-style-type: none"><li>1. Whenever a teacher reasonably believes that there are not adequate standards-aligned textbooks or basic instructional materials necessary, he/she should report the shortage in writing to the site administrator. The site administrator shall provide a copy of the report to the Department or grade level Chairperson and UTLA Chapter Chair.</li><li>2. Within five days after the receipt of the teacher's report, the site administrator shall:<ul style="list-style-type: none"><li>• Review the teacher report. If a shortage is determined, the site administrator may utilize any appropriate means or existing unrestricted or appropriate school account in order to resolve the shortage.</li><li>• When the site administrator's decision is in conflict with Article XXVII, the site administrator will provide to the appropriate local leadership council in writing the reasons for utilization of funds.</li><li>• If the site administrator determines that a shortage does not exist or that sufficient funds do exist to address this issue, the teacher, UTLA Chapter Chair, and Local District Director of School Services shall be notified in writing.</li></ul></li></ol> |   |



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3. Within ten days of the written notice referred to above, the Local District Director of School Services shall:
  - Determine if a shortage exists.
  - Review the school budget with the site administrator and utilize any appropriate means or existing unrestricted or appropriate school account in order to resolve the shortage.
  - Utilize available Local District resources to address the school shortage.
  - If the Local District Director of School Services determines that the shortage exists and that there are no local schools or Local District resources available to resolve the shortage, a report shall be submitted to the Local District Superintendent for resolution.
  - Provide written notice to the school site administrator and Chapter Chair that contains a description of the actions taken to address the issues raised by the report of alleged shortage or a description of the findings that support the decision that a shortage does not exist.
4. If, after this process, the Chapter Chair believes that the shortage has not been appropriately resolved, UTLA may request a review of the matter by the general Superintendent. Within ten working days of receipt of the request, the Superintendent or designee shall provide written notice to the school site administrator, Chapter Chair, UTLA President, and Local District Superintendent of what steps, if any, have been taken to resolve the issues raised by the initial report of alleged shortage. If the general Superintendent or designee determines that a shortage does not exist or that sufficient funds do not exist to address the issue, he/she shall so notify the parties named above.
5. Resolution

The issue shall be considered resolved if standards-aligned textbooks or basic instructional materials are provided or if appropriate standards-aligned textbooks or basic instructional materials have been ordered (i.e., order has been sent to the vendor) or have been determined to exist. The Local District Director of School Services will make every effort to provide "interim" textbooks pending the delivery of textbook orders.



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**RELATED RESOURCES:** For information on the implementation of the UTLA Agreement, please contact the Office of Staff Relations at (213) 241-6056.

**ASSISTANCE:** For assistance or further information, please contact:

- Beverly Edwards, Coordinator, Instructional Media Services, at (213) 207-2271 or [beverly.edwards@lausd.net](mailto:beverly.edwards@lausd.net)
- Esther Sinofsky, Specialist, Textbook Services, at (213) 207-2280 or [esther.sinofsky@lausd.net](mailto:esther.sinofsky@lausd.net)



# **LEARNING WALKS and RED TEAMS**

## **MEMORANDUM OF UNDERSTANDING**

**Learning Walks:** The Learning Walks program of classroom visitations and observations and its associated funding and training, are to be discontinued. In doing so the parties are left in the same contractual status regarding classroom visits and observations that they were in prior to the District's adoption of the Learning Walks program. Classroom visits for purposes of individual teacher performance evaluation shall continue to be limited to appropriate site administration and designees.

**Red Teams:** This school performance audit procedure will be discontinued and replaced with revised procedures, as described below:

a. The District shall develop new procedures for school performance audit, assessment and intervention, intended to replace the Red Teams procedure, and UTLA shall be one of the principal participating stakeholders in that process. Meetings for that purpose are to commence not later than 15 working days after adoption of this Agreement, with a targeted resolution date of not later than 120 days after the commencement of the meetings.

b. The new procedures are to be integrated with, and not inconsistent with, the statutory intervention procedures now mandated by Federal and California law. The new procedures are also expected to re-address the composition and responsibilities of District assistance teams, include a stronger element of assistance and support than were offered through the Red Teams, involve the faculty of the affected schools in a shared participation and responsibility for diagnosis and improvement, and should also involve parent and community support to strengthen struggling schools. It is understood that while discussions are underway concerning development of the future procedures, the District will in the meantime include the participation of the faculty and parents at each affected site as the District is performing whatever audit, assessment and intervention procedures and measures as are deemed necessary to maintain progress toward compliance with applicable State and Federal laws.