



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Guidelines for School-Based Enterprise Programs

NUMBER: REF-6032.2

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: April 22, 2019

ROUTING
Senior High Schools
Local District Superintendents
Local District Instructional
Directors
Fiscal Specialists
Special Education Administrators
School Site Administrators

PURPOSE: The purpose of this reference guide is to provide senior high school staff with information and guidelines regarding the purpose, procedures, and implementation of a school-based enterprise as part of the instructional program for students with disabilities on the alternate curriculum.

MAJOR CHANGES: This reference guide replaces REF-6032.1, *Guidelines for School-Based Enterprise Programs*, dated February 15, 2016. Updates to contact information have been added. Additionally, updates to the application and procedures for SBE have been added for students with disabilities on the alternate curriculum.

BACKGROUND: School-Based Enterprise Programs (SBE) can only be sponsored by District senior high schools with a Special Education Alternate Curriculum Program(s). A SBE is a student-run simulated business, conducted within a school as part of the instructional program for students on the alternate curriculum. It is designed to replicate a specific business or segment of an industry. SBEs are effective educational tools in helping to prepare students for the transition from school to postsecondary education/training, employment, and independent living. For many students, these enterprises provide them with their first work experience; for others, they provide opportunities to apply functional academic skills to the real world, along with an opportunity to build management, supervision, and leadership skills.

The purpose of a SBE is to provide students with disabilities on the alternate curriculum with standards-based instruction in a simulated business or work setting. Job responsibilities and skills will be developed while integrating into a work environment. Additionally, social skills training, mobility training, decision-making, and self-advocacy are all skill areas that are addressed. The focus of the program is active participation, class ownership, teamwork, and responsibility.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

BACKGROUND (Continued):

The goals of the program are for students to:

1. Increase awareness of the world of work;
2. Develop job skills which will transfer to a work setting;
3. Increase pre-employment and independence skills;
4. Improve social skills through teamwork and cooperation.

GUIDELINES:

In order for SBE programs to operate effectively, it is essential that teachers and their students are able to exercise their own discretion over the use of the funds (to the greatest extent possible) in purchasing necessary materials for their enterprise.

Per District policy, schools that participate in SBE programs and plan to sell items to school site staff must establish a Clearing Account with the Student Body Finance Office to explain and track the proceeds from the sale of these items. SBE programs must adhere to the guidelines delineated in *Publication No. 465, Student Body Policies and Accounting Procedures-Secondary Schools*, dated July 2017. Additionally, if food items are sold by the SBE program, schools must adhere to the guidelines established in BUL-6292.1: *Guidelines for Sales and Service of Non-School Meal Program Food/Beverages on School Campus*, issued August 24, 2015.

I. Operational Guidelines

A. Startup Process: Teachers should take the following actions to begin the startup process for their enterprise project:

1. Fill out a "School-Based Enterprise Business Proposal Form".
(Attachment A)
2. Communicate interest to the principal or designee(s), and cafeteria manager if the proposal involves food items.
3. Obtain approval from the signatories on the proposal to begin a SBE.

B. Approval Process: Once administrative and other staff approvals have been obtained, the following steps must be taken:

1. Submit the completed proposal (Attachment A) to:
Division of Special Education, Alternate Curriculum Programs
Tiffany Sepe, Specialist,
17th Floor, Beaudry Building
or via email: tiffany.sepe@lausd.net; Subject Line: SBE Proposal
2. Receive training for initial setup of a SBE from an Alternate Curriculum Instructional Support Teacher from the Alternate Curriculum Support Team.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

GUIDELINES (Continued);

- C. Upon completion of training, the initial funding for enterprise proposals will be issued and will be sent via electronic transfer to schools under Program Code 2014; Object Code 4501.
- D. The School Administrator will be responsible for the official accounting. The “School-Based Enterprise Financial Report” (Attachment B) may be used by SBE teachers and turned in to the School Administrator on a monthly basis.
- E. Proceeds resulting from sales are to be used only for enterprise-related activities. The following are some examples of the acceptable use of proceeds earned from sales: purchasing food for a SBE business meeting at the end of the year and/or purchasing additional materials to expand the business. The use of SBE proceeds for entertainment, parties, or other non-functional learning activities is not an acceptable use of funds.

II. Alternate Curriculum Support for School-Based Enterprise Programs

Additional support is also available through the Division of Special Education, Moderate Severe Instructional Programs. Staff are available to assist with program setup, instructional issues, identifying and providing resources, and operations relative to the enterprise program.

III. Instructional Guidelines

- A. Phase One - Pre Planning: During this phase, the SBE teachers and their students will work together to develop the business plan and give consideration the services/products that will be offered.
- B. Phase Two - Defining Expectations and Instructional Objectives: The instructional objectives are for students to gain skills in the following areas:
 - 1. Basic skills: Students will improve skills in math, reading, writing, communication, listening, and speaking;
 - 2. Thinking skills: Students will gain experience with problem solving, organization, decision making, and creative thinking;
 - 3. Personal qualities: Students will exercise their abilities in honesty, self-management, social skills, self-esteem, and responsibility;
 - 4. Awareness of resources: Students will gain understanding of various aspects of the utilization of resources within a business context, such as money management, human resources, material, facilities, and time



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

GUIDELINES (Continued):

management;

5. Interpersonal skills: Students will develop skills in leadership and human relations, serving clients/customers, teamwork, negotiation, and active participation.

C. Phase Three - Implementation:

1. Assigning jobs to students: Teachers will assign each student a specific job or task that they will be responsible to carry out (e.g. Advertising Director, Accountant, etc.).
2. Instruction, monitoring, and assessment: Teachers will develop their plan for instruction, monitoring, and assessment of student progress.
3. The primary purpose of an SBE is for students to gain practical experience operating and managing a simulated business. The “School-Based Enterprise Financial Report” (Attachment B) can be used during the Implementation phase as a tool for teaching accurate record keeping and budgeting.

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Submit form to:

Division of Special Education, Alternate Curriculum Programs

Tiffany Sepe, Specialist

17th Floor, Beaudry Building

or via email: tiffany.sepe@lausd.net; Subject Line: SBE Proposal

- #### **E. Phase Five - Reflection:** At the end of the school year teachers and their students will engage in a process of reflection. Teachers should guide students through inquiry, where they identify the successes and challenges of the SBE and determine any action steps that may be necessary to improve the business. Teachers complete the “School-Based Enterprise Reflection”. (Attachment C)

Submit form to:

Division of Special Education, Alternate Curriculum Programs

Tiffany Sepe, Specialist

17th Floor, Beaudry Building

or via email: tiffany.sepe@lausd.net; Subject Line: SBE Proposal



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

GUIDELINES (Continued):

IV. Notification of Reauthorization of SBE Programs

After receiving Attachment B and Attachment C from current SBE program(s), school site administrators will receive notification of reauthorization from the Alternate Curriculum Instructional Team within the first month of the school year via District email. This email will contain information on SBE program(s) on the school campus and teachers leading the SBE(s).

RELATED RESOURCES:

BUL-6292.1: *Guidelines for Sales and Services of Non-School Meal Program Food/Beverages on School Campus*, August 24, 2015

Publication No. 465: Student Body Policies and Accounting Procedures-Secondary Schools, Accounting and Disbursements Division, Student Body Finance Section, July 2017

BUL-6049.2: *Required Curriculum and Assessment for Students Participating on the Alternate Curriculum*, November 9, 2015

ASSISTANCE:

For assistance or further information, please contact Tiffany Sepe, Specialist, Division of Special Education, Alternate Curriculum, at (213) 241-4966, or via email at tiffany.sepe@lausd.net.



School-Based Enterprise Business Proposal

DIRECTIONS: School staff are requested to thoroughly complete all sections of this fillable form. Electronic versions of this form are available at the Division of Special Education website at <https://achieve.lausd.net/Page/11792> (Employees/Forms). Please submit the completed form via school mail, email, or fax to:

<u>School Mail</u> Division of Special Education Alternate Curriculum Programs 17 th Floor, Beaudry Building Attention: Tiffany Sepe, Specialist	<u>Email</u> tiffany.sepe@lausd.net (Subject: SBE Proposal)	<u>Fax:</u> 213-241-8916 (To: Tiffany Sepe, Specialist: SBE Proposal)
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Upon receipt of your proposal, a staff member from Alternate Curriculum Programs will contact you regarding approval (including detailed information about the funding transfer), denial, or to discuss revisions that may be required before your proposal is accepted.

SECTION I. TEACHER/SCHOOL INFORMATION:

School Name:		Local District:	
Teacher Name:		Teacher Email Address:	
Contact Phone:		Proposal Submission Date:	

SECTION II. GUIDING QUESTIONS: (These questions should be addressed by the students.)

1. **Describe your idea for your business. What product or service will you be selling?**
2. **What will you call the business and what will the logo look like?**
3. **What need will your product or services address?**
4. **What is your business’s competitive advantage? (Why would someone buy from you instead of some other company that sells the same product?)**
5. **Who do you expect will buy this product?**



6. What do you expect to be your individual cost and selling price?

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7. Where and when do you plan to sell the product or service?

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8. Do you plan to advertise your product for sale? If so, what is your advertising plan?

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9. Describe the various roles the students have in this business.

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10. Identify 3 standards (ELA/math, vocational, etc.) your students will be working on through this School-Based Enterprise (Use the Unique Learning System Common Core Aligned Standards available at: <https://www.n2y.com/products/unique/>)

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SECTION III. FINAL CHECKLIST:

Please take the following action prior to submitting your proposal and indicate completion of these items by filling in the check box:

Teacher has contacted the principal (or designee) regarding:

	YES	NO
Business Proposal		
School Budget		
Contact with Cafeteria Manager (if Proposal includes Food Item)		

Principal/Designee Signature:	
Principal/Designee Name (Printed)	
Title:	
Date:	



**SCHOOL-BASED ENTERPRISE
FINANCIAL REPORT**

Date	Purchase (Number)	Sold (Number)	Damaged (Number)	Inventory
Cumulative Balance				



School-Based Enterprise Reflection

DIRECTIONS: School staff are requested to thoroughly complete all sections of this fillable form. Electronic versions of this form are available at the Division of Special Education website at <https://achieve.lausd.net/Page/11792> (Employees/Forms). Please submit the completed form via school mail, email, or fax to:

School Mail

Division of Special Education
Alternate Curriculum Programs
17th Floor, Beaudry Building
Attention: Tiffany Sepe, Specialist

Email

tiffany.sepe@lausd.net
(Subject: SBE Proposal)

Fax:

213-241-8916
(To: Tiffany Sepe, Specialist:
SBE Proposal)

1. **What worked well?**

2. **What will you do differently?**

3. **What goals did you meet this semester?**

4. **What goals will you set for next semester?**

5. **What changes will you make to attract more customers?**

6. **Were all your students involved in the process? Give examples.**

7. **How will any new students be involved in the process? Explain.**



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

8. For each standard you identified in your business proposal, indicate if you met the standard. Identify new standards to address for each area that was met.

9. What is your goal for your SBE in the upcoming school year?

10. Submit 5 pictures of your SBE in action (with photo release) to <https://goo.gl/xHFXVc>.