

Local District Central Assistant Principals!



Assistant Principals Professional Learning

Lanterman High School

Wednesday, August 28, 2019

Engaged Participant Outcomes



- Build community
- Understand Local District Central's Vision and Framework of Focus
- Reflect on LD Central Data
- Deepen understanding of incident reporting and documentation
- Develop common practices for School Wide Positive Behavior Intervention Support
- Reflect on the learning and provide feedback to LD Central staff



Welcome	Roberto A. Martinez LD Superintendent
LD Central Framework of FocusAttendanceSuspensions	Eugene L. Hernandez Administrator of Operations
Gender Identity and Students: Ensuring Equity and Nondiscrimination	Maria Butler Operations Coordinator

BREAK

Breakout Sessions

Conducting Investigations (NEW Asst. Principals) Interview Suggestions Administrative Investigations Report	 Rubric of Implementation Alternatives to Suspension MiSiS Referrals 	• Evaluations for Certificated Personnel	 Restorative Justice What is Restorative Justice? Implementation of Restorative Justice
Rm 10	Rm. 5	Auditorium	Rm 6

Evaluations

Norms of Collaboration





Paying
Attention to Self
and Others



Presuming Positive Intentions





Putting Ideas on the Table



Posing Questions



Inclusion

CBS NEWS ON THE ROAD

 How does Curtis create environment for all?

• How can we ????



Inclusion

Video

 How does Curtis create safe, respectful environment for all?

How can we ????

Local Control and Accountability Plan (LCAP)

100% GRADUATION	Actual		Annual Targets				
	201	7-18	2017-18	2018-19	2019-20		
Four-Year Cohort Graduation Rate (Note change in annual targets from prior years due to change in state calculation)	77	.3%	80%	83%	86%		
Cahad Brancad Bata	High School	13.0%	12%	10%	8%		
Cohort Dropout Rate	Middle School	Nat Yet Available	.1%	.05%	0.01%		
Percentage of graduating cohort completing A-G requirements with a "C" or better	47	. 9 %	NEW	50%	53%		
Percentage of graduation cohort receiving a qualifying score of "3" or higher on at least 2 Advanced Placement exams	10	.4%	NEW	12%	13%		
Percentage of 11th grade students demonstrating college readiness via the Early Assessment Program (EAP) in English Language Arts	19	.8%	25%	28%	32%		
Percentage of 11th grade students demonstrating college readiness via the Early Assessment Program (EAP) in Math	7.	1%	10%	12%	15%		

Local Control and Accountability Plan (LCAP)

100% ATTENDANCE	Actual	An	ets	
100% ATTENDANCE	2017-18	2017-18	2018-19	2019-20
Percentage of students attending school 96% or more (172-180 school days)	66.9%	UPDATED	68%	72%
Percentage of students absent 9 percent or more (16 days or more) – Chronic Absenteeism	14.7%	UPDATED	11%	7%
Percentage of all staff attending 96% or above	78.0%	78%	80%	82%

Local Control and Accountability Plan (LCAP)

PARENT, COMMUNITY AND STUDENT	Actual	Aı	nnual Targe	ets
ENGAGEMENT	2017-18	2017-18	2018-19	2019-20
Percentage of students who feel a part of their school (Question on School Experience Survey)	68.0%	87%	89%	91%
Parent/Caregiver Participation on School Experience Survey	46.0%	62%	64%	66%
Percentage of schools training parents on academic initiatives by providing a minimum of four workshops annually	76.4%	94%	98%	100%
Percentage of parents who state "My school provides resources to help me support my child's education."	90.0%	93%	95%	97%
SCHOOL SAFETY	Actual	Annual Targets		
SCHOOL SAFELL	2017-18	2017-18	2018-19	2019-20
Single Student Suspension Rate (In & Out of School)	0.47%	UPDATED	0.4%	0.35%
Instructional Days Lost to Suspension	4,636	5,667	4,656	4,423
Expulsion Rate	0.02%	0.01%	0.01%	0.01%
Percentage of Students Who Feel Safe at School	84%	80%	87%	88%

Theory of Action



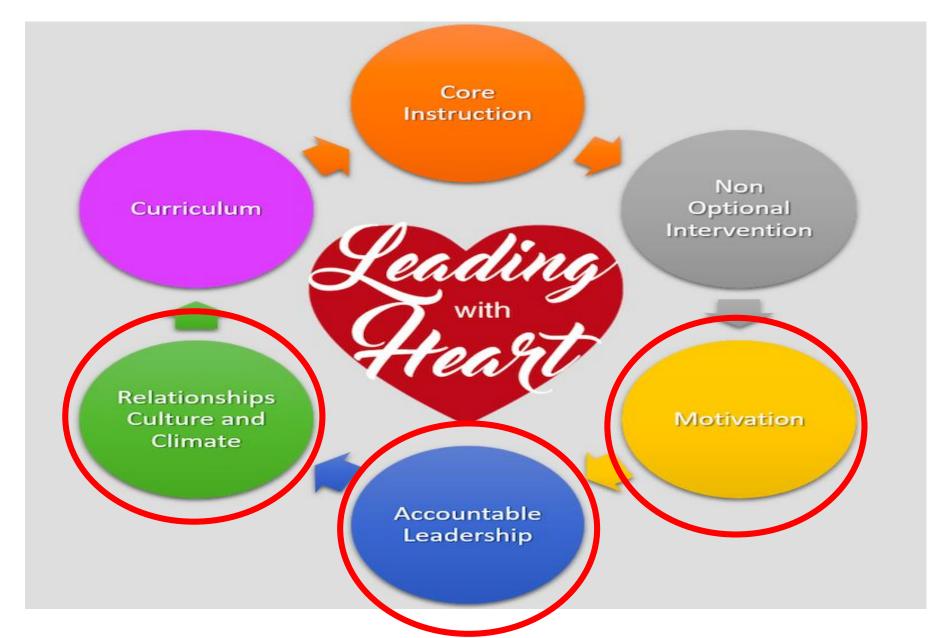
If we:

- Implement with fidelity our framework of focus
- Provide tiered support to our school communities
- Hold ourselves accountable.

Then...

Student outcomes will improve.

Framework of Focus





Framework of Focus

Relationships
School
Culture/Climate

Discipline Foundation Policy

Restorative Justice

Motivation

Attendance Recognition

Behavioral Reinforcements

Student Activities

Non-Optional Intervention

SSPT

Crisis Team Interventions

PBIS Team

Foundations

Local District Central Instructional Days Lost to Instruction 2019

Category 1	Category 2	Category 3
Student Offenses with No Principal Discretion (except as otherwise precluded by law)	Student Offenses with Limited Principal Discretion	Student Offenses with Broad Principal Discretion
98	104	378

Local District Central Category 3 Suspensions

	# of Suspens	ion Days										Total
School Location	August	September	October	November	December	January	February	March	April	May	June	
ADAMS MS				4	2	4	10	5	2	4		31
FOSHAY LC			3	2	7			1	1	6		20
IRVING MS MME MAG	i						11	4		2		17
CARVER MS			5	2				6			2	2 15
LOS ANGELES ACAD MS				2				9		4		15
MENLO AVE EL			3		6		2		3			14
VIRGIL MS				1				5	2	5		13
CASTRO MS			1		2		4	2	2			11
NORMANDIE AVE EL	1		5	3				2				11
BERENDO MS							3		4	3		10
BUSHNELL WAY EL				1			8					9
CONTRERAS LC SOC JUS		1	5	1					2			9
JEFFERSON SH	1	2						1	3	1		8
MANUAL ARTS SH			5					3				8
NAVA LEARNING ACADEMY			2	6								8
ROCKDALE VAPA MAG	i						1	1		4	2	2 8
ASCOT AVE EL					2		5					7
FRANKLIN HS		5		2								7
MAIN ST EL			2				2	1	2			7

Core Instruction Non Curriculum Optional Intervention Leading with Relationships Culture and Motivation Climate Accountable Leadership



Schools that Met Excellent Attendance Target 2018-2019 70% of Students Attending 96% or Higher

10 th St Elementary	Del Olmo Elementary	Hoover Elementary	Dr. Lee Medical Health Magnet	RFK New Open World	Orthopaedic Hospital SH Magnet
Adams Middle School	Downtown Business Magnet	Huerta Elementary	Liechty Middle School	RFK UCLA Community School	Politi Elementary
Arroyo Seco Museum/Science Magnet	Eagle Rock Elementary	Ivanhoe Elementary	Lockwood Elementary	Toland Way Elementary	RFK Ambassador Global Education
Berendo Middle School	Eagle Rock High School	Jones Elementary	MacArthur Park Elementary VAPA	Union Elementary	RFK Ambassador Global Leadership
Cahuenga Elementary	Esperanza Elementary	Kim Academy	Monte Vista Elementary	Virgil Middle School	RFK New Open World
Castelar Elementary	Gratts LA for YS	Kim Elementary	Orthopaedic Hospital SH Magnet	West Vernon Elementary	RFK School Of Visual Arts/Humanities
Dahlia Heights Elementary	Hobart Elementary	King Middle School Magnet Film/Media	RFK Ambassador Global Education	Yorkdale Elementary	RFK UCLA Community School

35 SCHOOLS MET TARGET





TOP 12 Schools with Excellent Attendance

Adams MS	Esperanza El	King MS MAG FLM MDIA
Cahuenga El	Hobart Blvd El	Lee EL MED HLTH MAG
Castelar St El	Kim Academy	Mac Arthur Park VAPA
Downtown Magnet HS	Kim El	RFK AMBSDR GLBL EDU

Schools that Met the Chronic Attendance Target Less than 9% of Students at Chronic Absentee Rate

32 nd St. USC Performing Arts Magnet	Castelar Elementary	Kim Elementary	Mount Washington Elementary
Arroyo Seco Museum/Sci Magnet	Dahlia Heights Elementary	Lee Medical Health Magnet	Rockdale VAPA Magnet
Downtown Business Magnet	Gratts LA for YS	MacArthur Park Elementary VAPA	14 Schools
Cahuenga Elementary	Ivanhoe Elementary	Monte Vista Elementary	Met the target

TOP 12 Schools with Lowest Chronic Rates

Arroyo Seco MUS/SC MAG	Downtown Magnet HS	Lee El MED HLTS MAG
Cahuenga El	Gratts LA for YS	Monte Vista St El
Castelar St EL	Ivanhoe El	Mt. Washington El
Dahlia HST El	Kim Elementary	Rockdale VAPA Mag

Improved Excellent Attendance Rate

9 [™] St. Elementary	Dr. James Edward Jones PC	Manual Arts H.S.	Yorkdale Elementary
Barack Obama Global Prep Academy	Eagle Rock Elementary	Mount Washington Elementary	West Adams Prep High School
Berendo Middle School	Eagle Rock H.S	Riordan Primary	20 SCHOOLS
Buchanan St. Elementary	Early College Academy	Salvin Special Ed	IMPROVED
Clifford St. Math & Tech Magnet	Glassell Park El STEAM Magnet	Toland Way Elementary	
Dolores Huerta El	Glenfeliz Blvd Elementary	Tri-C CDS	

Reduced Chronic Absenteeism

9th St Elementary	Charles H. Kim Elementary School	Elysian Heights Elementary Arts Magnet	Manual Arts High School	Sophia T Salvin Special Ed Center
32 ND St. USC Performing Arts Magnet	Clifford M/T Magnet	Estrella Elementary	Maple Primary Center	Vermont Avenue Elementary
49 [™] St. Elementary	Commonwealth Avenue Elementary	Frank Del Olmo Elementary	Mayberry St. Elementary	Virgil Middle School
Aldama Elementary	Dahlia Hights Elementary	Glassell Park Elementary	Miguel Contreras- LA Sch of Global Studies	West Adams Preparatory Sh
Allesandro Elementary	Dolores Huerta Elementary	Glenfeliz Blvd. Elementary	Monte Vista St. Elementary	Maintained their Chronic Rate from 2018:
Atwater Avenue Elementary	Jones Primary Ctr.	Gratts LA for YS	Nava College Preparatory Academy	20 th Street Elementary
Belmont Senior High	Alexander Jr. Science Center School	Lockwood Ave Elementary	RFK LAHSA	John H Liechty MS
Berendo Middle School	Eagle Rock Elementary	Los Angeles Academy Middle School	RFK Sch for Visual Arts and Humanities	Mount Washington Elementary
Buchanan St. Elementary	Eagle Rock High School	Luther Burbank MS/TC/Magnet	Richard Riordan Primary Center	A —
Castelar St. Elementary	Early College Academy	Magnolia Ave Elementary	Rockdale Visual & Performing Arts Magnet	

47 SCHOOLS IMPROVED

Gender Identity and Students: Ensuring Equity and Nondiscrimination



PURPOSE

- Board Resolution Required Training
- BUL-6224.2: Gender Identity and Students Ensuring Equity and Nondiscrimination

GUIDELINES AND REQUIREMENTS

- Schools will respect the gender identity of each student
- Schools will ensure safe and equal access for all students

GENDER RECOGNITION ACT

- Every person deserves full legal recognition and equal treatment under the law.
- Emphasis on persons who identify as transgender, nonbinary, and intersex.

GENDER IDENTITY CONTINUUM

Gender Nonconforming

Gender Variant

pangender

Agender

Intersex

_{Transgender}

Two Spirit

Gender Queer

Gender Fluid

Nonbinary

Bigender

PRIVACY AND CONFIDENTIALITY

- All students have a right to privacy.
- A student's gender identity and expression should be shared only on a need to know basis.

PUPIL RECORDS

- State law requires that student enrollment forms allow a parent to designate their child's gender as male, female, or nonbinary.
- Students have the right to change their name and gender on pupil records, using established District protocols.

DISTRICT POLICY ON NAMES/PRONOUNS

- Students shall be allowed to use the name and pronoun that corresponds to their asserted gender identity.
- Be mindful in situations where disclosure of a student's legal name and gender differs from their asserted/preferred name and gender.

STUDENT SAFETY

- All staff must ensure that students are provided a safe school environment.
- School staff shall appropriately respond to incidents of discrimination, harassment, bullying or intimidation.
- Applicable District Policies:

BUL-3349: Sexual Harassment Policy

BUL-5212: Bullying and Hazing Policy

ACCESSIBILITY TO FACILITIES

- Students may access facilities (i.e., restrooms, locker rooms, etc.) according to asserted gender identity.
- Students who identify as nonbinary shall be granted access to the facility which best aligns with their asserted gender identity.
- Students shall be provided reasonable accommodations to address privacy and safety concerns (i.e., alternate restroom, supervision).

SCHOOL ACTIVITIES AND PROGRAMS

- Students have the right to equitable access to activities and programs in a manner consistent with their gender identity.
- Examples: Sports, physical education, course instruction, extra-curricular activities, after school programs, school events

DRESS CODE/SCHOOL UNIFORMS

- Policy must be gender neutral.
- Students have the right to dress in accordance with their gender identity.
- Enforcement should be equitable, based on parameters of the dress code or safety issues.

FOR FURTHER ASSISTANCE/QUESTIONS

Educational Equity Compliance Office

Phone: (213) 241-7682

Website: https://achieve.lausd.net/eeco

E-Library Publications:

REF-6799.1: Sex-Specific and All-Gender Single and Multiple-User Restrooms

BUL-6224.2: Gender Identity and Students – Ensuring Equity and Nondiscrimination

BUL-5703.3: Name and/or Gender of Pupils for Purposes of School Records

BUL-3349.1: Sexual Harassment Policy

BUL-5212.1: Bullying and Hazing Policy



INTEGRATED SAFE SCHOOL PLAN

- www.issp.lausd.net
- Key Components:
 - Staff Directory
 - Current Cell Phone Numbers
 - Emergency Plan View



DUE: October 1, 2019

Safety Committee

- Committee Meets Monthly to review school
 Safety Procedures, drills and Emergency protocols
- Plan training
- Members from all stakeholder Groups;
 - Certificated: Teacher/UTLA, Aide, Admin, out of Classroom Support staff...
 - Classified: Office Staff, Campus Aide, Community Rep,
 Supervision Aide...
 - Parent (non/employee)

Responding to Emergencies Everyone has a role

- Know the plan
 - Where is it?
- Remain Calm
- Assess and support
- Communicate



Purpose of Communication

- Safety
- Instructions/Updates
- Inform
- Maintain Calm



Method of Communicating

- Letters
- Flyers
- Blackboard Connect
- Email
- Text App



Contact Databases

- Staff:
 - Employee Self Service Portal
 - www.ess.lausd.net
 - My Profile
 - Home Number
 - Cell Number
- Parents:
 - MISIS



Contact Operations

Main Dispatch: (213) 241-0167

- Maria Butler (213) 369-3143
- Michelle Gorsuch (213) 222-3894
- Jeremy McDavid (323) 388-8126
- Tony Cortez (213) 369-3339





Incident System Tracking Accountability Report Eugene L. Hernandez, Administrator of Operations

Local District Central, LAUSD



Incident System Tracking Accountability Report

- BUL-5269.2
- Electronic tool to report and document incidents which occur on or near District schools and sites
- Incidents involve students, employees, or a member of the school community
- Enables efficient and effective mobilization and allocation of resources and supports
- Reduces potential miscommunication

iSTAR Format

- **❖ Four Main Tabs**
 - -Incident
 - -Persons Involved
 - -Issue Types (facilities involved)
 - -Summary
- Two Conditional Tabs
 - -Injury/Illness
 - -Risk Assessment Referral Data (RARD)





LOS ANGELES UNIFIED SCHOOL DISTRICT ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT



LoginUser: tony.cortez

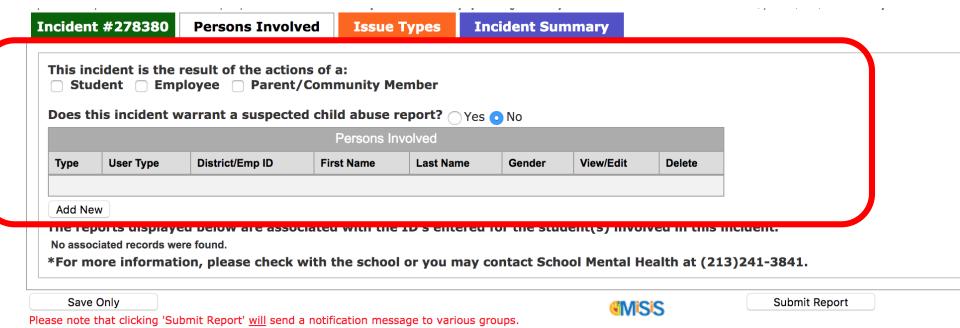
NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, body students, 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 community member/visitor. Do not use this form for contractors. 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 community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

Cost Center)	<u></u>	
Incident Occurred	✓ On Campus ☐ Off-Campus ☐ At another school ☐ District Office ☐ District School Bus/Vehicle			
	Going to or from	school Going to d	r from a school sponsored activity	✓ ☐ Athletics Competition/Practice
Exact Location	Cafeteria Duri	Classroom	Other	
Incident Date			Incident Time	10:57 AM
Reporter Employee No.			<u>~</u>	
First Name*			Last Name*	
Phone No.	()		Fax No.	()
Email*	net		Title	ASST PRIN, SECONDARY
Contact Name	Contact for Additional Upd	ates	Contact Phone	()
Is this incident center flood, fire)?			ict School/Facilities (i.e. lost k	reys, ○Yes No
* Required Field				

Please note that clicking 'Submit Report' will send a notification message to various groups.

Most Common Errors: Missing info phone, names, fax Time/date discrepancy



Most Common Errors: Missing Persons Involved

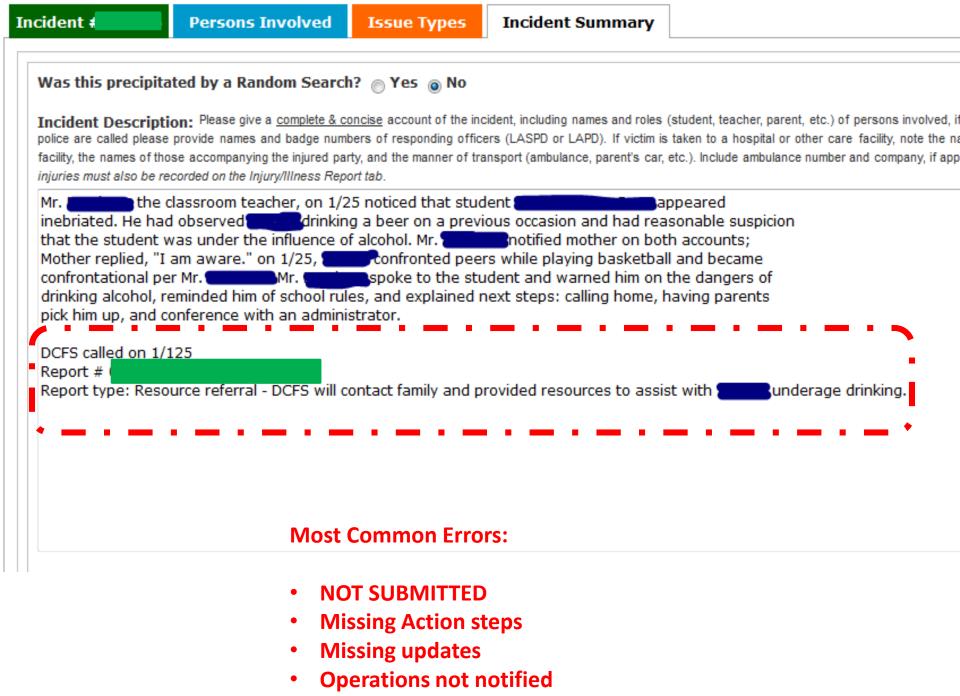
台≯前Q(

NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY

LoginUser: tony.cortez

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees,body students, 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 community member/visitor. Do not use this form for contractors. 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 community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

Incident #	Persons Involved	Issue Types	Incident Summary		
				The ISTAR and a second of Warrant Hard	
Click '+' to ex Abduction	pand.			The ISTAR system uses these issue definitions as the key element of its reporting process. Be familiar with the various incident types and definitions to use it effectively.	
■ Accident				Issue Definitions	
■ Altercation (Ve	rbal)				
■ Arrest	,				
■ Bullying					
	e (Student as Victim 0	nly)			
	Parent Issue Type Onl				
	npted to damage scho		erty		
■ Death			-		
■ Discrimination/	Harassment (Only gra	des 4-12 for stud	lent suspension)		
■ Disruptive Pers	on			Most Common Er	ror: Mis-labeled
■ Disrupted School	ol-Wide Activities				
Fighting/Physical Aggression			Incident		
Fraud Allegation	n				
■ Hate Violence (for suspension, studen	it must be in gr 4	-12)		
■ Hazing					
■ Illegal/Controll	ed Substance				
- ✓ Alcohol					
· · ·	-	rst offense of man	ijuana of less than1 oz	2	
□ Drug par	aphernalia				
- Ecstasy					
; -	c Cigarettes				
- 🗆 Marijuan					
	a possession for first o	offense of less tha	an 1 oz		
- Methamp	ohetamine				
- □ Other	J J T-b				
Possessed or used Tobacco					
Selling or arranging to sell the prescription drug Soma			Soma		
☐ Sold controlled substance ☐ Substitute of a controlled substance					
_					
■ Inappropriate C	Conduct (Employee as	Suspect Only)			
T THILLIA				I .	



Incident Status: Open	~	Allegation Unfounded
-----------------------	---	----------------------

(Please keep the Incident Status to "Open", if this incident need further action)

(Found Resp. the measure status to open ; if the measure recording					
Updated Information					
Date/Time	Description			Created By	
Add New					
Action Details					
Date/Time	Description	Status	Created By	Updated By	
Add New					

Please note that automatic e-mail notification of the appropriate incident report will be sent to the following staff or offices for notification:to Administrator of Operations, Operations Coordinator, Board Member/Representative, Asst. Superintendent of School Operations, Employee Relations, General Counsel, School Police, OEHS, Risk Management, Facilities, Employee Performance Accountability, Student Health and Human Services, ITD, and Transportation Branch.

Additional notification at your discretion may be recorded below:

Notify Details				
Notified	Department Name	Notify Name	Date	#
	Ed. Equity Compliance			<u>Delete</u>
	Nearby Schools			<u>Delete</u>
~	Operations Coordinator	Tony Cortez	1/26/2018	<u>Delete</u>
	School Police (213) 625-6631			<u>Delete</u>
	School Services Director			<u>Delete</u>
	Special Education/IEP Unit			<u>Delete</u>
	Office of Environmental Health and Safety			<u>Delete</u>
	Employee Performance Accountability			<u>Delete</u>
	Crisis Counseling Office			<u>Delete</u>
Add New				

Most Common Errors:

- NOT SUBMITTED
- Missing Action steps
- Missing updates
- Operations not notified



Created By:

Last Updated By:

Submitted By:

Submitted Date:

Submitte

Documents Attached to this report

Open ∨

Is the document uploaded a person disruptive letter? A Yes No

Browse...

... No file selected.

Last Updated Date: 1/26/2018 11:04:40 AM

Created Date: 1/26/2018 10:58:19 AM

Upload

Save Only

MISIS

Submit Report



Time to Practice

- In Pairs, read the scenario on the following slide.
- Decide what will be documented.
- Remember, the more concise and succinct, the more likely pertinent information is captured.

Scenario

Teacher sends student, Marko, into school office. Marko has a gash (approximately 1 inch long) across the forehead. The school nurse is not at your school that day and the Principal is at a meeting.

Do you create an iSTAR?

If so, what should be doucmented?



Reminders



- Be sure to have your principal review the iStar. Email notifications are sent to applicable District personnel when the user clicks "SUBMIT"
- An iSTAR closes automatically after 30 days, so be sure all information has been entered into every applicable tab
- The school principal must certify all injuries/illnesses, and istars created at level 2

Classified Human Resources



- Job Description
- ON-LINE CHILD ABUSE TRAINING:
 - ☐ The on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. Classified employees may complete this training on work time.

BREAK/LUNCH TIMES FOR UNITS D

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

Classified Human Resources



TRAINING

My Professional Learning Network

- Visit the website at https://achieve.lausd.net
- Call the office at 213-241-3440.

Topics to Consider:

- Top Tips and Tools for Organizing Your Workday (Recorded Webcast)
- First Time Manager: Meeting Expectations
- First Time Manager: Challenges
- Time Management: Quit Making Excused and Make Time Instead
- Welligent