



Local District Central

# Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 18

DECEMBER 2, 2016

## IMPORTANT DATES TO REMEMBER

Safe Passages 12/8

Newton Div.

Northeast Div.

Olympic Div.

After the Bell 12/8

Principals' Meeting 12/14

Last Day of Instruction 12/16

Winter Recess 12/19-1/6

Second Semester Begins 1/9

Martin Luther King Jr.'s Birthday 1/16

## WHAT'S DUE

November's Water Flushing Logs 12/1

November's Metal Detection Certification 12/1

ROI's Due 12/14

## Steadfast Crisis Teams

Crisis, emergency, tragedy, and trauma are words heard frequently at schools today. Too many schools have had a major crisis and the school's response in light of one is essential to minimizing the negative impact on learning, physical, and mental well-being of all. This week LD Central school teams participated in our annual Crisis Team training. 154 school teams convened to review policies and procedures for conducting threat and suicide risk assessments as well as reviewing guidelines for providing psychological first aid and self-care.

School leaders were "challenged" to share the information provided at the Crisis Team meeting as well as review Volume 3 of the Safe School Plan with the entire school staff to ensure consistency and coherence when responding to a crisis at school. Additionally, it is strongly encouraged that all crisis teams meet on a monthly basis to deepen their understanding of protocols and procedures to follow for various crisis events. Crisis response behaviors should be well learned and practiced.

Accidents, danger, and tragedy are a part of life. The key to a steadfast crisis team is in the preparation to respond to them. Doing so helps to provide the children we serve a sense of security and restores their ability to learn. School leaders are encouraged to contact their LD Central Operations Coordinator for additional support.



## Staff Attendance Around the Holidays

As we approach the winter break, it is recommended that school leaders take a proactive approach to communicating expectations around employee attendance by sending an email, memo, or other reminder. The following communication may be used:

*As you know, consistent staff attendance is extremely important to the integrity of the instructional program and the safety of students. Please be aware that any absences immediately preceding or following a holiday weekend or school vacation, will require acceptable verification in order to be paid. As a reminder, employees are not permitted to take unauthorized, unpaid time off.*

*Thank you for your dedication to the students and families of **NAME OF SCHOOL**, and for everything that you do every day.*

Please do not hesitate to reach out to your Staff Relations Field Director and Senior HR Representatives for support regarding employee attendance at any time.

## After the Bell

Our upcoming After the Bell Training on will be on December 8, 2016. This session will focus on **Mid-Year Progress and Progressive Discipline for Certificated Employees**. This is a great professional learning opportunity and I am hoping you could attend. Please see Attachment I for further information.



## 2016—2017 Winter Recess District Shutdown Days

LD Central staff would like to offer school leaders guidance with scheduling the custodial staff during the winter recess [Attachment 2]. December 28, 30, 2016 and January 2, 2017 are legal paid holidays for employees. District shutdown days are December 27, 28 and 29, 2016. Employees can use vacation time if:

1. They have enough vacation time
2. The site administrator approves vacation (employees must use vacation time on shutdown days)

December 19, 20, 21, 22, 23, 2016, January 3, 4, 5, 6, 2017 are working days for “A” basis employees. Custodial staff may request vacation time for these days. Should your custodial staff work on these 9 days, it is recommended that school leaders meet with their plant manager to and create a job list (deep clean restrooms, sweep and mop all classrooms, work on any special projects, etc.) to complete during those days. Feel free to call the LD Central Operations office should you have any questions.

## Rubric of Implementation

The Rubric of Implementation is a tool to measure school-wide Positive Behavior Intervention and Support [Attachment 3]. It is suggested that you incorporate each key feature of the rubric at your school site. Please use the rubric as an agenda item when you have faculty, parent, and student meetings and assemblies. The eight features of the Rubric of Implementation are:

1. Administrative Leadership and Support
2. Team Based Leadership
3. Behavioral Expectations Defined
4. Behavior Expectations Taught
5. Acknowledge and Reinforce Appropriate Behavior
6. Monitor and Correct Behavior Errors
7. Data-based Decision Making
8. Family Community Collaboration

It is the goal of the Los Angeles Unified School District to have a climate that focuses on safety, teaching, learning, and interpersonal relationships to enhance student learning and wellbeing.

## Mental Health and its Influence on Chronic Absenteeism

Students who suffer from anxiety may be triggered when an assignment is a classroom presentation. Students suffering from post-traumatic stress disorder, as a result of neighborhood violence, may be experiencing depression that results in serious fatigue thus impacting their attendance. A wide range of mental health issues can discourage students from attending school or limit their level of engagement at school.

Recognizing educational transitions as potential triggers for missing school and disengagement from class and providing support is critical for students who may be going experiencing the following transitions:

- \* Entering Kindergarten
- \* Moving to a new home or attending a new school
- \* Moving from elementary to middle school or middle to high school
- \* Returning to school from suspensions, expulsions or juvenile detention
- \* Re-entering regular classrooms from a special education setting

If you have any questions please call our Local District Coordinators Leilani Morales, Pupil Services (213) 241-0158 or Maria Chua, Mental Health (213) 241-2612.



## Is Your School Gold?

How did your school do?

See Attachment 4.

Dec. 2nd marks the 69<sup>th</sup> Day of School!!



ATTENDANCE SUBMITTAL			
Level	Submittal %	Number of LDC Schools through 11/10/16	Number of LDC Schools through 11/18/16
Gold	100%	59	73
Silver	98% - 99.99%	108	96
Bronze	96% - 97%	4	3
	< 96%	1	0

## Restorative Justice: The Circle has a Center

The center of the circle is an important element. While it can be left clear, it is often more powerful when something is placed in the center to provide focus. Creating the center can be part of the ritual of moving into circle time. Students often enjoy doing this. After modeling it once or twice, ask for two or three volunteers to arrange the center, working with elements that are kept in a basket or box for that purpose. A colorful piece of fabric with a few small items such as flowers, feathers, a selection of talking pieces, and so on will do nicely. A bowl of water in the center can help bring a sense of calm to the circle, and can be helpful when there is conflict or tension in the room.



## Fiscal Updates

- TSP –ARTS at the Core program 10423 funds must be expended by Friday, December 16, 2016. Amounts unencumbered by this date will be captured and repurposed by AEB.
- FY-2017 is last year of implementation for the QEIA program. There will be no additional allocations coming from the State. Therefore, schools that received funds in program 14310 or 14312 should appropriately spend these dollars before June 30, 2017. **Any unused dollars at the end of this fiscal year will be returned to the State.**
- Attendance Submittal Incentive program 15863 and EIA/LEP program 75536 allocations must be spent before June 30, 2017. Please see attached memo and Q&A regarding these programs [Attachment 5].
- Please continue to reconcile your Imprest account in a monthly.
- Please process receivers as soon as goods are received /services rendered to ensure that all expenditures are charged in a timely manner and vendors are paid on time.

## Mandated Workplace Harassment Training for Supervisors

To meet the legal mandate of 100% compliance, principals and all worksite supervisors must complete the mandated workplace harassment prevention training by **December 31, 2016**. Please monitor your school site to make sure all supervisors complete the training by the due date.

## Water Flushing Certification & On-Line Metal Detector Certification



As a reminder, November 2016 Water Flushing & Metal Detector Certifications are now due. Please be aware that they are due the first of each month with a cutoff of 15th. Avoid being late due to unforeseen emergencies and special circumstances by certifying early. We expect all administrators to adhere to the due dates. Certify early to avoid any unforeseen.



# Reminders

## Warning of Possible Below Standard Evaluation

Certificated employees who might receive an overall **Below Standard Evaluation** should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memos, but should also include warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. Please refer to the Administrative Task Calendar, in the November Staff Relations Update. Remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a Below Standard Evaluation.

## Safe Passages Update

Safe Passages is an opportunity for school leaders and their representatives to engage community leaders in identifying and solving problems within their school communities. Representatives in attendance include LAPD, District Attorney's Office, Councilmember's office, Office of Sanitation, community agencies, and traffic division. Learn how to leverage the community resources available in your neighborhood.



We look forward to seeing you or a representative from your school at our upcoming Safe Passages meetings. Please see the calendar below for dates and times. If you have any questions or concerns please feel free to contact Gloria Espinosa at (213) 241-0167.

Month	Newton Div.	Northeast Div.	Olympic Div.	Rampart Div.
Thursday 12/8/2016	The Reef  9:00—10:00am	Hathaway-Sycamores Family Resource Center  10:00—11:00am	Olympic Police Station  10:00—11:00am	Belmont HS Parent Center  10:00—11:00am

## Payroll Reminder

Just a reminder that payroll is due for all **classified**, **certificated**, and **Semi-monthly** personnel on **Thursday, December 15, 2016**.

We strongly encourage you to closely read the detailed emails that will be sent to you from Payroll Services. The information provided in these emails, especially for your substitutes, will be beneficial to ensure that no one is left without pay.

## Holiday Displays and Programs

Please refer to BUL-6204.1, *Holiday Displays and Programs* [Attachment 6]. This bulletin provides guidelines, as well as, information for administrators and personnel who will be preparing holiday displays and planning holiday programs with regard to religious matters in public school settings.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Local District Central  
Operations Unit

**Save the Date**

# After the Bell

*Mid-Year Progress and Progressive Discipline for  
Certificated Employees*

**Target Audience:** *All Principals, Assistant Principals,  
APSCS, APEIS*

**When:** Thursday, December 8, 2016

**Time:** 3:15 – 4:45 pm

**Location:** Lanterman High School  
Auditorium  
2328 St James Place  
Los Angeles, 90007

To RSVP, please call Beatriz Campos at (213) 241-0167 or  
email her at [bx2865@lausd.net](mailto:bx2865@lausd.net)



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

**TITLE:** 2016-2017 Winter Recess and District Shutdown Days

**NUMBER:** MEM-6792.0

**ISSUER:** Marjorie Josaphat and Jose R. Cantu, Ed.D.  
Co-Lead Chief Human Resources Officers  
Human Resources Division

**DATE:** November 21, 2016

**PURPOSE:** The purpose of this memorandum is to provide information to all schools and offices regarding the 2016-2017 winter recess and District shutdown days.

**MAJOR CHANGES:** None

**INSTRUCTIONS:** I. Background

The winter recess includes a shutdown period for most District staff. The District shutdown period will be from December 26, 2016 – January 2, 2017 which includes three holidays and three shutdown days. This memorandum informs A-Basis employees who are assigned to school sites and employees assigned to non-school sites (offices) and their administrators/supervisors on how this shutdown period is to be treated.

A. Schools will not be in session during Winter Recess as follows:

**NOTE:** Dates listed below are based on the instructional calendars only. Refer to the appropriate payroll calendar for various calendar options for each basis.

1. Single-Track Schools: December 19, 2016 – January 6, 2017
2. Multi-Track School: December 21, 2016 – January 2, 2017
3. Early Education Centers: December 26, 2016 – January 2, 2017

B. Holidays

December 26, 2016 (Christmas Day), December 30, 2016 (alternate Lincoln Day), and January 2, 2017 (New Year's Day) are paid legal holidays for regular employees.

## ROUTING

All Employees  
All Locations



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

### C. Shutdown Days

December 27, 28, and 29, 2016 (three days)

## II. Schedule for A-Basis School Site Employees

### A. December 27, 28, and 29, 2016 (Shutdown Days)

1. All schools and Early Education Centers will be closed on these days. Employees must use vacation on December 27, 28, and 29, 2016 (shutdown days), except as noted below.
  2. All Early Education Centers and our multi-track school (except Track A) will reopen on January 3, 2017.
- B. To the extent operationally feasible, A-Basis school based employees are encouraged to use vacation during additional non-holiday times that schools are not in session.

## III. Schedule for A-Basis, Non-School Site Employees

- A. All District offices will be closed from December 26, 2016 through January 2, 2017, and will reopen on January 3, 2017.
- B. Offices will be closed or will operate with skeleton crews on shutdown days (December 27, 28, and 29, 2016), as determined by the site administrator. Except as noted below, unless needed to work as part of a skeleton crew, employees must use vacation on shutdown days.

**NOTE:** As provided in their collective bargaining agreement, A-Basis Unit D employees who are not needed at their own site may use vacation, take unpaid time, or request in writing, to work at an open site on these days. Administrators should ensure that Unit D A-Basis employees are notified of their options, and that these employees inform their administrators of the option selected (especially in the case of request to work) no later than December 9, 2016. Please recall that most school-based Unit D clerical staff are E-Basis.

Unit A (School Police) employees are not required to use vacation during the shutdown period.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

Unit E employees with accrued vacation earned *in prior years* must utilize these hours during the shutdown period. Employees with *current year's* vacation accrual only may choose to use vacation during the shutdown period; or may be assigned to work, only to the extent work is available at a maintenance area; or otherwise be unpaid.

**RELATED  
RESOURCES:**

More detailed information regarding the various vacation provisions can be found in the applicable collective bargaining agreements, Board Rule 1990, and Personnel Commission Rule 812.

**ASSISTANCE:**

For assistance regarding payroll matters (e.g., calendar configurations for different bases, time reporting procedures, etc.), employees should contact their time reporter or supervisor/administrator.

For assistance, contact your Staff Relations Field Director for certificated employee questions, or your Senior HR Representative for classified employee questions.

For questions other than payroll matters, contact Personnel Research and Analysis at (213) 241-6356.

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of District Operations**  
*Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support*  
**Rubric of Implementation (ROI)**

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Key Feature	1	2	3	4	Score
<b>Administrative Leadership and Support</b>	<input type="checkbox"/> Administrator(s) does not actively support the SWPBIS process.	<input type="checkbox"/> Administrator(s) supports the process but does not take as active a role as the rest of the team.	<input type="checkbox"/> At least one school administrator is a member of the SWPBIS/Discipline Review team. <input type="checkbox"/> SWPBIS is on the agenda at <b>some</b> faculty meetings. <input type="checkbox"/> SWPBIS is addressed in <b>some</b> staff and parent newsletters.	<input type="checkbox"/> At least one school administrator is an active participant on the SWPBIS Discipline Review / team. <input type="checkbox"/> SWPBIS is on the agenda at <b>all</b> faculty meetings. SWPBIS is addressed in <b>all</b> staff and parent newsletters.	
<b>Team Based Implementation</b>	<input type="checkbox"/> No SWPBIS/Discipline Review team is established.	<input type="checkbox"/> A SWPBIS/Discipline Review team is established and meets at least 2 times per year.	<input type="checkbox"/> The SWPBIS/Discipline Review team has representation of all stakeholders (Administrator, General Educator, Special Educator, Classified Representative, Support Staff, Parent, Student) including tracks, grade levels, etc. <input type="checkbox"/> The SWPBIS/Discipline Review team has regularly scheduled monthly meetings.	<input type="checkbox"/> The SWPBIS/Discipline Review team has representation of all stakeholders (Administrator, General Educator, Special Educator, Classified Representative, Support Staff, Parent, a Student (High School Only) including tracks, grade levels, etc. <input type="checkbox"/> The SWPBIS/ Discipline Review team has regularly scheduled monthly meetings. <input type="checkbox"/> Agendas, minutes, sign-in sheets, action plans, etc. from each monthly meeting are memorialized. <input type="checkbox"/> Each team member knows their role and responsibility as part of the team.	
<b>Behavioral Expectations Defined</b>	<input type="checkbox"/> The school has more than six behavioral expectations. <input type="checkbox"/> The expectations are negatively stated.	<input type="checkbox"/> 3 – 6 positively stated expectations are established and defined for <b>some</b> of the common areas.	<input type="checkbox"/> 3 – 6 positively stated expectations are established and defined for <b>all</b> of the common areas. <input type="checkbox"/> These expectations are clearly visible (posted) in <b>most</b> of the common areas. <input type="checkbox"/> When asked, students, staff and families know the 3 – 6 expectations.	<input type="checkbox"/> 3 – 6 positively stated expectations are established, defined and clearly visible (posted) in <b>all</b> of the common areas. <input type="checkbox"/> When asked, students, staff and families know the 3 – 6 expectations.	

# LOS ANGELES UNIFIED SCHOOL DISTRICT

## Division of District Operations

### Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support

#### Rubric of Implementation (ROI)

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Key Feature	1	2	3	4	Score
<b>Behavior Expectations Taught</b>	<input type="checkbox"/> No documented plan for the teaching the expectations exist. <input type="checkbox"/> Some staff may teach the expectations in their own classrooms.	<input type="checkbox"/> Students are told what the expectations are. <input type="checkbox"/> Some staff may teach the expectations in their own classrooms.	<input type="checkbox"/> There is a documented system for annually teaching the behavioral expectations, to all students (Behavior/Procedure Fair, Assemblies, skits, homeroom/advisory lessons, etc.).	<input type="checkbox"/> There is a documented system for annually teaching the behavioral expectations to all students (Behavior/Procedure Fair, homeroom/advisory lessons, assemblies, skits, etc.). <input type="checkbox"/> There is a documented system for on-going review of expectations on weekly to monthly basis. <input type="checkbox"/> The school has developed strategies to involve families/community with the teaching of the expectations.	
<b>Acknowledge and Reinforce Appropriate Behavior</b>	<input type="checkbox"/> There is not a consistent acknowledgment/reinforcement system in place.	<input type="checkbox"/> The documented acknowledgment/reinforcement system (ticket, token, etc.) guidelines and procedures are implemented throughout the school by 50% of the staff.	<input type="checkbox"/> The documented acknowledgement/reinforcement system (ticket, token, etc.) guidelines and procedures are implemented throughout the school by 75% of staff.	<input type="checkbox"/> The documented acknowledgment/reinforcement system (ticket, token, etc.) guidelines and procedures are implemented throughout the school by 90% of staff. <input type="checkbox"/> A ratio of 4(+): 1(-) is in place to acknowledge students, staff and families.	
<b>Monitor and Correct Behavioral Errors</b>	<input type="checkbox"/> Problem behaviors are not clearly defined. <input type="checkbox"/> The response to problem behavior is inconsistent.	<input type="checkbox"/> Problem behaviors are clearly defined and agreed upon by a least 50% of school staff. <input type="checkbox"/> There is an inconsistent process for what behavior is handled in the classroom and what is referred out (Dean, Counselor, AP, etc.)	<input type="checkbox"/> Problem behaviors are clearly defined, agreed upon by at least 75% of school staff and documented. <input type="checkbox"/> At least 75% of school staff can clearly articulate the process for behavior handled in the classroom and behavior referred out (Dean, Counselor, AP, etc.).	<input type="checkbox"/> Problem behaviors are clearly defined, agreed upon by at least 90% of school staff and documented. <input type="checkbox"/> At least 90% of school staff can clearly articulate the process for behavior handled in the classroom and behavior referred out (Dean, Counselor, AP, etc.). <input type="checkbox"/> There is evidence that consequences for "behavioral errors" are consistent, progressive, and communicated to all stakeholders.	

# LOS ANGELES UNIFIED SCHOOL DISTRICT

## Division of District Operations

### Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support

### Rubric of Implementation (ROI)

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Key Feature	1	2	3	4	Score
<b>Data Based Decision Making</b>	<input type="checkbox"/> MiSiS discipline data is not reviewed to make decisions.	<input type="checkbox"/> MiSiS discipline data is reviewed but not used to make decisions.	<input type="checkbox"/> MiSiS is used to keep track of discipline data (office discipline referrals, suspension, opportunity transfer, expulsions). <input type="checkbox"/> The SWPBIS/Discipline Review team uses MiSiS and other District data systems to make decisions in designing, implementing, and revising school-wide efforts at least 2 times per school year. <input type="checkbox"/> MiSiS data is shared with school staff at least 2 times per school year.	<input type="checkbox"/> MiSiS is used to keep track of discipline data (office discipline referrals, suspension, opportunity transfer, expulsions). <input type="checkbox"/> The SWPBIS/Discipline Review team uses MiSiS data and other District data systems to make decisions in designing, implementing, and revising school-wide efforts at least 3 or more times per school year. <input type="checkbox"/> The SWPBIS/Discipline Review team reviews MiSiS discipline data at their monthly team meetings. <input type="checkbox"/> MiSiS data is shared with school staff at least 3 or more times per school year.	
<b>Family and Community Collaboration</b>	<input type="checkbox"/> There is no family/community involvement in the SWPBIS system.	<input type="checkbox"/> A family/community member is <b>inconsistently</b> part of the SWPBIS/ Discipline Review team. <input type="checkbox"/> Updates on the SWPBIS efforts are communicated through newsletters, brochures, open house, parent meetings, etc. at least 2 times per school year.	<input type="checkbox"/> A family/community member is an <b>active</b> member of the SWPBIS/ Discipline Review team. <input type="checkbox"/> Updates on the SWPBIS efforts are communicated through newsletters, brochures, open house, parent meetings, etc. at least 5 times per school year.	<input type="checkbox"/> A family/community member is a <b>consistent</b> member of the SWPBIS/Discipline Review team. <input type="checkbox"/> Updates on the SWPBIS efforts are communicated through newsletters, brochures, open house, parent meetings, etc. at least 8 times per school year.	
TOTAL SCORE					

Rubric of Implementation completed by:

Principal (Signature) \_\_\_\_\_

Date \_\_\_\_\_

School Operations (Signature) \_\_\_\_\_

Date \_\_\_\_\_



Los Angeles Unified School District  
Local District Central  
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/23/16)
C	7082	10th St El	7/1/2016	11/23/2016	100.00%
C	7274	20th St El	7/1/2016	11/23/2016	100.00%
C	3932	49th St El	7/1/2016	11/23/2016	100.00%
C	2027	Aldama El	7/1/2016	11/23/2016	100.00%
C	2768	Aldama El DLC Sp	7/1/2016	11/23/2016	100.00%
C	2810	Alexander SCS DLC Sp	7/1/2016	11/23/2016	100.00%
C	2041	Alexandria Ave El	7/1/2016	11/23/2016	100.00%
C	2068	Allesandro El	7/1/2016	11/23/2016	100.00%
C	2069	Allesandro El CL Mag	7/1/2016	11/23/2016	100.00%
C	2178	Aragon Ave El	7/1/2016	11/23/2016	100.00%
C	2233	Atwater Ave El	7/1/2016	11/23/2016	100.00%
C	4685	Aurora El	7/1/2016	11/23/2016	100.00%
C	2671	Bushnell Way El	7/1/2016	11/23/2016	100.00%
C	2699	Cahuenga El	7/1/2016	11/23/2016	100.00%
C	2783	Cahuenga El DLC Ko	7/1/2016	11/23/2016	100.00%
C	2780	Cahuenga El DLC Sp	7/1/2016	11/23/2016	100.00%
C	2863	Castelar St El	7/1/2016	11/23/2016	100.00%
C	2786	Castelar St El DL Ma	7/1/2016	11/23/2016	100.00%
C	8991	CDS Tri-C	7/1/2016	11/23/2016	100.00%
C	3110	Clifford St M/T Mag	7/1/2016	11/23/2016	100.00%
C	3192	Commonwlth Ave El	7/1/2016	11/23/2016	100.00%
C	2277	Commonwlth Ave El Mg	7/1/2016	11/23/2016	100.00%
C	3329	Dahlia Hts El	7/1/2016	11/23/2016	100.00%
C	2386	Del Olmo El	7/1/2016	11/23/2016	100.00%
C	3397	Delevan Drive El	7/1/2016	11/23/2016	100.00%
C	3479	Dorris Place El	7/1/2016	11/23/2016	100.00%
C	4165	Eagle Rock El GHA Mag	7/1/2016	11/23/2016	100.00%
C	3575	Elysian Heights El	7/1/2016	11/23/2016	100.00%
C	2383	Esperanza El	7/1/2016	11/23/2016	100.00%
C	2774	Esperanza El DLC Sp	7/1/2016	11/23/2016	100.00%
C	3877	Fletcher Dr El	7/1/2016	11/23/2016	100.00%
C	4082	Garvanza El	7/1/2016	11/23/2016	100.00%
C	4164	Glenfeliz Blvd El	7/1/2016	11/23/2016	100.00%
C	2385	Gratts LA for YS	7/1/2016	11/23/2016	100.00%
C	2775	Gratts LA for YS DLC	7/1/2016	11/23/2016	100.00%
C	4548	Hobart Blvd El	7/1/2016	11/23/2016	100.00%
C	4589	Hoover St El	7/1/2016	11/23/2016	100.00%
C	4671	Ivanhoe El	7/1/2016	11/23/2016	100.00%
C	2943	Jones El	7/1/2016	11/23/2016	100.00%
C	5112	Jones PC	7/1/2016	11/23/2016	100.00%
C	2784	Kim El DLC Sp	7/1/2016	11/23/2016	100.00%



Los Angeles Unified School District

Local District Central

Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/23/16)
C	2543	Lafayette Park PC	7/1/2016	11/23/2016	100.00%
C	1919	Lanterman HS	7/1/2016	11/23/2016	100.00%
C	2307	Lee El Med Hlth Mag	7/1/2016	11/23/2016	100.00%
C	4904	Logan St El	7/1/2016	11/23/2016	100.00%
C	2806	Logan St El DLC Sp	7/1/2016	11/23/2016	100.00%
C	2779	MacArthur Pk El DL Sp	7/1/2016	11/23/2016	100.00%
C	2544	MacArthur Pk El VAPA	7/1/2016	11/23/2016	100.00%
C	5068	Main St El	7/1/2016	11/23/2016	100.00%
C	7220	Maple PC	7/1/2016	11/23/2016	100.00%
C	5247	Menlo Ave El	7/1/2016	11/23/2016	100.00%
C	5288	Micheltorena St El	7/1/2016	11/23/2016	100.00%
C	2813	Micheltorena St El DL	7/1/2016	11/23/2016	100.00%
C	5384	Monte Vista St El	7/1/2016	11/23/2016	100.00%
C	5699	Norwood St El	7/1/2016	11/23/2016	100.00%
C	2392	Olympic PC	7/1/2016	11/23/2016	100.00%
C	2311	Poindexter LaMotte El	7/1/2016	11/23/2016	100.00%
C	2384	Politi El	7/1/2016	11/23/2016	100.00%
C	2772	RFK Ambsdrr Gbl Ed Ko	7/1/2016	11/23/2016	100.00%
C	2771	RFK Ambsdrr Gbl Ed Sp	7/1/2016	11/23/2016	100.00%
C	2369	RFK Ambsdrr Gbl Edu	7/1/2016	11/23/2016	100.00%
C	2308	Ride El Smart Acad	7/1/2016	11/23/2016	100.00%
C	5385	Riordan PC	7/1/2016	11/23/2016	100.00%
C	1955	Salvin Sp Ed Ctr	7/1/2016	11/23/2016	100.00%
C	6493	San Pascual El STEAM	7/1/2016	11/23/2016	100.00%
C	6507	San Pedro St El	7/1/2016	11/23/2016	100.00%
C	8577	Sotomayor LA LARS	7/1/2016	11/23/2016	100.00%
C	7178	Toland Way El	7/1/2016	11/23/2016	100.00%
C	7219	Trinity St El	7/1/2016	11/23/2016	100.00%
C	7479	Vermont Ave El	7/1/2016	11/23/2016	100.00%
C	7151	Weemes El	7/1/2016	11/23/2016	100.00%
C	8066	Burbank MS	7/1/2016	11/23/2016	100.00%
C	8580	Central HS	7/1/2016	11/23/2016	100.00%
C	5113	Mack El	7/1/2016	11/23/2016	99.99%
C	2603	Buchanan St El	7/1/2016	11/23/2016	99.99%
C	8777	Kahlo HS	7/1/2016	11/23/2016	99.99%
C	2811	Mack El DLC Sp	7/1/2016	11/23/2016	99.99%
C	4890	Lockwood Ave El	7/1/2016	11/23/2016	99.99%
C	2542	White El	7/1/2016	11/23/2016	99.98%
C	2701	Kim El	7/1/2016	11/23/2016	99.98%
C	2393	Lake St Primary	7/1/2016	11/23/2016	99.98%
C	8748	West Adams Prep SH	7/1/2016	11/23/2016	99.97%



Los Angeles Unified School District

Local District Central

Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/23/16)
C	7722	Angelou Community SH	7/1/2016	11/23/2016	99.96%
C	2151	Annandale El	7/1/2016	11/23/2016	99.96%
C	8643	Franklin HS	7/1/2016	11/23/2016	99.96%
C	7771	RFK Ambdr Gbl Ldsh	7/1/2016	11/23/2016	99.96%
C	8058	Liechty MS	7/1/2016	11/23/2016	99.96%
C	7301	24th St El	7/1/2016	11/23/2016	99.95%
C	7614	Nava College Prep	7/1/2016	11/23/2016	99.95%
C	7288	28th St El	7/1/2016	11/23/2016	99.95%
C	4986	Los Feliz STEMM Mag	7/1/2016	11/23/2016	99.94%
C	7654	West Vernon Ave El	7/1/2016	11/23/2016	99.94%
C	2942	Estrella El	7/1/2016	11/23/2016	99.94%
C	8189	Irving MS MME Mag	7/1/2016	11/23/2016	99.94%
C	2219	Ascot Ave El	7/1/2016	11/23/2016	99.93%
C	6534	King Jr El	7/1/2016	11/23/2016	99.92%
C	4575	Hooper Ave El	7/1/2016	11/23/2016	99.92%
C	7780	RFK UCLA Comm Sch	7/1/2016	11/23/2016	99.92%
C	2944	Huerta El	7/1/2016	11/23/2016	99.92%
C	8774	Contreras LC Gbl St	7/1/2016	11/23/2016	99.92%
C	7959	Yorkdale El	7/1/2016	11/23/2016	99.92%
C	2134	Studio School	7/1/2016	11/23/2016	99.91%
C	7589	Wadsworth Ave El	7/1/2016	11/23/2016	99.90%
C	5505	9th St El	7/1/2016	11/23/2016	99.90%
C	5111	Alexander Sci Ctr Sch	7/1/2016	11/23/2016	99.89%
C	6080	Plasencia El M/S Mag	7/1/2016	11/23/2016	99.89%
C	8544	Roybal LC	7/1/2016	11/23/2016	99.88%
C	2838	RFK UCLA Comm Sch DLC	7/1/2016	11/23/2016	99.87%
C	4576	Hooper Ave PC	7/1/2016	11/23/2016	99.86%
C	5466	Nevin Ave El	7/1/2016	11/23/2016	99.86%
C	2809	Main St El DLC Sp	7/1/2016	11/23/2016	99.85%
C	3986	Franklin Ave El	7/1/2016	11/23/2016	99.83%
C	3247	Plasencia El	7/1/2016	11/23/2016	99.83%
C	8738	DBM	7/1/2016	11/23/2016	99.83%
C	3507	Eagle Rock El	7/1/2016	11/23/2016	99.81%
C	4322	Arroyo Seco Mus/S Mag	7/1/2016	11/23/2016	99.80%
C	4680	Lizarraga El	7/1/2016	11/23/2016	99.80%
C	5170	Lexington Ave PC	7/1/2016	11/23/2016	99.79%
C	8517	Contreras LC Bus Tr	7/1/2016	11/23/2016	99.78%
C	6329	Rockdale VAPA Mag	7/1/2016	11/23/2016	99.77%
C	2785	Kim El DLC Ko	7/1/2016	11/23/2016	99.76%
C	8750	Marshall SH	7/1/2016	11/23/2016	99.76%
C	2833	28th St El DLC Sp	7/1/2016	11/23/2016	99.75%



Los Angeles Unified School District

Local District Central

Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/23/16)
C	4982	Los Angeles El	7/1/2016	11/23/2016	99.75%
C	8064	Kim Academy	7/1/2016	11/23/2016	99.74%
C	2604	Buchanan St El M/S Mg	7/1/2016	11/23/2016	99.74%
C	4983	Mariposa-Nabi PC	7/1/2016	11/23/2016	99.74%
C	5055	Magnolia Ave El	7/1/2016	11/23/2016	99.73%
C	3356	Dayton Heights El	7/1/2016	11/23/2016	99.73%
C	8501	RFK LA SH Arts	7/1/2016	11/23/2016	99.73%
C	6370	Rosemont Ave El	7/1/2016	11/23/2016	99.71%
C	8057	Berendo MS	7/1/2016	11/23/2016	99.70%
C	1914	Widney HS	7/1/2016	11/23/2016	99.70%
C	5630	Normandie Ave El	7/1/2016	11/23/2016	99.69%
C	8045	Castro MS	7/1/2016	11/23/2016	99.68%
C	8516	Cortines Sch of VAPA	7/1/2016	11/23/2016	99.67%
C	5411	Mt Washington El	7/1/2016	11/23/2016	99.65%
C	2819	Normandie Ave El DLC	7/1/2016	11/23/2016	99.65%
C	4123	Glassell Park El	7/1/2016	11/23/2016	99.63%
C	8062	Clinton MS	7/1/2016	11/23/2016	99.63%
C	5205	Mayberry St El	7/1/2016	11/23/2016	99.60%
C	2812	Mayberry St El DL Sp	7/1/2016	11/23/2016	99.58%
C	7356	Union Ave El	7/1/2016	11/23/2016	99.57%
C	4681	Harmony El	7/1/2016	11/23/2016	99.56%
C	3508	Eagle Rock El HG Mag	7/1/2016	11/23/2016	99.54%
C	8527	Contreras LC Soc Jus	7/1/2016	11/23/2016	99.51%
C	2808	Magnolia Ave El DL Sp	7/1/2016	11/23/2016	99.47%
C	8462	Virgil MS	7/1/2016	11/23/2016	99.38%
C	8132	Foshay LC	7/1/2016	11/23/2016	99.30%
C	8614	Eagle Rock HS	7/1/2016	11/23/2016	99.26%
C	8094	Carver MS	7/1/2016	11/23/2016	99.25%
C	6868	Obama Gbl Prep Acad	7/1/2016	11/23/2016	99.19%
C	8200	Los Angeles Acad MS	7/1/2016	11/23/2016	99.15%
C	8743	Manual Arts SH	7/1/2016	11/23/2016	99.14%
C	7137	32nd St USC PA Mag	7/1/2016	11/23/2016	99.07%
C	8745	LAUSD/USC CA/Eng Mag	7/1/2016	11/23/2016	99.02%
C	8009	Adams MS	7/1/2016	11/23/2016	98.90%
C	8853	Orthopaedic Hsp SH Mg	7/1/2016	11/23/2016	98.89%
C	7707	Sotomayor LA HADA	7/1/2016	11/23/2016	98.87%
C	8208	King MS Mag Flm/Mdia	7/1/2016	11/23/2016	98.83%
C	8543	Belmont SH	7/1/2016	11/23/2016	98.70%
C	8710	Early College Acad	7/1/2016	11/23/2016	98.66%
C	5173	Nava LA Sch Bus&Tech	7/1/2016	11/23/2016	98.63%
C	8070	Nava LA Sch Art&Cult	7/1/2016	11/23/2016	98.48%



Los Angeles Unified School District  
Local District Central  
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 11/23/16)
C	8206	RFK Sch Vis Arts/Hum	7/1/2016	11/23/2016	98.47%
C	8714	Jefferson SH	7/1/2016	11/23/2016	98.42%
C	7783	RFK New Open Wld	7/1/2016	11/23/2016	98.27%
C	8207	Contreras LC ALC	7/1/2016	11/23/2016	98.09%
C	8645	Highland Park HS	7/1/2016	11/23/2016	98.00%
C	8545	Newmark HS	7/1/2016	11/23/2016	97.46%
C	1918	McAlister HS CYESIS	7/1/2016	11/23/2016	96.86%
C	8716	Santee EC	7/1/2016	11/23/2016	96.34%

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Budget Services & Financial Planning Division

**TO:** K-12 Principals **DATE:** December 1, 2016

**FROM:** Cheryl Simpson  
Director, Budget Services & Financial Planning

**SUBJECT: UNSPENT ATTENDANCE SUBMITTAL INCENTIVE PROGRAM AND  
EIA/LEP FUNDS**

This communication is to remind schools that the following funds must be spent before June 30, 2017. The following funding sources will not carryover to the following 2017-18 school year:

- Attendance Submittal Incentive, Program 15863
- EIA/LEP, Program 7S536

Please see attached Frequently Asked Questions for guidelines on how to spend your Attendance Submittal Incentive Program funds. For a list of budget items allowed under program 7S536, please visit School Fiscal Services website:  
<http://achieve.lausd.net/sfs>

If you have any questions, please contact your Fiscal Specialist.

c: Michelle King  
Alma Peña-Sanchez  
Megan Reilly  
John Walsh  
Earl Perkins  
Thelma Meléndez de Santa Ana  
Frances Gipson  
Marjorie Josaphat  
Jose Cantu  
Local District Superintendents  
Administrators of Instruction  
Administrators of Operations  
Tony Atienza

## ATTENDANCE SUBMITTAL INCENTIVE PROGRAM 15863

### SUMMARY OF FREQUENTLY ASKED QUESTIONS

1. Q. Can I purchase gifts for students, and staff?  
A. The purchase of gifts (e.g. t-shirts), gift cards and awards are allowed for **students** only (no teachers or other staff) with a \$40 limit.
2. Q. How can I purchase these gifts, gift cards and awards?  
A. The Imprest Fund is the only purchasing method allowed to purchase the gifts, gift cards and awards for the Attendance Submittal Incentive Program 15863 only.
3. Q. Can I purchase Instructional materials for classrooms to recognize teachers?  
A. Yes, Instructional Materials can be purchased using Purchase Order, Stock Requisition, or Imprest Fund.
4. Q. Are meals and refreshments allowed under the Attendance incentive Program?  
A. Yes, meals are allowed for students, their parents, and teachers using the District Purchase Order and Imprest Fund.
5. Q. Can I use these funds to pay for Teacher X time, or overtime?  
A. Yes, these funds can be used to pay X-time or overtime.
6. Q. Can we purchase a field trips as part of the Attendance Submittal Incentive Program?  
A. Yes, field trips are allowed. Please see Reference Guide REF 2111.1 for more information.

For more detailed information on the allowable items under the Attendance Submittal Incentive Program, please see memo from Michelle King, Superintendent, dated April 14, 2016, titled " Attendance Submittal Incentive Program (Program Code 15863) – Frequently Asked Questions.

The memo is posted to the School Fiscal Services' website. The link is:

<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/185/Attendance%20Submittal%20Incentive%20Program.pdf>

Please note that for the safety of our students, Board Rules and District policies must be followed.



# LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

**TITLE:** Holiday Displays and Programs

**NUMBER:** BUL-6204.1

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
School Operations

Thelma Meléndez de Santa Ana, Ph.D.  
Chief Executive Officer  
Office of Educational Services

**ROUTING**  
All Employees  
All Locations

**DATE:** December 7, 2015

**PURPOSE:** The purpose of this Bulletin is to update and clarify procedures for holiday displays and programs at schools, District offices, and worksites.

**MAJOR CHANGES:** This Bulletin replaces BUL-6204.0, “Holiday Displays and Programs”, dated December 4, 2013, issued by the Office of the Superintendent.

**BACKGROUND:** This Bulletin provides guidelines regarding holiday displays and programs. Respect for humankind is increased by recognizing and understanding the beliefs, values, and customs of others. School programs designed to improve comprehension and acceptance of differences have educational significance. This bulletin provides information for administrators and personnel who will be preparing holiday displays and planning holiday programs. With regard to religious matters in public school settings, section 51511 of the California Education Code provides, as follows:

*“Nothing in this code shall be construed to prevent, or exclude from the public schools, references to religion or references to or the use of religious literature, dance, music, theatre, and visual arts, or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed, or sectarian purpose and when such references or uses are incidental to or illustrative of matters properly included in the course of study.”*

**GUIDELINES:** The following guidelines apply:

- I. Inclusion is the key to an appropriate holiday display or program. Guidelines for holiday displays are applicable to schools, District offices, and worksites. A display that includes a religious holiday symbol as well as other holiday symbols such as Christmas trees or menorahs would not be a violation of federal or state law. A program that includes a religious song among other holiday or seasonal musical selections would similarly not violate law.



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

Court recognizes Santa Claus, Christmas trees, and menorahs as relevant to holidays that have a secular, as well as religious significance, and has upheld their decorative usage, as long as they neither advance nor inhibit religion.

A multitude of faiths and beliefs are represented within the District. There is no expectation that students and staff be shielded from content that differs from their faith or belief. Nevertheless, schools, offices and worksites are encouraged to exercise sensitivity and inclusion so that all students and staff feel welcome in their school community or work location.

- II. The demographics of the District emphasize the need to provide inclusion, educate, and share information about the rich cultural traditions and heritage of the many groups that are represented in our communities. Care needs to be exercised in developing the content of these programs to respect diversity and the separation of church and state in a prudent and objective manner, to ensure that sectarian doctrine is avoided.

### III. Administrative, Multicultural, and Curricular Implications

- A. Staff members, advisory councils, members of the Parent Teacher Student Association (PTSA), Local School Leadership Council, and other appropriate advisory personnel should participate in planning and developing holiday programs that reflect respect for the sensibilities of staff and students of all faiths. Programs should be consistent with the policies of the Board of Education and the laws of the State of California.
- B. Holiday programs require careful planning so that no student or staff member will be prevented from participation, nor compelled to participate, because of personal conviction. At all times, students and staff must be provided the privilege of excuse from participation in any holiday program without penalty, bias, or retaliation.
- C. Students benefit from programs that increase awareness of the variety of beliefs in a pluralistic society and that teach mutual understanding, fellowship, and respect for group differences. They also benefit from programs that increase their awareness of how holidays are observed by different groups and nationalities. Emphasis should be placed on cultural learning.
- D. The quality of content and the length of time spent in the preparation and presentation of any program must be educationally justifiable. Programs prepared under the jurisdiction of the school are a part of the curriculum,



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

and administrators are expected to assess and supervise the educational value of all programs that are developed.

- E. Sectarian scenes, displays, and tableaux whose purpose is to create a religious tone or sacred atmosphere are not to be included.
- F. Religious exhibits, displays, or symbols such as crosses, crèches, and menorahs may be used when they are a necessary and integral part of the study of subjects in the curriculum, such as art or history. However, such exhibits, displays, and symbols may not be used as decorations unless they are part of a display that includes other holiday symbols, as well.
- G. Principals may wish to notify off-track students and their parents of the dates of any planned activities.
- H. The District Memorandum on the "Calendar of Commemorative Dates and Observances" is issued annually and offers opportunities for a variety of school programs. Some of these include recognition of persons who made significant contributions to American life, events that influenced development as a nation, and activities that highlight cultural and religious heritages.

**AUTHORITY:** United States Constitution, First and Fourteenth Amendments  
California Education Code, section 51511  
*County of Allegheny v. Greater Pittsburgh ACLU* (1989) 492 U.S. 573  
*Okrand v. City of Los Angeles* (1989) 207 Cal App. 3d 566  
*School Dist. of Abington Township, Pa. v. Schempp*, 374 U.S. 203 (1963)  
*Florey v. Sioux Falls School Dist.*, 619 F. 2d 1311 (8<sup>th</sup> Cir. 1980)

**RELATED RESOURCES:** BUL-4983.0, "Guidelines for Teaching About Religions," dated April 25, 2014, issued by the Office of the Superintendent.

**ASSISTANCE:** For assistance, please contact your Local District Operations Coordinator. For further information, please call the Office of School Operations at (213) 241-5337.