



Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 19

DECEMBER 9, 2016

IMPORTANT DATES TO REMEMBER

Principals' Meeting	12/14
Assistant 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
Principals' Meeting	1/18
SAA Meeting	1/26

WHAT'S DUE

November's Water Flushing Logs	12/1
November's Metal Detection Certification	12/1
ROI's Due	12/14

Extended Support Sites

Nearly a month has passed since the presidential election. Many of our students and their families still have questions and concerns about the possible impact the new administration may have on them. As part of the District's continuing commitment to provide a safe and positive learning environment, the following resources are available:



- ✓ Student Health and Human Services (SHHS) has opened Extended Support Sites at each of the six Local District offices and the field office of School Board President Steve Zimmer. These sites provide families with emotional support, enrollment and attendance information and will link them to resources, as needed.
- ✓ SHHS employees will staff these offices from 8 a.m. to 4:30 p.m. weekdays, beginning Tuesday, Dec. 6. Staff will also be available for most of Winter Break, operating from Dec. 19-23 and Jan. 3-6.
- ✓ SHHS will staff a hotline from 8 a.m. to 4:30 p.m. weekdays, with employees available to answer questions and provide referrals to families who call 866.742.2273.
- ✓ Information regarding these services is on the District's website with a list of resources for students, parents and employees. For details about these and other resources, please visit <http://achieve.lausd.net/Page/11959>.

In addition, Ms. King, Board President Zimmer, and Board Member Rodriguez will videotape a public service announcement on Monday that will be broadcast on KLCS-TV, the LAUSD Daily, and the District website. The announcement will reassure our families of the District's commitment to their well-being and asking them not to let their concerns to become a barrier to their education. The District is working with the Office of General Counsel for responses to frequently asked questions (FAQs) that students and families may have about immigration-related issues. We expect these FAQs to be added to the website next week.

At this time, L.A. Unified families and employees should receive a Connect-Ed message late next week with information about these expanded resources. Principals are to send the suggested Connect-Ed message (Attachment 1) to remind them about the new services the District has extended to our communities.

Securing School Sites for Winter Break

Just a reminder to close and secure all classroom windows and adjoining doors. Double check to make sure all technology is locked away and secured. Please refer to attached sample letter that can be duplicated and given to staff and BUL-2426.1 Secure Sites During Holiday Breaks (Attachment 2). Every effort to secure your school site is essential for school safety.





Spotlight on: West Adams Prep



To support the District's LCAP Attendance Goal (73% of students achieving 96% Attendance or higher), West Adams Prep recognized its students with attendance at the 96thile with a special treat to warm them up: hot chocolate and coffee cake! The efforts of the West Adams Prep leadership team, Principal Nava, and the great Pupil Services Counselors is greatly appreciated by all as their 96thile population year to date is 1,015 out of 1,570 students!

Go Panthers!



Dec. 9th marks the 74th Day of School !!

How did your school do?

See Attachment 3.

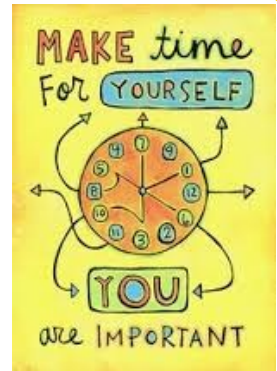
Is Your School Gold?



ATTENDANCE SUBMITTAL			
Level	Submittal %	Number of LDC Schools through 11/18/16	Number of LDC Schools through 12/02/16
Gold	100%	73	81
Silver	98% - 99.99%	96	86
Bronze	96% - 97%	3	5
	< 96%	0	0

Wellness and Self Care

During last week's School Site Crisis Team trainings, LD Central Mental Health Consultants emphasized the importance of self-care. Numerous tragic incidents have occurred in our District this semester and these situations can take a toll on each of us. Taking time for ourselves and maintaining a regular regimen of self-care can bolster our ability to do our work and be supportive of our schools and staff members.



Our work is extremely rewarding and at times can also be very challenging. We each contribute to our students' accomplishments and are an integral support to our students when they are at their most vulnerable. Being a responsible, compassionate, and caring staff member can drain us and can result in compassion fatigue, the emotional residue of exposure to working with those suffering from the consequences of traumatic events. Schools are the most stable and consistent structures for children. Those of us who work in and for them are most impacted by the trauma in the lives of our students and the communities. Being overly exposed to other tragedies through the media also heightens our compassion fatigue. To quote author Rachel Naomi Remen, "The expectation that we can be immersed in suffering and loss daily and not be touched by it is as unrealistic as expecting to be able to walk through water without getting wet."

One of the most effective ways of combating compassion fatigue is by taking care of ourselves emotionally and physically: connect with colleagues, ask for support when needed, take time to reflect. Caring for ourselves is something we must do on a regular basis so that compassion fatigue does not lead to burnout. Please refer to the Self-Care Inventory attachment from The National Child Traumatic Stress Network. (Attachment 4). This tool may assist you in assessing your areas of strengths as well as determining where you may like to create changes to improve balance in your own self-care.

For presentations, on Compassion Fatigue, Staff Wellness and Self-Care, please contact Maria Chua, School Mental Health Coordinator at (213) 241-2612, Gustavo Sagredo, Mental Health Consultant or Veronica Real, Mental Health Consultant.

Restorative Justice: Questions for Getting Acquainted

Share a happy childhood memory.

If you could be a superhero, which superpower would you choose and why?

How would your best friend describe you?

What would you NOT want to change about your life? Why?

If you had an unexpected free day and could do anything you wished, what would you do?

If you were an animal, what type would you be and why?

What is a memory you have to time spent in nature?

Who do you respect, and why?

What change would you like to see in your community? What can you do to promote that change?

What is it like for you when someone is angry at you?



CERTIFICATED EMPLOYEES BEING EVALUATED (ARTICLE X, SECTION 5.0)

1. Employees being evaluated shall receive one (1) formal observation during the academic year, no later than the 6th week of the second semester, February 17, 2017.
2. The formal observation shall be followed by a post observation conference between the evaluator and employee to discuss the employee's performance toward meeting the individual objectives. **The post observation conference shall occur no later than 10 workdays after the formal observation.**
3. Employees being evaluated shall receive one (1) Growth Plan Visit during the academic year. Performance during the Growth Plan Visit shall not be rated.
4. If problems are identified during a Formal Observation, Growth Plan Visit, or any other type of observation, the evaluator shall meet with the employee, make specific written recommendations for improvement, and offer appropriate counseling and assistance.
5. Within 4 working days of a post-observation conference, post growth plan visit conference, or other types of conferences in which problems are identified, a copy of records relating to observations, conferences and assistance offered or given, shall be provided to the employee for the employee's information, guidance, and as a warning to improve performance.



As a suggestion, administrators should conduct regular routine visits, scheduled and unscheduled. These routine visits can be tagged and rated as "Supplemental Visits" and they do not have to be mutually agreed upon.

Budget Updates

- The deadline for expenditures in program 10423 TSP Arts has been extended to March 3, 2017. No further extensions are expected, please plan accordingly.
- Please remember to reconcile P-Card, Travel Card, and Toshiba ghost card transactions monthly. A report is available in SAP to check on unreconciled expenditures. Please follow the link below for instructions:
<http://lausd.schoolwires.net/cms/lib08/CA01000043/Centricity/Domain/97/Quick%20Tips-Report.pdf>
- The potential funding variance for program 7S046 (Title I) and 7E046 (Title I –Parent Involvement) have been released into commitment item 430009 and must be budgeted in order for funds to be available to spend. Please submit fully signed and approved budget adjustments together with SPSA Modification (Attachment 5).



Workplace Harassment Training

All school-based Supervisors must complete the training Workplace Harassment Training online every year. This includes: Principals, Assistant Principals, Instructional Specialists, Cafeteria Managers, Plant Managers, and School Administrative Assistants. This training is due December 31, 2016. Employees are automatically enrolled in the Learning Zone. Please log in and check to see if you are compliant.



Reminders

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 6). December 26, 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.



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.

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.



Tax Season is right around the corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the Employee Self Service (ESS) as soon as possible. Attached is a job aid detailing how to access the ESS (Attachment 7).

Reminder about the new services the District has extended to our communities

Suggested Connect-Ed:

Hello. This is Principal _____ with an important message for the L.A. Unified family.

Although it has been nearly a month since the presidential election, many of our students still have questions and concerns about potential impact on them and their families. As part of our commitment to providing a safe and positive learning environment, we are providing additional resources for our families.

We have opened Extended Support Sites at each of our Local District offices, as well as at the field office of Board President Steve Zimmer. These sites are open 8 a.m. to 4:30 p.m. weekdays, to provide you with emotional support, enrollment and attendance information and referrals to outside resources. We have also set up a hotline at 866-742-2273, where you can call with questions and concerns. We invite you to visit lausd.net for details about these and other resources.

Thank you.

Spanish Connect-Ed, if needed:

Saludos. Habla la/el director de escuela _____ con un mensaje importante de la familia de LAUSD.

A pesar de que ha transcurrido casi un mes desde la elección presidencial, muchos de nuestros estudiantes aún tienen preguntas e inquietudes sobre el posible impacto para ellos y para sus familias. Como parte de nuestro compromiso de proporcionar un entorno de aprendizaje seguro y positivo, estamos ofreciendo recursos adicionales para nuestras familias.

Hemos abierto Sitios de Apoyo Adicional en cada una de nuestras oficinas de los Distritos Locales, así como en las oficinas satélite del presidente de la junta directiva, Steve Zimmer. Estos sitios darán servicio de 8:00 a.m. a 4:30 p.m. de lunes a viernes, mediante apoyo emocional, información sobre inscripciones y asistencia, y canalización a recursos externos. También tenemos una línea telefónica de asistencia, 866-742-2273, para comunicarse sobre sus preguntas e inquietudes. Los invitamos a que nos visiten por Internet en lausd.net para obtener mayores detalles sobre estos y otros recursos.

Muchas Gracias.

**Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE
(Your School Name)**

Sample

TO:

DATE:

FROM: _____, Principal

SUBJECT: SECURITY FOR WINTER BREAK

Teachers, thank you for your cooperation in securing your classrooms during the previous weekends. As a reminder, please follow these guidelines for the upcoming Winter Break.

- Close and secure all classroom windows at the end of the school day
- Ensure that all equipment is secured in locked cabinets
- Ensure that all interior doors to the classrooms are locked
- All media carts need to be locked and secured
- Lock desks and cabinets
- Unplug any non-essential electronic devices and roll up extension cords
- Turn off all computers
- Please have students place their chairs on desks

Please feel free to see me for any questions.

(This memo serves only as a sample, there are other things that are specific to your schools site.)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Procedures To Access Sites During Non-Business Hours
and Secure School Sites During Holiday Breaks

NUMBER: BUL-2426.1

ISSUER: James Morris
Office of the Chief Operating Officer

DATE: December 8, 2009

POLICY: Los Angeles Unified School District policy.

**MAJOR
CHANGES:** This bulletin replaces Bulletin No. 2426 dated March 13, 2006 of the same subject.
The format and content have been updated to meet current organizational needs. The
bulletin includes procedures for securing school sites during holiday breaks.

GUIDELINES: The following guidelines apply.

ROUTING

Administrators
Chapter Chairs
School Administrative
Assistants

I. INTRODUCTION

Holiday breaks are an opportunity for empty schools to be subjected to graffiti, tagging, vandalism, break-ins and theft. Vandalism, burglary, arson, and other crimes committed against District property annually cost millions of dollars and cause disruptions of the educational process. In an effort to reduce the number of such incidents, intrusion alarm systems have been installed at many sites. These systems are monitored by the School Police Department. When an activation is received, a police officer is dispatched to the site and, as necessary, the local police agency and/or fire department responds. False alarm activations reduce the number of available patrol units and can cause a serious reduction in the level of service. Further, city and county law enforcement agencies may charge the District for services when they respond to false alarms.

Research has found that most false alarms are caused by employees accessing areas protected by an intrusion alarm system. The protection of District facilities can be greatly improved if the number of entries to sites during non-business hours is kept to a minimum.

II. PROCEDURES FOR ACCESS TO SITES DURING NON-BUSINESS HOURS

Employees authorized to be on site when staff is not routinely assigned shall follow these procedures:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Opening the Site

- Telephone the School Police Department at (213) 625-6631 IMMEDIATELY upon entering the site and identify yourself by name, employee number, and position.
- Immediately turn off the alarm system.

Closing the Site

- Close and lock all interior and exterior doors, windows and transit openings.
- Turn off air conditioning and heating units, fans and office machines.
- Free alarm sensors of ALL obstructions, including mobiles or other moving objects.
- Just prior to departure, notify the School Police Department and turn on the intrusion alarm system.

The site administrator must provide written authorization (see Attachment A) for employees to enter the facility during non-business hours. The authorization shall identify the employees by name, employee number and position title. It shall also indicate the date, time, purpose, and authorized building or areas to be accessed.

Employees shall have a copy of their completed authorization form in their possession when on site. Employees will be required to present this authorization form at the request of School Police personnel while on site. Prior written notice to the School Police Department is no longer required.

III. PROCEDURES FOR ACCESS TO SITES WITH CIVIC CENTER PERMITS AND/OR LEASES

Whenever a permit or lease to use a District site is issued, the Real Estate Branch shall forward a copy of the document to the Chief of Police at least two (2) days prior to the intended date of use.

IV. PROCEDURES FOR ACCESS TO SITES DURING NON-BUSINESS HOURS

Holiday breaks are an opportunity for empty schools to be subjected to graffiti, tagging, vandalism, break-ins and theft. To reduce the probability for being targeted, the following procedures must be implemented.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

The administrator must ensure that:

- All staff are notified that the school site will be closed during the holiday break, unless specific written approvals are obtained, in advance, as there will be no access to the campus during the holiday break.
 - In the event of written approval to access the campus during the holiday break period, ensure that a staff member is designated to disarm the alarm after making contact with the LASPD-Watch Commander at (213) 625-6631. A staff member must also be designated to ensure that the alarm to the facility is set after the completion of the work and that the LASPD-Watch Commander is re-contacted upon clearing the facility.
- All LAUSD electronic equipment is clearly identifiable with the school location code and "LAUSD", so that School Police are able to identify District property during the detention of a suspect.

The administrator must ensure that all staff:

- Close and secure all classroom windows at the end of the school day.
- Ensure that all interior doors to classrooms are locked.
- Ensure that valuable equipment is secured in locked cabinets or closets.
- Lock desks and cabinets.
- Unplug any non-essential electronic devices in their classroom and workroom.
- Double-check to ensure that their doors are closed, locked and secure at the end of the day.

The administrator must ensure that the Plant Manager:

- Turns off the HVAC system as moving flags, displays, and posters trigger false intruder alarms. These alarms tie up limited police resources that could protect other schools.
- Inspects the campus before it is secured for the holiday to ensure that all doors and windows are closed, locked and secure thus eliminating the opportunity for crime.
- Ensures that all perimeter lighting is functional and that timers are set to the appropriate times.
- Turns off the schools bells, so that the community and Police, can distinguish between the fire alarm audible bell and the passing period bells.
- Ensures that all interior doors to classrooms are locked.



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The administrator must ensure that the clerical and office staff:

- Lock all desks and cabinets.
- Lock and secure all windows and interior doors.
- Ensure that all keys, radios and critical devices are locked in the school safe.
- Double check to ensure that the alarm system is functional.

Site administrators are to ensure that School Police have accurate contact information for key personnel. The Safe School Plan Creator Volume 2 can be utilized to update the Emergency Contact Information. Specific directions on this process are found in REF-1242.6. Once updated, this information is automatically forwarded to School Police. In the event of an incident, accurate contact information is essential to the timely and accurate notification of the appropriate school staff. Timely notification ensures that school site staff have sufficient time to react and respond to any event.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

**RELATED
RESOURCES:** None

ASSISTANCE: For assistance please contact the School Police Watch Commander at (213) 625-6631. For further information, please call the Office of School Operations- Karen O'Riley, Director, Wayne Scott Moore, Director, or Cheri Thomas, Coordinator at (213) 241-5337.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

DATE: _____

AUTHORIZATION TO ACCESS SITE DURING NON-BUSINESS HOURS

School/Site: _____

Name	Position	Emp. Nbr.	Date	Hours	Bldg./Area

Purpose of access: _____

If an employee will be supervising a group of employees or students, please note under purpose of access. The supervising employee shall have a copy of this authorization in their possession and shall not leave personnel or students unsupervised on site.

Authorization approved by:

Principal/Site Administrator



Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 12/2/16)
C	7082	10th St El	7/1/2016	12/2/2016	100.00%
C	7274	20th St El	7/1/2016	12/2/2016	100.00%
C	2833	28th St El DLC Sp	7/1/2016	12/2/2016	100.00%
C	3932	49th St El	7/1/2016	12/2/2016	100.00%
C	5505	9th St El	7/1/2016	12/2/2016	100.00%
C	2027	Aldama El	7/1/2016	12/2/2016	100.00%
C	2768	Aldama El DLC Sp	7/1/2016	12/2/2016	100.00%
C	5111	Alexander Sci Ctr Sch	7/1/2016	12/2/2016	100.00%
C	2810	Alexander SCS DLC Sp	7/1/2016	12/2/2016	100.00%
C	2041	Alexandria Ave El	7/1/2016	12/2/2016	100.00%
C	2068	Allesandro El	7/1/2016	12/2/2016	100.00%
C	2069	Allesandro El CL Mag	7/1/2016	12/2/2016	100.00%
C	2178	Aragon Ave El	7/1/2016	12/2/2016	100.00%
C	2233	Atwater Ave El	7/1/2016	12/2/2016	100.00%
C	4685	Aurora El	7/1/2016	12/2/2016	100.00%
C	2604	Buchanan St El M/S Mg	7/1/2016	12/2/2016	100.00%
C	2671	Bushnell Way El	7/1/2016	12/2/2016	100.00%
C	2699	Cahuenga El	7/1/2016	12/2/2016	100.00%
C	2783	Cahuenga El DLC Ko	7/1/2016	12/2/2016	100.00%
C	2780	Cahuenga El DLC Sp	7/1/2016	12/2/2016	100.00%
C	2863	Castelar St El	7/1/2016	12/2/2016	100.00%
C	2786	Castelar St El DL Ma	7/1/2016	12/2/2016	100.00%
C	3110	Clifford St M/T Mag	7/1/2016	12/2/2016	100.00%
C	3192	Commonwlth Ave El	7/1/2016	12/2/2016	100.00%
C	2277	Commonwlth Ave El Mg	7/1/2016	12/2/2016	100.00%
C	3329	Dahlia Hts El	7/1/2016	12/2/2016	100.00%
C	2386	Del Olmo El	7/1/2016	12/2/2016	100.00%
C	3397	Delevan Drive El	7/1/2016	12/2/2016	100.00%
C	3479	Dorris Place El	7/1/2016	12/2/2016	100.00%
C	4165	Eagle Rock El GHA Mag	7/1/2016	12/2/2016	100.00%
C	3575	Elysian Heights El	7/1/2016	12/2/2016	100.00%
C	2383	Esperanza El	7/1/2016	12/2/2016	100.00%
C	2774	Esperanza El DLC Sp	7/1/2016	12/2/2016	100.00%
C	3877	Fletcher Dr El	7/1/2016	12/2/2016	100.00%
C	4082	Garvanza El	7/1/2016	12/2/2016	100.00%
C	4123	Glassell Park El	7/1/2016	12/2/2016	100.00%
C	4164	Glenfeliz Blvd El	7/1/2016	12/2/2016	100.00%
C	2385	Gratts LA for YS	7/1/2016	12/2/2016	100.00%
C	2775	Gratts LA for YS DLC	7/1/2016	12/2/2016	100.00%
C	4548	Hobart Blvd El	7/1/2016	12/2/2016	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 - 12/2/16)
C	2944	Huerta El	7/1/2016	12/2/2016	100.00%
C	2943	Jones El	7/1/2016	12/2/2016	100.00%
C	5112	Jones PC	7/1/2016	12/2/2016	100.00%
C	2784	Kim El DLC Sp	7/1/2016	12/2/2016	100.00%
C	2543	Lafayette Park PC	7/1/2016	12/2/2016	100.00%
C	2393	Lake St Primary	7/1/2016	12/2/2016	100.00%
C	1919	Lanterman HS	7/1/2016	12/2/2016	100.00%
C	2307	Lee El Med Hlth Mag	7/1/2016	12/2/2016	100.00%
C	5170	Lexington Ave PC	7/1/2016	12/2/2016	100.00%
C	4986	Los Feliz STEMM Mag	7/1/2016	12/2/2016	100.00%
C	2779	MacArthur Pk El DL Sp	7/1/2016	12/2/2016	100.00%
C	7220	Maple PC	7/1/2016	12/2/2016	100.00%
C	4983	Mariposa-Nabi PC	7/1/2016	12/2/2016	100.00%
C	5288	Micheltorena St El	7/1/2016	12/2/2016	100.00%
C	2813	Micheltorena St El DL	7/1/2016	12/2/2016	100.00%
C	5384	Monte Vista St El	7/1/2016	12/2/2016	100.00%
C	5411	Mt Washington El	7/1/2016	12/2/2016	100.00%
C	2819	Normandie Ave El DLC	7/1/2016	12/2/2016	100.00%
C	5699	Norwood St El	7/1/2016	12/2/2016	100.00%
C	2392	Olympic PC	7/1/2016	12/2/2016	100.00%
C	3247	Plasencia El	7/1/2016	12/2/2016	100.00%
C	6080	Plasencia El M/S Mag	7/1/2016	12/2/2016	100.00%
C	2311	Poindexter LaMotte El	7/1/2016	12/2/2016	100.00%
C	2384	Politi El	7/1/2016	12/2/2016	100.00%
C	2772	RFK Ambdsr Gbl Ed Ko	7/1/2016	12/2/2016	100.00%
C	2771	RFK Ambdsr Gbl Ed Sp	7/1/2016	12/2/2016	100.00%
C	2369	RFK Ambdsr Gbl Edu	7/1/2016	12/2/2016	100.00%
C	2838	RFK UCLA Comm Sch DLC	7/1/2016	12/2/2016	100.00%
C	5385	Riordan PC	7/1/2016	12/2/2016	100.00%
C	1955	Salvin Sp Ed Ctr	7/1/2016	12/2/2016	100.00%
C	6493	San Pascual El STEAM	7/1/2016	12/2/2016	100.00%
C	6507	San Pedro St El	7/1/2016	12/2/2016	100.00%
C	8577	Sotomayor LA LARS	7/1/2016	12/2/2016	100.00%
C	7178	Toland Way El	7/1/2016	12/2/2016	100.00%
C	7219	Trinity St El	7/1/2016	12/2/2016	100.00%
C	7479	Vermont Ave El	7/1/2016	12/2/2016	100.00%
C	7151	Weemes El	7/1/2016	12/2/2016	100.00%
C	8748	West Adams Prep SH	7/1/2016	12/2/2016	100.00%
C	8066	Burbank MS	7/1/2016	12/2/2016	100.00%
C	2308	Ride El Smart Acad	7/1/2016	12/2/2016	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 - 12/2/16)
C	5113	Mack El	7/1/2016	12/2/2016	100.00%
C	2603	Buchanan St El	7/1/2016	12/2/2016	99.99%
C	8777	Kahlo HS	7/1/2016	12/2/2016	99.99%
C	8189	Irving MS MME Mag	7/1/2016	12/2/2016	99.99%
C	5247	Menlo Ave El	7/1/2016	12/2/2016	99.99%
C	8544	Roybal LC	7/1/2016	12/2/2016	99.99%
C	2811	Mack El DLC Sp	7/1/2016	12/2/2016	99.99%
C	4890	Lockwood Ave El	7/1/2016	12/2/2016	99.99%
C	2542	White El	7/1/2016	12/2/2016	99.98%
C	7771	RFK Ambdr Gbl Ldsh	7/1/2016	12/2/2016	99.98%
C	4904	Logan St El	7/1/2016	12/2/2016	99.97%
C	7722	Angelou Community SH	7/1/2016	12/2/2016	99.97%
C	2151	Annandale El	7/1/2016	12/2/2016	99.97%
C	4322	Arroyo Seco Mus/S Mag	7/1/2016	12/2/2016	99.96%
C	2701	Kim El	7/1/2016	12/2/2016	99.96%
C	8991	CDS Tri-C	7/1/2016	12/2/2016	99.96%
C	7654	West Vernon Ave El	7/1/2016	12/2/2016	99.95%
C	7614	Nava College Prep	7/1/2016	12/2/2016	99.95%
C	5205	Mayberry St El	7/1/2016	12/2/2016	99.95%
C	5466	Nevin Ave El	7/1/2016	12/2/2016	99.95%
C	7288	28th St El	7/1/2016	12/2/2016	99.95%
C	5068	Main St El	7/1/2016	12/2/2016	99.95%
C	7301	24th St El	7/1/2016	12/2/2016	99.95%
C	2544	MacArthur Pk El VAPA	7/1/2016	12/2/2016	99.95%
C	8738	DBM	7/1/2016	12/2/2016	99.95%
C	2942	Estrella El	7/1/2016	12/2/2016	99.94%
C	8058	Liechty MS	7/1/2016	12/2/2016	99.93%
C	6534	King Jr El	7/1/2016	12/2/2016	99.93%
C	4575	Hooper Ave El	7/1/2016	12/2/2016	99.93%
C	2806	Logan St El DLC Sp	7/1/2016	12/2/2016	99.93%
C	7959	Yorkdale El	7/1/2016	12/2/2016	99.92%
C	4671	Ivanhoe El	7/1/2016	12/2/2016	99.92%
C	7780	RFK UCLA Comm Sch	7/1/2016	12/2/2016	99.91%
C	2134	Studio School	7/1/2016	12/2/2016	99.91%
C	7589	Wadsworth Ave El	7/1/2016	12/2/2016	99.90%
C	8062	Clinton MS	7/1/2016	12/2/2016	99.89%
C	8064	Kim Academy	7/1/2016	12/2/2016	99.89%
C	2219	Ascot Ave El	7/1/2016	12/2/2016	99.89%
C	6329	Rockdale VAPA Mag	7/1/2016	12/2/2016	99.88%
C	4680	Lizarraga El	7/1/2016	12/2/2016	99.88%



Los Angeles Unified School District

Local District Central

Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 12/2/16)
C	4576	Hooper Ave PC	7/1/2016	12/2/2016	99.87%
C	8580	Central HS	7/1/2016	12/2/2016	99.85%
C	3986	Franklin Ave El	7/1/2016	12/2/2016	99.85%
C	8774	Contreras LC Gbl St	7/1/2016	12/2/2016	99.84%
C	5630	Normandie Ave El	7/1/2016	12/2/2016	99.83%
C	3507	Eagle Rock El	7/1/2016	12/2/2016	99.82%
C	8045	Castro MS	7/1/2016	12/2/2016	99.82%
C	4589	Hoover St El	7/1/2016	12/2/2016	99.81%
C	8516	Cortines Sch of VAPA	7/1/2016	12/2/2016	99.80%
C	8643	Franklin HS	7/1/2016	12/2/2016	99.79%
C	2785	Kim El DLC Ko	7/1/2016	12/2/2016	99.78%
C	8750	Marshall SH	7/1/2016	12/2/2016	99.75%
C	5055	Magnolia Ave El	7/1/2016	12/2/2016	99.75%
C	6370	Rosemont Ave El	7/1/2016	12/2/2016	99.74%
C	1914	Widney HS	7/1/2016	12/2/2016	99.72%
C	2808	Magnolia Ave El DL Sp	7/1/2016	12/2/2016	99.71%
C	4681	Harmony El	7/1/2016	12/2/2016	99.70%
C	7356	Union Ave El	7/1/2016	12/2/2016	99.69%
C	8057	Berendo MS	7/1/2016	12/2/2016	99.69%
C	8132	Foshay LC	7/1/2016	12/2/2016	99.66%
C	2809	Main St El DLC Sp	7/1/2016	12/2/2016	99.62%
C	2812	Mayberry St El DL Sp	7/1/2016	12/2/2016	99.61%
C	8501	RFK LA SH Arts	7/1/2016	12/2/2016	99.59%
C	3508	Eagle Rock El HG Mag	7/1/2016	12/2/2016	99.58%
C	4982	Los Angeles El	7/1/2016	12/2/2016	99.56%
C	3356	Dayton Heights El	7/1/2016	12/2/2016	99.56%
C	8527	Contreras LC Soc Jus	7/1/2016	12/2/2016	99.52%
C	8462	Virgil MS	7/1/2016	12/2/2016	99.51%
C	8517	Contreras LC Bus Tr	7/1/2016	12/2/2016	99.34%
C	8743	Manual Arts SH	7/1/2016	12/2/2016	99.32%
C	8614	Eagle Rock HS	7/1/2016	12/2/2016	99.31%
C	8200	Los Angeles Acad MS	7/1/2016	12/2/2016	99.23%
C	6868	Obama Gbl Prep Acad	7/1/2016	12/2/2016	99.20%
C	8745	LAUSD/USC CA/Eng Mag	7/1/2016	12/2/2016	99.04%
C	8009	Adams MS	7/1/2016	12/2/2016	98.98%
C	8545	Newmark HS	7/1/2016	12/2/2016	98.94%
C	8543	Belmont SH	7/1/2016	12/2/2016	98.90%
C	8094	Carver MS	7/1/2016	12/2/2016	98.89%
C	8208	King MS Mag Flm/Mdia	7/1/2016	12/2/2016	98.83%
C	8853	Orthopaedic Hsp SH Mg	7/1/2016	12/2/2016	98.81%



Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 12/2/16)
C	7137	32nd St USC PA Mag	7/1/2016	12/2/2016	98.79%
C	7707	Sotomayor LA HADA	7/1/2016	12/2/2016	98.78%
C	5173	Nava LA Sch Bus&Tech	7/1/2016	12/2/2016	98.62%
C	8710	Early College Acad	7/1/2016	12/2/2016	98.62%
C	8070	Nava LA Sch Art&Cult	7/1/2016	12/2/2016	98.53%
C	7783	RFK New Open Wld	7/1/2016	12/2/2016	98.49%
C	8714	Jefferson SH	7/1/2016	12/2/2016	98.46%
C	8207	Contreras LC ALC	7/1/2016	12/2/2016	97.99%
C	8206	RFK Sch Vis Arts/Hum	7/1/2016	12/2/2016	97.83%
C	8645	Highland Park HS	7/1/2016	12/2/2016	97.51%
C	8716	Santee EC	7/1/2016	12/2/2016	97.28%
C	1918	McAlister HS CYESIS	7/1/2016	12/2/2016	97.27%

Self-Care Inventory

Rate the following areas in frequency:

5 = Frequently

4 = Occasionally

3 = Rarely

2 = Never

1 = It never occurred to me

Physical Self-Care

	Eat regularly (e.g. breakfast, lunch and dinner)
	Eat healthy
	Exercise consistently
	Get regular medical care for prevention
	Get medical care when necessary
	Take time off when sick
	Dance, swim, walk, run, play sports, sing or do some other physical activity that is enjoyable to self
	Take time to be sexual
	Get enough sleep
	Take vacations
	Wear clothes you like
	Take day trips or mini-vacations
	Make time away from telephones
	Other _____

Psychological Self-Care

	Make time for self-reflection
	Engage in personal psychotherapy
	Write in a journal
	Read literature that is unrelated to work
	Do something in which you are not an expert or in charge
	Cope with stress in personal and/or work life

	Notice inner experience (e.g., listen to and recognize thoughts, judgments, beliefs, attitudes and feelings)
	Provide others with different aspects of self (e.g., communicate needs and wants)
	Try new things
	Practice receiving from others
	Improve ability to say “no” to extra responsibilities
	Other _____

Emotional Self-Care

	Allow for quality time with others whose company you enjoy
	Maintain contact with valued others
	Give self affirmations and praise
	Love self
	Reread favorite book or review favorite movies
	Identify and engage in comforting activities, objects, people, relationships and places
	Allow for feeling expression (laugh, cry, etc...)
	Other _____

Spiritual Self-Care

	Allow time for reflection
	Spend time with nature
	Participate in a spiritual community
	Open to inspiration
	Cherish own optimism and hope
	Be aware of nonmaterial aspects of life
	Cultivate ability to identify what is meaningful and its place in personal life
	Meditate/pray
	Contribute to causes in which you believe
	Read inspirational literature (lectures, music etc...)

Workplace or Professional Self-Care	
	Allow for breaks during the workday
	Engage with co-workers
	Provide self quiet time/space to complete tasks
	Participate in projects or tasks that are exciting and rewarding
	Set limits/boundaries with clients and colleagues
	Balance workload/cases
	Arrange work space for comfort
	Maintain regular supervision or consultation
	Negotiate needs (benefits, bonuses, raise, etc...)
	Participate in peer support group
	Other _____

* Review assigned numbers. Appreciate areas of strengths while making positive changes in areas with significantly low scores to improve balance in life.

Adapted by Mental Health Services for Homeless Persons, Inc. (MHS), Cleveland, OH. Used with permission. Original source: Unknown.

Directions: If the SPSA Modification includes a budget adjustment, login to School Front End to generate a School Budget Signature Form and submit to the school's fiscal specialist after completing the SPSA Modification.

☐ Title I (7S046; 70S46)
 ☐ 7E046
☐ Title III (7S176)
☐ Other: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
2016-2017 Single Plan for Student Achievement Modification

Check One:

☐ SWP

☐ TAS

School:		LD:		County		District				School					
				1	9	6	4	7	3	3					

Indicate all data sources reviewed to address the Academic Goal(s):

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> CELDT / AMAOs | <input type="checkbox"/> Student Grades | <input type="checkbox"/> School Accountability Report Card (SARC) | <input type="checkbox"/> Interim Assessment Blocks (IAB) |
| <input type="checkbox"/> School Report Card | <input type="checkbox"/> IEP Goals Data | <input type="checkbox"/> School Quality Improvement Index Report Card | <input type="checkbox"/> School Experience Survey |
| <input type="checkbox"/> MyData | <input type="checkbox"/> DIBELS Math | <input type="checkbox"/> Smarter Balanced Assessment Criteria (SBAC) | <input type="checkbox"/> Publisher's Assessments |
| <input type="checkbox"/> Other(s): _____ | <input type="checkbox"/> DIBELS | <input type="checkbox"/> Interim Comprehensive Assessment (ICA) | <input type="checkbox"/> Reading Inventory (RI) |

Explain the reason for the modification to the SPSA and summarize pertinent data. If a funding change is involved, state what is being defunded:

State the School's Measurable Objective(s):

Goals	Focus Areas	Describe the Evidence-based Strategy(ies) selected to achieve the School's Measurable Objective(s) and the Actions/Tasks the school will use to accomplish the Strategy(ies).	On what dates will the Action(s) / Tasks begin and end? mm/dd/yy	How will the school measure the effectiveness of each Action?	What is the school buying?	What is the Budget Item No.?	How much does it cost?	What is the FTE?	What is the program funding source?
<input type="checkbox"/> 100% Graduation <input type="checkbox"/> ELA <input type="checkbox"/> Mathematics <input type="checkbox"/> EL Programs	<input type="checkbox"/> PD, Lesson Planning, Data Analysis <input type="checkbox"/> Effective Classroom Instruction <input type="checkbox"/> Interventions Beyond the Regular school Day <input type="checkbox"/> Building Parent Capacity and Partnership								

<input type="checkbox"/> Student, Staff, Parent & Community Engagement	<input type="checkbox"/> Student, Staff, Parent Engagement <input type="checkbox"/> Student, Staff, Parent Communication								
<input type="checkbox"/> 100% Attendance, Suspensions/Expulsions & Non-Cognitive Skills	<input type="checkbox"/> Building Parent Capacity and Partnership <input type="checkbox"/> PD, Lesson Planning, Data Analysis <input type="checkbox"/> Social/Emotional Interventions								

_____	_____	_____
Type or Print Name of SSC Chairperson	Signature of SSC Chairperson	Date
_____	_____	_____
Type or Print Name of Principal	Signature of Principal	Date
_____	_____	_____
Type or Print Name of Local District Director	Signature of Local District Director	Date
_____	_____	_____
Type or Print Name of Local District Title I Coordinator	Signature of Local District Title I Coordinator	Date
_____	_____	_____
Type or Print Name of Local District EL Coordinator	Signature of Local District EL Coordinator	Date
_____	_____	_____
Type or Print Name of Local District PACE Administrator	Signature of Local District PACE Administrator	Date

The SPSA Modification must be approved by the school's Director and, as applicable, reviewed by the appropriate Local District Program Coordinators/Administrators.



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.

LAUSD Employee Self-Service (ESS) Website User Guide

Overview

What is the Employee Self-Service (ESS) website?

A secure website that provides you instant access to your personal HR data

Frequently Asked Questions

How do I access the ESS website?

1. Go to: <https://selfservice.lausd.net> or click on “Employee Self Service” on the Inside LAUSD home page.
2. Log in using your single sign-on LAUSD email and password (e.g. msmith@lausd.k12.ca.us, mary.smith@lausd.net)

What can I do on the ESS website?

You have instant access to the following information:

- TIME AREA
 - *Time Statement* – View and print your time reported and approved by each work site
- PAY AREA
 - *Online Pay Stub* – View and print any of your paystubs from the last 3 years
 - *Tax Withholdings for W-4 and DE-4* – View and update your tax withholdings
 - *W-2 Reprint* – View and print your W-2 for the last 3 years
- PERSONAL INFORMATION
 - *Change Address and Phone Number* – View and update your personal address or telephone information



Is my information safe?

LAUSD takes every precaution to protect your personal information. HTTPS is more secure than HTTP and is designed to protect web users from identity theft. In addition, your social security number is not displayed anywhere on the ESS website.

When can I access the ESS Website?

The ESS Website is available 24/7. Please note that brief maintenance windows may occur evenings starting at 8:30 p.m. and on Sundays.

What if I have trouble logging in?

Please click the “Get Support” link on the ESS Website log-in page, or call Technical Support at (213) 241-5200.

