

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 11

October 25, 2019

Irrigation and Fire Safety



With the recent fire and winds, we want to remind administrators to take the time to survey your school grounds and check for areas that might be of concern. Walk the site with your plant manager and have them take notes of school needs. Please have them note and make trouble calls for sprinkler systems that are not working and create a plan for temporary watering while the call is responded to. Maintenance staff should check rooftops for extra dry material from surrounding trees and clean as appropriate. Ensure that the plants and grasses throughout the school are healthy and watered to minimize fire dangers.

Should you have any questions or concerns please contact your CPM for assistance.

M&O Drinking Water Quality Program

All Drinking Fountains at all LAUSD school sites are being sampled and tested during the 2019/2020 school year.


CPMs will meet with site administrators two to three weeks before their site will be sampled. Sampling will be completed prior to the start of the school day so there will be no impact on instructional operations.



When sample results are received, Maintenance and Operations will immediately disable any Drinking Fountain dispensing water with lead content at or above 15 parts per billion. This is the current California drinking water standard, however LAUSD is in the process of adopting a more stringent standard. Disabled Drinking Fountains will only be returned to service if they are required outlets as defined below. The program will not install drinking water outlets where they do not currently exist.

Existing Required Drinking Fountain Locations to Remain

- At least one outlet in a common area on every floor.
- At least one drinking fountain must be located within 500 feet of the most remote instructional location on campus.
- One drinking water source in the nurse's station for dispensing medication
- At least one faucet in kitchen for food preparation
- In Kindergarten area, at least one drinking fountain centrally located at an accessible height.
- Adjacent to all interior and exterior student restroom entries.
- At the interior as well as exterior of each Gymnasium.
- Exterior play areas, including courts, play yards, and athletic fields.
- Lunch shelters and outdoor eating areas where students have their lunch or breaks.
- Overall fixture count must be at least one Drinking Fountain per 150 students

More than  **The Count Down Begins!**
a **Mea**

Deadline for the Household income form is closely approaching, October 29, 2019. **Only 2 days left!** Contact your designated More Than A Meal support person May Arakaki

(marakaki@lausd.net or m.s.martinez@lausd.net) questions or assistance.

Please call for your forms to be picked up rather than sending them in school mail.

50th Day of School November 1, 2019

		Chronic Absence			Excellent Attendance	
		Less than 87%	87% – 91%	92% - 95%	96% - 99%	100%
Instructional Day	Date	Far Below Basic	Below Basic	Basic	Proficient	Advanced
50	November 1	7 or more	5-6	3-4	1-2	0

The 50th day of school is one week away. It is a good time to introduce attendance challenges, send the 50th day of school flyer, combine challenges with Halloween or Dia de Los Muertos activities.



Helpful tips:

- ◆ Retrieve attendance bands data roster from FOCUS to identify students in the Excellent and Chronic Attendance Band
- ◆ Reward/recognize students and staff who have demonstrated outstanding and improved attendance.
- ◆ Promote 25-day milestone celebrations and recognize those students and staff who are currently meeting the attendance goal.
- ◆ Provide school-wide interventions for those students who are not meeting the attendance goal. Linking families who have barriers to attendance with appropriate school-based and/or community resources. Examples include making phone calls, Connect Ed. Messages, attendance notification letters, newsletters.

School Mental Health Updates

October is Mental Illness Awareness Month School Promotion. Fifty percent of adults in the U.S. will experience a mental health challenge in our lifetime (Source Centers For Disease Control: U.S. Adult Mental Illness Surveillance Report). At times, these challenges can become more serious and require more attention. Such conditions may affect someone's ability to relate to others and function each day. In honor of Mental Illness Awareness month, educators can raise awareness about mental illness in our schools and community by doing the following: Foster resiliency among youth and staff by promoting positive coping skills and help-seeking behaviors, make your classroom or office a safe space where all students are welcome and can seek help.

Early prevention work can make all the difference in our student's lives. Work with students and staff to discuss how you can raise awareness and decrease stigma about mental health at your school/office. Local District Central School Mental Health can provide consultation and conduct presentations on Mental Health Awareness for school site staff. Please contact Myrna Reynoso Torres, Local District Central School Mental Health Coordinator at (213) 241- 1278 if you have questions or would like to request a presentation for your school.





Understanding the School Attendance Review Board (SARB) Process

The SARB calendar is set for the school year by the SARB Chair. Cases may be brought to SARB as early as September. However, the following steps must take place prior to a case being scheduled for a SARB hearing.

- ◆ Identify Student with Attendance Issues using MISIS/MyData/FOCUS or by school-based referral.
- ◆ Work the Case
- ◆ Conduct Home Visit (May be conducted by a certificated staff with prior Administrator Approval)
- ◆ Hold a SART or SSPT Meeting
- ◆ If an SSPT meeting is held, ensure that a SART contract is generated and signed by all parties.
- ◆ Prepare the case for Resource Panel
- ◆ Present case to Resource Panel
- ◆ Prepare for SARB hearing

For details please refer to the PSA Case Management Flowchart and SARB Intervention Guide for Schools.

Restorative Justice: Conferences



Restorative Conferences may be an informal, or a more formal, conference between a staff member and a student, or a small group of students, to work with behavior challenges in a restorative way. They can be conducted at any time when there is a need for an issue and/or concern to be addressed. During the Restorative Conferences, participants are encouraged to use effective statements, restorative questions, and other restorative

Parent and Community Engagement Updates

ELAC Study Group #1: Tuesday October 29th, 2019 will be held at Lanterman from 9am-12pm

Parents will study the 2018 Master Plan for English Learners and Standard English Learners. Learn about teaching and learning strategies used in LAUSD classrooms and build leadership and advocacy skills.

Please note that for the ELAC study group if your school does not have at least one parent participant the community representative will be expected to attend.

****New Format for “Coffee with the Superintendent” for the 2019-2020 school year:**

Mr. Titus Campos’s Network of Schools will host the first session of “Conversations with Local District Central Staff” on **11/14/19 at Franklin SH 6:00-7:30 pm.**

Participating schools include: Aldama, Annandale, Arroyo Seco Span, Buchanan, Burbank, Bushnell Way, Dahlia Heights, Delevan Drive, Dorris Pl., Eagle Rock ES, Eagle Rock Span, Franklin SH, Garvanza, Highland Park SH, Monte Vista, Riordan PC, Rockdale, San Pascual, and Yorkdale



Promoting Your school



If your school has good news that you would like to share on

Twitter, Ellen Morgan from The Office of Communications would be happy to tweet out your happy news. Just send her up to four photos and a sentence about the activity, staff or student to ellen.morgan@lausd.net.

Important Dates

New Principals' Meeting	10/28
After the Bell	10/30
School Site Crisis Team Training- AM—Elementary PM—Secondary	11/1
Operations Principals' Meeting	11/6
School Site Crisis Team Training—Early Ed Centers Primary Centers	11/7
Veterans Day	11/11
Framework of Focus PD for Assistant Principals	11/20
Week of Thanksgiving	11/25-11/29

What's Due

Random Metal	10/28
Suicide Prevention Awareness Training	10/31
Random Metal Search Logs	11/4
Workplace Harassment Training	12/1

Reminders

Random Metal Detector Search Log

This is a reminder that Random Metal Detector Searches are to be conducted daily at selected secondary schools. Certification of the Random Weapons

Searches is required monthly. A review process to ensure consistency with the implementation occurs once every semester during the months of October and March. Secondary schools in Local District Central, including co-located charters, participate in this review process.

Beginning Monday, September 30, 2019 through Monday, November 4, 2019, secondary schools are to submit the daily Metal Detection Search Log, [Attachment A](#), on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule above.



Administrative Search Logs October 2019	
For Searches the Week of:	Due Date:
October 21 – October 25	Monday, October 28, 2019
October 28 – November 1	Monday, November 4, 2019

Local District Central School Site Crisis Team Training



Per [BUL-5800.0](#), *Crisis Preparedness, Response and Recovery Bulletin*, “each school site under the direction of the Principal or designee shall establish a Crisis Team.” On November 1, 2019, Local District Central will be providing an informative and interactive training on building the capacity of the school site crisis team. Each school’s participation in this training is vital. An invitation with the confirmed training location and link to RSVP will be sent to all LD Central principals before the end of October. Principals may designate three School Site Crisis Team Members listed in their Safe School Plan Volume 3 to attend. It is suggested that the training attendees include a site administrator, a Student Health and Human Services staff member (Nurse, PSW, PSA Counselor) and other support services personnel (School Psychologist, Dean, Academic Counselor, etc.).

Thank you for your commitment to promoting a safe and positive learning environment for all. If you have any questions, please contact your Operations Coordinator.

Halloween Can Be Cool or May Keep Kids Out of School



Halloween is a yearly celebration that is observed on **October 31, 2019**.

Some schools have parades, costume contest, pumpkin decorating contest, or a harvest festival for Halloween. It is important to have an instructional program or activity for the students that are not able to participate in these celebrations due to religion, beliefs, or for personal reasons. Let’s make every instructional day count by increasing our school climate positively through school wide events and creating opportunities for teachable moments.