

# Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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November 1, 2019



Wishing all Veterans a well-deserved holiday. November 11th is Veterans Day. It is an official United States federal holiday which honors people who have served in the armed forces. In an effort to continue meeting the educational needs of our students, we are requesting your assistance in ensuring staffing needs are met for the upcoming Veterans Day Holiday. Due to the possibility of an increased number of substitute requests for the Friday before and the Tuesday following Veterans Day weekend, please be sure to

make requests for substitute teachers in advance. Under the Collective Bargaining Agreement, individuals who are absent before or after a holiday can be asked to provide documentation that supports their reason for absence.

## Breakfast in the Classroom Training

Food Services Division is preparing for their Administrative Review, a comprehensive audit, done every 3-5 years by CDE. The audit will cover all aspects of the program including breakfast/lunch service observation, competitive foods, and District wellness program compliance at school sites. The auditors will be reviewing data for the month of December and visit schools in March 2020.

In order to be in compliance with Federal and State requirements for the program, Food Services has streamlined procedures to make it easier for teachers to follow requirements.

Food Services Area Supervisors and Managers will be contacting you to request 15-20 minutes of training time before November 8<sup>th</sup>. As part of the standard operating procedure managers will be required to visit 1-2 classrooms daily to observe service. The managers will follow up on concerns with the cafeteria point person at their school to make any required corrections.

If you have any questions, please contact Manish Singh by email at [manish.singh@lausd.net](mailto:manish.singh@lausd.net) or phone at 213-241-1765.

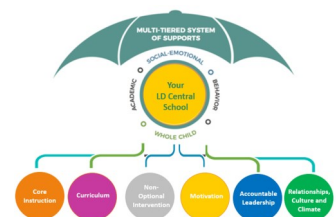
## Suicide Prevention Training

On March 12, 2018, all District employees were enrolled in a mandatory MyPLN course titled Suicide Prevention and Awareness Training and received an email from MyPLN regarding the auto-enrollment. This online course includes an overview of warning signs and risk factors for suicide and self-injury, as well as information and resources for how to support students in crisis. The deadline to complete and pass the assessment for this course was **October 31, 2019**. Should you have employees that have not had the opportunity to complete this training, please ensure to provide time during school hours for them to complete.

Information regarding the mandated course can also be found in [MEM-6910.3](#) Suicide Prevention and Awareness Training.

## Principals' Operations Training

Our next Principals' Operations meeting is scheduled for Wednesday, November 6, 2019 in two sessions: AM session-Secondary and PM session-Elementary. The Operations team will engage school leaders with building upon established Tiered Systems of Support.



## Attendance Updates



### Notice of Truancy Letters (NOT)

Notice of Truancy Letters are a series of letters used to notify parent/guardians when their child has three or more unexcused absences/period absences, and or tardies. Students accumulate unexcused absences when they have missed school and returned without a note from a doctor or parent/guardian.



The Notice of Truancy Letter 1 consist of the following information:

1. California Education Code on Truancy
2. Number of unexcused absences including the first of three unexcused dates
3. Possible progressive steps LAUSD can pursue
4. Invitation to parent/guardian to discuss intervention plan
5. Contact information for school

Notice of Truancy Letter 1 is generated automatically and mailed to parents/guardians by LAUSD Headquarters.

*School staff can verify and reprint letter by going to student profile and clicking on the letters tab followed by the attendance option.*

District policy requires that all absences, tardies, and leave earlies be cleared within 10 school days. If school staff have made and documented reasonable efforts to obtain an explanation for an absence from the parent/legal guardian absences may then be converted to reason code 2, unexcused or reason code 0, no note/explanation after the tenth school day following an absence.

### Second and Third Truancy Notifications

Schools must manually identify students for truancy letters 2 and 3 through the Student Truancy Report Screen located under the Admin Tab in MiSiS.

### Initial Notification of Truancy Process Timeline

Dates Evaluated for Truancy	Reason Codes Updated By:	Central Office Generates Final List of Students Eligible for Initial NOT Letter	Central Office Mails Initial Truancy Letter	2 <sup>nd</sup> NOT Mailed (after 10 days for parent/guardian to receive and respond)
<b>2019-2020</b>				
7/01/19 – 8/31/19	9/17/19	9/18/19	10/3/19	10/18/19
7/01/19 – 9/30/19	10/16/19	10/17/19	10/31/19	11/15/19
7/01/19 – 10/31/19	11/18/19	11/19/19	12/10/19	1/14/20
7/01/19 – 11/30/19	12/16/19	12/17/19	1/15/20	1/30/20
7/01/19 – 12/31/19	1/28/20	1/29/20	2/12/20	2/27/20
7/01/19 – 1/31/20	2/18/20	2/19/20	3/04/20	3/18/20
7/01/19 – 2/28/20	3/16/20	3/17/20	3/31/20	4/22/20
7/01/19 – 3/31/20	4/22/20	4/23/20	5/07/20	5/21/20
7/01/19 – 4/30/20	5/15/20	5/18/20	6/02/20	
7/01/19 – 5/31/20	6/15/20	6/16/20	6/30/20	
7/01/19 – 6/30/20	6/26/20	6/29/20	7/14/20	

### Major changes to this policy include:

Updated timeline of central automation for the 2019-2020 school year.

Schools no longer have to submit/fax a request to remove the initial notification of truancy letter. This process will be handled centrally with the support of the MiSiS team. If at the end of the school year, students do not have the qualifying absences toward truancy, they will have the truancy letter removed from their record. This data clean-up will happen in the month of January to remove Notification of Truancy letters for the previous school year.

Schools will be accountable for generating truancy letter 2 and 3 through two new certify rules. These new certify rules will inform schools of the number of students that need truancy letter 2 or 3 generated.

<https://achieve.lausd.net/Page/13497#spn-content>

## School Mental Health Updates



The 34<sup>th</sup> Annual District Crisis Team Training **“Beyond the Crisis: Discovering Hope and Consciousness”** organized by Crisis Counseling Coordinator, Ailleth Tom, was held on October 21, 2019 at the California Endowment. Unfortunately, not all of LAUSD can attend, but we can share key points from the all day training. Special Agent Perry Woo’s keynote address, A Survivor’s Journey: Dedicated to Resiliency & Emotional Survival while Living with PTSD, conveyed an inside look on how he moved forward from a life changing traumatic experience. Agent Woo was involved in a workplace violence shooting in February 2012 in the Long Beach ICE

office building. Since then he has focused on getting mental health treatment for his PTSD and encouraging others in his field to get treatment for PTSD. He continues to work with the FBI and has been allowed to change work policies to improve the safety and response in a workplace violence event. He shared how his PTSD recovery remains to be a daily struggle, nevertheless, he stressed how it is improving with the social and mental health support he has incorporated into his life.

Our very own retired LAUSD staff, Dr. Michelle Windmueller's presented on The Power of Emotions: Shifting Out of Anxiety and Overwhelm. She highlighted the importance of being aware of the “stories” we bring into our work every day. She shared how our mental initial thoughts of our work will influence how we interact with others. Dr. Windmueller guided the audience through a 4-sided breathing technique for a 10-minute meditation session. She stressed the importance of daily self-care strategies to keep us balanced both professionally and personally.

The afternoon workshops offered interactive role plays reviewing different case scenarios. The six scenario options were:

- Student in Crisis: Behavior Support in the Classroom
- Threat Assessment & Management (Elementary School)
- Threat Assessment & Management (Secondary School)
- Suicide Assessment & Intervention (Elementary School)
- Suicide Assessment & Intervention (Secondary school)
- Workplace Violence Prevention & Assessment

Local District Central School Mental Health can provide crisis response consultation and conduct presentations on Self-Care for school site staff. Please contact Myrna Reynoso Torres, Local District Central School Mental Health Coordinator at (213) 241- 1278 or email [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net) if you have questions or would like to request a presentation for your school.

## Restorative Justice Staff Community

A restorative staff community is when all members of the staff community receive the same training in the principles of Restorative Justice, develop shared values and make school-wide commitments to honor, display, and model those values.

Ideas:

- Join the School Wide Positive Behavior Intervention & Support team,
- Take part in your School Site Council,
- Model Restorative Justice practices
- Share your values.



For more information, contact your Restorative Justice Adviser at 213-241-1919.

## Parent and Community Engagement Updates



### **\*\*\*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 Thursday, **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.

### **LCAP Study Group #5 :Tuesday, November 19, 2019) and will be held at Lanterman from 9am-12pm**

Build a working understanding of the Local Control and Accountability Plan (LCAP) Provide feedback about LCAP Programs and funding. If you are unable to send at least one parent representative for the LCAP study group the community representative will be expected to attend.

### **ELAC Study Group #2: Tuesday, November, 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.

## Campus Aides



We at Local District Central want to be able to support you in ensuring that all of your campus aide vacancies are filled in a timely manner. If at any time you create a vacancy for any reason, please email Beatriz Campos at [bx2865@lausd.net](mailto:bx2865@lausd.net) and copy Tony Cortez at [tony.cortez@lausd.net](mailto:tony.cortez@lausd.net). Please remember that we always recommend having a campus aide 30 minutes before and 30 minutes after school. Please refer to the Campus Aide [job description](#) for more information

## Personnel Commission Self-Service for Administrators Pilot

The Personnel Commission is very excited about Local District Central Principals and School Administrative Assistants participation in this pilot to leverage technology to fill classified positions faster. The scheduled go-live date was Monday, October 28. Please refer to the [Guide to PC Self-Service for Administrators](#) with step-by-step instructions.

Feel free to contact your Assignment Technician, Lorena Estrella, or Donna Barrow with any questions. Your feedback is crucial to the success of this pilot. Personnel Commission will be sending you a survey in which you can offer suggestions for improvements and specific comments about the system. Personnel Commission will continue to provide updates on any changes that may occur during the pilot period.



## 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, 2019**. Please monitor your school site to make sure all supervisors complete the training by the due date.



## Important Dates

Operations Principals' Meeting	11/6
School Site Crisis Team Training— Early Ed Centers Primary Centers	11/7
Veterans Day (no school)	11/11
Framework of Focus PD for Assistant Principals	11/20
Week of Thanksgiving	11/25- 11/29
Operation's Assistant Principals Meeting	12/4
Safe Passages	12/5

## Reminders

### Random Metal Detector Search Log

Last week to turn in your Random Metal Detector Search log. As a reminder, random searches are to be conducted daily at selected secondary schools. The next collection of search logs will be conducted during the month of March 2020.

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



**A big thank you to the schools that submitted their search logs on time.**

### 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](mailto:ellen.morgan@lausd.net).

### 2020-2021 Choices/Opciones Brochure and Application Timeline

The *Choices/Opciones* brochure application window opened on October 1, 2019 and the deadline to submit on-time *Choices/Opciones* applications for the 2020-2021 school year is November 15, 2019. Please refer to [Choices/Opciones Timeline](#) for application process, and related materials. Affiliated Charter Schools are now included in the *Choices/Opciones* brochure for non-resident students to use the Unified Enrollment application process. Two *Choices/Opciones* posters were delivered to schools the week of September 23.

#### Principal's Role:

- ◇ The posters are to be displayed in the Main Office, Parent Center, or another prominent location on campus.
- ◇ Brochures are to be placed in the Main Office or another prominent place.

## What's Due

Random Metal Search Logs	11/4
Workplace Harassment Training	12/1



On November 3, 2019, Daylight Savings Time ends. Set your clocks back one hour. Also, remember to test and change the batteries on your smoke and carbon monoxide detectors.

Please spread the word, use the extra hour gained to review your home safety plans and remind your families to do the same. An unknown author said, "Safety doesn't happen by accident."