



Local District Central

Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 21

JANUARY 13, 2017

IMPORTANT DATES TO REMEMBER

Martin Luther King Jr.'s Birthday	1/16
Principals' Meeting	1/18
Asst. Principals' Meeting	1/25
SAA Meeting	1/26
After the Bell	1/26
Middle School Principals' Meeting	1/27
Safe Passages	2/2

WHAT'S DUE

December's Water Flushing Logs	1/1
December's Metal Detection Certification	1/1
Administrator Assurances (Att 1)	1/31



Happy New Year! We hope you had the opportunity to enjoy the winter holidays with family and friends. We also hope you had the opportunity to rest, reflect and recharge your batteries.

To enhance school culture and climate, Local District Central has focused on improving attendance rates and decreasing school

suspensions. To build common language, capacity, and ownership, school leaders had the opportunity to inform their practice in these two areas by delving into the three tiers of instruction and intervention through the lens of behavior as well as analyze attendance data for their chronic absentee population. Lastly, school leaders used the Rubric of Implementation (ROI) as a tool to reflect on their school community's implementation of the Discipline Foundation Policy with their respective Operations Coordinator.

Chapter 4 of Coherence, Fullan explains that once an organization has "clarified the learning goals and developed precision in ...practices" the focus shifts to the "how" of changing practice (p. 99). As we begin the second half of the school year, school leaders will have the opportunity to deepen learning focused on our two goals: improving attendance rates and decreasing school suspensions. Fullan encourages us by indicating that the "solution lies in becoming both learners and reflective doers who are working on continuous improvement and innovation simultaneously." (p.80)

As a friendly reminder, school leaders are encouraged to review the School-wide Positive Behavior Plan with all stakeholders, schedule monthly Safety Committee for the remainder of the year, collect, and file documentation in preparation for your Spring ROI visits.

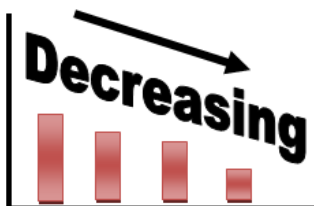
May the New Year bring us wonderful opportunities to grow with you.

Board Informative: Unity Day 2017 Inauguration Day Resources for High Schools

On Friday, January 20, 2017, Donald J. Trump will be sworn in as the 45th president of the United States. This election has been the most contentious in recent history. Organizers are using social media to call for a nationwide general strike on January 20, *No School, No Work, No Shopping #J20*. In an effort to promote schools as the preferred venue for meaningful dialogues, the Office of Human Relations, Diversity and Equity has compiled a selection of resources for instructional and non-instructional times to help students exchange ideas and to promote participation in civic and community activities. Please refer to Attachment I for more information.

Welcome back from the Holiday Season!

According to our most recent attendance data, the chronic absentee rate for the fall semester is **12.2%** (Attachment 2). Our target goal is 11%. As we proceed into our second semester, all school administrators are strongly encouraged to continue focusing on targeted student populations to assist in meeting the District's target goal of 11%.



Chronic Absenteeism

As we prepare for the 100th day of school on February 7, 2017 we encourage school leaders to minimize the possibility of additional students falling into the chronic absentee category by focusing on those students who are in the "BASIC" band and even those students who have 4 absences (See chart →)

Attendance Achievement by Instructional Day 2016-2017 96% Attendance rate means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION						
		Chronic Absence		Proficient		
		Less than 87%	87% - 91%	92% - 95%	96% - 99%	100%
Instructional Day	Date	Far Below Basic	Below Basic	Basic	Proficient	Advanced
25	September 21	4 or more	3	2	1	0
50	October 28	7 or more	5-6	3-4	1-2	0
75	December 12	10 or more	7-9	4-6	1-3	0
100	February 7	14 or more	9-13	5-8	1-4	0

School staff can support and encourage attendance before and after holidays by:

- Informing students and parents through letters, meetings, and assemblies of their current attendance rates.
- Encouraging teachers to talk to students about the importance of being at school on the days immediately before and after winter break.
- Planning special events for either the day before or the day after holiday break. Awards ceremonies, attendance recognition events, or service activity in order to engage students and their families before and after the holiday break.

To promote student attendance, school leaders are encouraged to access resources available at attendanceworks.org

86 schools ended the fall semester achieving Gold status with no school ending below 96% or Bronze status.
For spring semester, let's shoot for all schools achieving Gold status....100% attendance submittal!

How did your school do?
See Attachment 3.

Is Your School Gold?



ATTENDANCE SUBMITTAL			
Level	Submittal %	Number of LDC Schools through 12/09/16	Number of LDC Schools through 12/16/16
Gold	100%	81	86
Silver	98% - 99.99%	86	82
Bronze	96% - 97%	4	4
	< 96%	1	0

Finder's Keepers Clothing Closet: Santee Psychiatric Social Workers Organize Successful Event Supporting Students

Economic hardship is a reality for many of our LAUSD students. Approximately 80 percent of our students meet the federal definition of living in poverty. For many parents/guardians paying rent and feeding their family comes first to clothing needs. In efforts to address this need, **Nicole Marroquin and Olga Jurado, School-based Psychiatric Social Workers (PSWs) at the Santee Education Complex**, coordinate a bi-annual clothing giveaway event called Santee's Finders Keepers Clothing Closet. At the end of every semester, students look forward to

shop 'till they drop for FREE!

Clothing and item donations come from staff, LA Partnership and FOX Sports West.

Teachers donate all year long. PSW Marroquin coordinates the donations through emails and flyers. A multi-disciplinary team of Santee staff that includes academic counselors, the Pupil Service and Attendance Counselor, Teacher Assistants sort out the donations and display them conveniently and attractively for students in one of the classrooms.

The Santee's Finders Keepers event happens for 2 days during lunch and after school. While students shop, music is played and

snacks are provided. Parents are invited on the second day of the event.

Approximately 400 students participated in the December, 2016 event. The enthusiasm was exhilarating as students were lining up outside the "closet" (classroom) eager to shop. PSWs Marroquin and Jurado are already planning the Spring Finders Keepers Santee 2017 event!



Restorative Justice:

When introducing or discussing Restorative Justice with school community members, please use and/or reference the following definition used in LAUSD:

Restorative Justice is a philosophy and an approach to discipline that moves away from punishment toward restoring a sense of harmony and wellbeing for all those affected by a hurtful act. It focuses not on retribution but on reconnecting severed relationships and re-empowering individuals by holding them responsible. This approach acknowledges that when a person does harm, it affects the persons they hurt, the community, and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that everyone is moved toward healing.





Operation School Bell on Wheels for LD Central is set for **February 10, 2017** at 20th St. ES (Attachment 4). This is an opportunity for elementary school principals to participate in the program to receive school clothing, shoes, school supplies, etc... School leaders will soon receive an e-mail with attachments for parent permission, school completion and preparation instructions.

Campus Aides

As we begin the second semester, please take time to review the schedules and assignments for your individual campus aides. It is strongly recommended that a campus aide is present before and after the instructional day, preferably 30 minutes before and 30 minutes after school. This practice ensures that school entrances and exits are appropriately monitored, common areas have adult supervision, and all gates, restrooms and hallways are secured. In addition, please remind campus aides that supervision is an active process, and that their attention to detail and positive interaction with students and adults are essential elements of school safety.



School Experience Survey

The Office of Data and Accountability has notified PCSS that there is a small error on the parent response sheet on the English version of the School Experience Survey. Below, you will see that #27 is missing the fill-in bubble answer choices:

PART 3: How strongly do you agree or disagree with each statement about this school this year?		Strongly agree	Agree	Disagree	Strongly disagree	NA/Don't know
24. This school clearly informs students what would happen if they break school rules.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. At this school, discipline is fair.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. My child is safe in the neighborhood around the school.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. My child is safe on school grounds.						
28. This school meets my child's social needs (how my child		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please advise your parents that they can still fill in their answer choice in the space where the bubble would normally be. The scanning machine will pick it up as long as they align their bubble with the responses for #26 and #28. Please feel free to also share Data and Accountability's website <http://achieve.lausd.net/Page/8397>, where they have also addressed the error and how to work around it.

Please feel free to email Ismael Berver, ixb1117@lausd.net, with any questions or concerns.

School Administrative Assistants' Meeting

Our next mandatory SAA meeting is scheduled for January 26, 2017. All SAAs are asked to provide our office with their school's Campus Aide Information using the attached form (Attachment 5). This form will be collected at the sign-in table on the day of the SAA meeting.

Reminders

Administrator Assurances Forms

Just a reminder that the Administrator Assurances Form, Attachment I of BUL-2643.6, Time Reporting for Fed and State Categorical Programs (Website) is due January 31, 2017 to your Local District Operations Administrator.

Campus Aide Training

Please refer to Attachment 6 for the upcoming Campus Aide Training in April. This training is only required for Campus Aides who work more than 20 hours per week in their assignment and have not previously completed the training.

Water Flushing Certification & On-Line Metal Detector Certification



As a reminder, December 2017 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.



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).

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of District Operations

INFORMATIVE

DATE: January 9, 2017

TO: Members, Board of Education
Michelle King, Superintendent

FROM: Earl R. Perkins, Associate Superintendent
Division of District Operations

SUBJECT: UNITY DAY 2017 – INAUGURATION DAY RESOURCES FOR HIGH SCHOOLS

The purpose of this informative is to provide information on *Unity Day 2017*. The Division of District Operations - Office of Human Relations, Diversity and Equity has compiled resources to support high schools during the January 20, 2017 inauguration. *Unity Day 2017* is a collection of lesson plans, activities, and resources that focus on positive ways students can participate in civic activities during the school day.

Background:

On Friday, January 20, 2017, Donald J. Trump will be sworn in as the 45th president of the United States. This election has been the most contentious in recent history. Following the election results on November 8, 2016, people across the country, including many students, took to the streets. Organizers are using social media to call for a nationwide general strike on January 20, *No School, No Work, No Shopping* #J20. UTLA President Alex Caputo-Pearl stated at the December Board meeting that UTLA is planning an action on January 19, 2017. UTLA has since confirmed that this action will occur before the workday and will not interfere with instruction. None of our labor partners have publicly called for any actions that would disrupt instruction or the workday on January 20, 2017.

In an effort to promote schools as the preferred venue for meaningful dialogues, the Office of Human Relations, Diversity and Equity has compiled a selection of resources for instructional and non-instructional times to help students exchange ideas and to promote participation in civic and community activities. These include off-the-shelf lesson plans, such as *Fostering Civil Discourse: A Guide for Classroom Conversations*, guidelines for poster sessions, and suggested non-instructional time activities, such as unity dances, spoken words, and Restorative Justice circles. These lessons, videos, and suggestions for other environmental, social, and humanitarian topics are available on the Human Relations website <http://achieve.lausd.net/human-relations> under the tab *Unity Day 2017*. On January 10, high school principals will be informed of the expectation that efforts take place on this day to promote unity.

The Division of Instruction, in collaboration with the Division of District Operations has compiled additional resources and instructional guidelines that are available on the Division of Instruction website at <http://achieve.lausd.net/instruction#spn-content>. These resources are also referenced on the Office of Human Relations, Diversity and Equity website.

Student Health and Human Services (<http://achieve.lausd.net/Page/229>) has expanded its network of services with the addition of Extended Support Sites at each of the six Local District offices, the field office of School Board President Steve Zimmer and a hotline that families can call. These sites and hotline will be accessible beyond Inauguration Day as needed, and will provide families with emotional support, enrollment, attendance and health insurance information and link them to resources.

Elementary and middle schools have not been affected by the post-election activities similar to the impact at high schools. To ensure across-the-board communication, we will inform both elementary and middle school principals about the available support systems, and will assist all schools as needed.

The Division of District Operations will continue to collaborate with Local Districts, central divisions, labor partners, the Los Angeles School Police Department, the Office of Communications and local law enforcement agencies to stay abreast of potential inauguration day actions. The monitoring of activities in the larger community will also assist with the planning and implementation of necessary action steps should some of the activities disrupt school operations. The Division of District Operations will coordinate these action steps with Local District Operations and central divisions, and is prepared to collaborate with School Police in case the activation of the District Emergency Operations Center is deemed necessary.

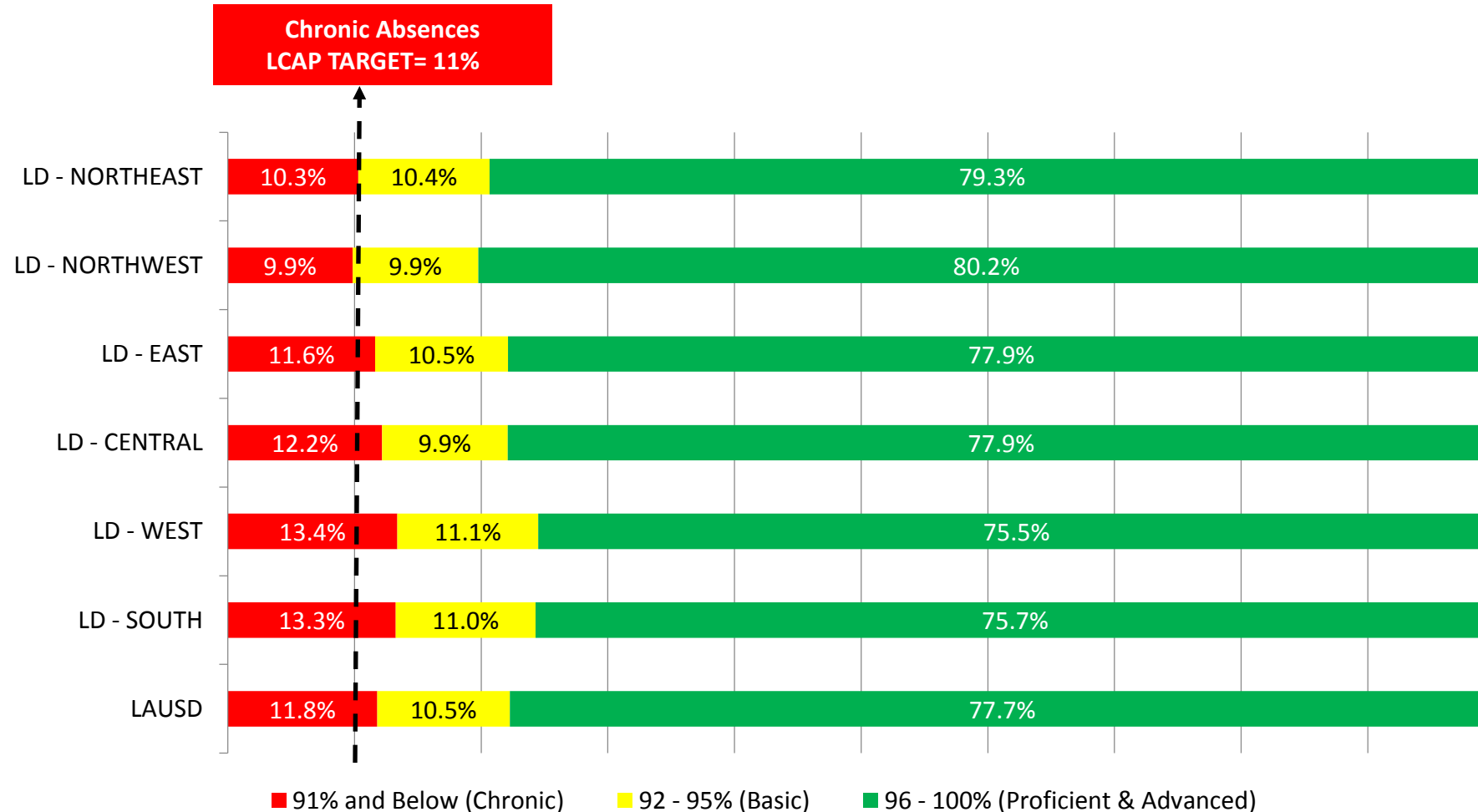
The Division of District Operations and the Office of Human Relations, Diversity and Equity thank the Superintendent and the Board of Education for their continued support of our efforts to support all students and staff in providing affirming, bias-free schools and workplaces.

If you have any questions, please contact Dr. Judy Chiasson at (213) 241-5626 or Kim Valdez at (213) 241-5636.

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Attendance Bands by Local District

Cumulative YTD (2016-17): 11% Chronic Abs Target





Los Angeles Unified School District
Local District Central
Attendance Submittal

LD	LC	School	Begin Date	End Date	Cumulative Attendance Submittal Rate (07/01/16 - 12/16/16)
C	7082	10th St El	7/1/2016	12/16/2016	100.00%
C	7274	20th St El	7/1/2016	12/16/2016	100.00%
C	7301	24th St El	7/1/2016	12/16/2016	100.00%
C	7288	28th St El	7/1/2016	12/16/2016	100.00%
C	2833	28th St El DLC Sp	7/1/2016	12/16/2016	100.00%
C	5505	9th St El	7/1/2016	12/16/2016	100.00%
C	2027	Aldama El	7/1/2016	12/16/2016	100.00%
C	2768	Aldama El DLC Sp	7/1/2016	12/16/2016	100.00%
C	5111	Alexander Sci Ctr Sch	7/1/2016	12/16/2016	100.00%
C	2810	Alexander SCS DLC Sp	7/1/2016	12/16/2016	100.00%
C	2041	Alexandria Ave El	7/1/2016	12/16/2016	100.00%
C	2068	Allesandro El	7/1/2016	12/16/2016	100.00%
C	2069	Allesandro El CL Mag	7/1/2016	12/16/2016	100.00%
C	2178	Aragon Ave El	7/1/2016	12/16/2016	100.00%
C	4685	Aurora El	7/1/2016	12/16/2016	100.00%
C	2671	Bushnell Way El	7/1/2016	12/16/2016	100.00%
C	2699	Cahuenga El	7/1/2016	12/16/2016	100.00%
C	2783	Cahuenga El DLC Ko	7/1/2016	12/16/2016	100.00%
C	2780	Cahuenga El DLC Sp	7/1/2016	12/16/2016	100.00%
C	2863	Castelar St El	7/1/2016	12/16/2016	100.00%
C	2786	Castelar St El DL Ma	7/1/2016	12/16/2016	100.00%
C	8045	Castro MS	7/1/2016	12/16/2016	100.00%
C	3110	Clifford St M/T Mag	7/1/2016	12/16/2016	100.00%
C	2277	Commonwlth Ave El Mg	7/1/2016	12/16/2016	100.00%
C	8517	Contreras LC Bus Tr	7/1/2016	12/16/2016	100.00%
C	8516	Cortines Sch of VAPA	7/1/2016	12/16/2016	100.00%
C	3356	Dayton Heights El	7/1/2016	12/16/2016	100.00%
C	2386	Del Olmo El	7/1/2016	12/16/2016	100.00%
C	3397	Delevan Drive El	7/1/2016	12/16/2016	100.00%
C	3479	Dorris Place El	7/1/2016	12/16/2016	100.00%
C	4165	Eagle Rock El GHA Mag	7/1/2016	12/16/2016	100.00%
C	3508	Eagle Rock El HG Mag	7/1/2016	12/16/2016	100.00%
C	3575	Elysian Heights El	7/1/2016	12/16/2016	100.00%
C	2383	Esperanza El	7/1/2016	12/16/2016	100.00%
C	2774	Esperanza El DLC Sp	7/1/2016	12/16/2016	100.00%
C	4082	Garvanza El	7/1/2016	12/16/2016	100.00%
C	4123	Glassell Park El	7/1/2016	12/16/2016	100.00%
C	4164	Glenfeliz Blvd El	7/1/2016	12/16/2016	100.00%
C	2385	Gratts LA for YS	7/1/2016	12/16/2016	100.00%
C	2775	Gratts LA for YS DLC	7/1/2016	12/16/2016	100.00%
C	4548	Hobart Blvd El	7/1/2016	12/16/2016	100.00%



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C	2944	Huerta El	7/1/2016	12/16/2016	100.00%
C	2943	Jones El	7/1/2016	12/16/2016	100.00%
C	5112	Jones PC	7/1/2016	12/16/2016	100.00%
C	8777	Kahlo HS	7/1/2016	12/16/2016	100.00%
C	2784	Kim El DLC Sp	7/1/2016	12/16/2016	100.00%
C	2543	Lafayette Park PC	7/1/2016	12/16/2016	100.00%
C	5170	Lexington Ave PC	7/1/2016	12/16/2016	100.00%
C	8058	Liechty MS	7/1/2016	12/16/2016	100.00%
C	4680	Lizarraga El	7/1/2016	12/16/2016	100.00%
C	4890	Lockwood Ave El	7/1/2016	12/16/2016	100.00%
C	4986	Los Feliz STEMM Mag	7/1/2016	12/16/2016	100.00%
C	7220	Maple PC	7/1/2016	12/16/2016	100.00%
C	4983	Mariposa-Nabi PC	7/1/2016	12/16/2016	100.00%
C	5288	Micheltorena St El	7/1/2016	12/16/2016	100.00%
C	2813	Micheltorena St El DL	7/1/2016	12/16/2016	100.00%
C	5384	Monte Vista St El	7/1/2016	12/16/2016	100.00%
C	5699	Norwood St El	7/1/2016	12/16/2016	100.00%
C	2392	Olympic PC	7/1/2016	12/16/2016	100.00%
C	3247	Plasencia El	7/1/2016	12/16/2016	100.00%
C	6080	Plasencia El M/S Mag	7/1/2016	12/16/2016	100.00%
C	2311	Poindexter LaMotte El	7/1/2016	12/16/2016	100.00%
C	2772	RFK Ambstr Gbl Ed Ko	7/1/2016	12/16/2016	100.00%
C	2771	RFK Ambstr Gbl Ed Sp	7/1/2016	12/16/2016	100.00%
C	2369	RFK Ambstr Gbl Edu	7/1/2016	12/16/2016	100.00%
C	2838	RFK UCLA Comm Sch DLC	7/1/2016	12/16/2016	100.00%
C	5385	Riordan PC	7/1/2016	12/16/2016	100.00%
C	6329	Rockdale VAPA Mag	7/1/2016	12/16/2016	100.00%
C	6370	Rosemont Ave El	7/1/2016	12/16/2016	100.00%
C	1955	Salvin Sp Ed Ctr	7/1/2016	12/16/2016	100.00%
C	6493	San Pascual El STEAM	7/1/2016	12/16/2016	100.00%
C	6507	San Pedro St El	7/1/2016	12/16/2016	100.00%
C	8577	Sotomayor LA LARS	7/1/2016	12/16/2016	100.00%
C	7178	Toland Way El	7/1/2016	12/16/2016	100.00%
C	7479	Vermont Ave El	7/1/2016	12/16/2016	100.00%
C	7589	Wadsworth Ave El	7/1/2016	12/16/2016	100.00%
C	7151	Weemes El	7/1/2016	12/16/2016	100.00%
C	7654	West Vernon Ave El	7/1/2016	12/16/2016	100.00%
C	8066	Burbank MS	7/1/2016	12/16/2016	100.00%
C	8748	West Adams Prep SH	7/1/2016	12/16/2016	100.00%
C	8544	Roybal LC	7/1/2016	12/16/2016	100.00%
C	5068	Main St El	7/1/2016	12/16/2016	100.00%
C	2308	Ride El Smart Acad	7/1/2016	12/16/2016	100.00%
C	8991	CDS Tri-C	7/1/2016	12/16/2016	100.00%
C	3192	Commonwlth Ave El	7/1/2016	12/16/2016	100.00%
C	2603	Buchanan St El	7/1/2016	12/16/2016	100.00%



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C	4904	Logan St El	7/1/2016	12/16/2016	99.99%
C	2384	Politi El	7/1/2016	12/16/2016	99.99%
C	7722	Angelou Community SH	7/1/2016	12/16/2016	99.99%
C	5247	Menlo Ave El	7/1/2016	12/16/2016	99.99%
C	8462	Virgil MS	7/1/2016	12/16/2016	99.99%
C	2542	White El	7/1/2016	12/16/2016	99.98%
C	7771	RFK Ambdr Gbl Ldsh	7/1/2016	12/16/2016	99.98%
C	2233	Atwater Ave El	7/1/2016	12/16/2016	99.98%
C	3329	Dahlia Hts El	7/1/2016	12/16/2016	99.98%
C	2701	Kim El	7/1/2016	12/16/2016	99.97%
C	8501	RFK LA SH Arts	7/1/2016	12/16/2016	99.97%
C	3877	Fletcher Dr El	7/1/2016	12/16/2016	99.97%
C	8738	DBM	7/1/2016	12/16/2016	99.96%
C	8580	Central HS	7/1/2016	12/16/2016	99.95%
C	2942	Estrella El	7/1/2016	12/16/2016	99.95%
C	3932	49th St El	7/1/2016	12/16/2016	99.94%
C	2151	Annandale El	7/1/2016	12/16/2016	99.94%
C	6534	King Jr El	7/1/2016	12/16/2016	99.94%
C	2134	Studio School	7/1/2016	12/16/2016	99.94%
C	4322	Arroyo Seco Mus/S Mag	7/1/2016	12/16/2016	99.93%
C	7959	Yorkdale El	7/1/2016	12/16/2016	99.93%
C	2809	Main St El DLC Sp	7/1/2016	12/16/2016	99.93%
C	5411	Mt Washington El	7/1/2016	12/16/2016	99.93%
C	7614	Nava College Prep	7/1/2016	12/16/2016	99.93%
C	4589	Hoover St El	7/1/2016	12/16/2016	99.93%
C	2808	Magnolia Ave El DL Sp	7/1/2016	12/16/2016	99.92%
C	7780	RFK UCLA Comm Sch	7/1/2016	12/16/2016	99.92%
C	5630	Normandie Ave El	7/1/2016	12/16/2016	99.92%
C	5466	Nevin Ave El	7/1/2016	12/16/2016	99.91%
C	8643	Franklin HS	7/1/2016	12/16/2016	99.91%
C	4575	Hooper Ave El	7/1/2016	12/16/2016	99.90%
C	7219	Trinity St El	7/1/2016	12/16/2016	99.90%
C	8716	Santee EC	7/1/2016	12/16/2016	99.90%
C	5055	Magnolia Ave El	7/1/2016	12/16/2016	99.89%
C	2393	Lake St Primary	7/1/2016	12/16/2016	99.89%
C	4576	Hooper Ave PC	7/1/2016	12/16/2016	99.89%
C	5113	Mack El	7/1/2016	12/16/2016	99.87%
C	8206	RFK Sch Vis Arts/Hum	7/1/2016	12/16/2016	99.87%
C	7783	RFK New Open Wld	7/1/2016	12/16/2016	99.87%
C	2307	Lee El Med Hlth Mag	7/1/2016	12/16/2016	99.86%
C	8132	Foshay LC	7/1/2016	12/16/2016	99.86%
C	8189	Irving MS MME Mag	7/1/2016	12/16/2016	99.85%
C	3507	Eagle Rock El	7/1/2016	12/16/2016	99.85%
C	8774	Contreras LC Gbl St	7/1/2016	12/16/2016	99.83%
C	2811	Mack El DLC Sp	7/1/2016	12/16/2016	99.82%



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Local District Central
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C	2785	Kim El DLC Ko	7/1/2016	12/16/2016	99.81%
C	2806	Logan St El DLC Sp	7/1/2016	12/16/2016	99.81%
C	3986	Franklin Ave El	7/1/2016	12/16/2016	99.81%
C	8614	Eagle Rock HS	7/1/2016	12/16/2016	99.81%
C	2604	Buchanan St El M/S Mg	7/1/2016	12/16/2016	99.80%
C	4681	Harmony El	7/1/2016	12/16/2016	99.79%
C	8064	Kim Academy	7/1/2016	12/16/2016	99.76%
C	4671	Ivanhoe El	7/1/2016	12/16/2016	99.76%
C	8208	King MS Mag Flm/Mdia	7/1/2016	12/16/2016	99.75%
C	8750	Marshall SH	7/1/2016	12/16/2016	99.74%
C	2544	MacArthur Pk El VAPA	7/1/2016	12/16/2016	99.74%
C	2819	Normandie Ave El DLC	7/1/2016	12/16/2016	99.72%
C	8057	Berendo MS	7/1/2016	12/16/2016	99.68%
C	2219	Ascot Ave El	7/1/2016	12/16/2016	99.68%
C	7356	Union Ave El	7/1/2016	12/16/2016	99.67%
C	2812	Mayberry St El DL Sp	7/1/2016	12/16/2016	99.66%
C	5205	Mayberry St El	7/1/2016	12/16/2016	99.61%
C	1919	Lanternman HS	7/1/2016	12/16/2016	99.52%
C	8543	Belmont SH	7/1/2016	12/16/2016	99.49%
C	2779	MacArthur Pk El DL Sp	7/1/2016	12/16/2016	99.46%
C	8527	Contreras LC Soc Jus	7/1/2016	12/16/2016	99.43%
C	8094	Carver MS	7/1/2016	12/16/2016	99.42%
C	1914	Widney HS	7/1/2016	12/16/2016	99.42%
C	8062	Clinton MS	7/1/2016	12/16/2016	99.34%
C	8743	Manual Arts SH	7/1/2016	12/16/2016	99.15%
C	6868	Obama Gbl Prep Acad	7/1/2016	12/16/2016	99.10%
C	8200	Los Angeles Acad MS	7/1/2016	12/16/2016	99.08%
C	8009	Adams MS	7/1/2016	12/16/2016	99.07%
C	7707	Sotomayor LA HADA	7/1/2016	12/16/2016	99.04%
C	4982	Los Angeles El	7/1/2016	12/16/2016	98.99%
C	8745	LAUSD/USC CA/Eng Mag	7/1/2016	12/16/2016	98.83%
C	8714	Jefferson SH	7/1/2016	12/16/2016	98.78%
C	5173	Nava LA Sch Bus&Tech	7/1/2016	12/16/2016	98.52%
C	8070	Nava LA Sch Art&Cult	7/1/2016	12/16/2016	98.44%
C	8710	Early College Acad	7/1/2016	12/16/2016	98.32%
C	7137	32nd St USC PA Mag	7/1/2016	12/16/2016	98.17%
C	8645	Highland Park HS	7/1/2016	12/16/2016	98.07%
C	8853	Orthopaedic Hsp SH Mg	7/1/2016	12/16/2016	97.90%
C	1918	McAlister HS CYESIS	7/1/2016	12/16/2016	97.73%
C	8207	Contreras LC ALC	7/1/2016	12/16/2016	97.55%
C	8545	Newmark HS	7/1/2016	12/16/2016	96.34%



OPERATION SCHOOL BELL ON WHEELS is coming to Local District Central on **February 10, 2017**.

Operation School Bell on Wheels is a 53 foot trailer stocked with clothing and outfitted with dressing rooms. When they visit our district they will dress 250 kids. The trailer will be parked at: **20th Street Elementary School - 1353 E. 20th St. Los Angeles, 90011**, from 8:30 to 1:00.

Operation School Bell on Wheels is a service of the Assistance League of Los Angeles. They provide at risk and underserved children with new clothing for school – a backpack, sneakers, socks, underwear, white polos, and uniform bottoms (navy pants or shorts for boys and navy skorts, pants, or jumpers for girls), a jacket, grooming supplies, and a book.

Principal will be receiving the detailed information and instructions by e-mail this week. Thank you.

If you have any questions, please contact Gloria E. Velasquez, Organization Facilitator at (213) 241-0137 or e-mail her at gloria.espinosa@lausd.net.





Los Angeles Unified School District

Local District Central

**Mandatory
School Administrative Assistants’/
Office Managers’
Operations’ Meeting**

Save the Date



When: Thursday, January 26, 2017

Time: 11:30 am – 3:30 pm
Lunch will begin at 11:00 am

Location: Burbank Middle School
6460 N Figueroa St
Los Angeles, 90042
(Carpooling is encouraged)

Attachment: Campus Aide Data Request

* Please complete the attached form prior to the meeting. Form will be collected at the sign-in table.

Save the Date

Next Meeting: March 23, 2017



Los Angeles Unified School District
Local District Central
Operations Unit

Campus Aide Information

*Please provide name of School Campus Aide(s). If vacant, write Vacant and include **Time In/Out** for particular position Please see example below.*

* Forms will be collected at the sign-in table on the day of the SAA Meeting.

School Name: _____

SAA Name: _____

Email: _____ Direct Phone Number: _____

Campus Aide Name	Assigned Hours	Time in	Time Out

Example:

Campus Aide Name	Assigned Hours	Time in	Time Out
Christopher Robin	3	7:30am	10:30am
Clark Kent	6	7:30am	2:30pm
Herman Munster	8	7:30am	4:30pm



CAMPUS AIDE TRAINING

School Security Certificate Program

*Presented by the LAUSD Police Department
and The Organizational Excellence Classified Training Branch*

According to Section 38001.5 of the Education Code, anyone who provides security service for more than 20 hours a week on a school campus must FIRST complete a 24-hour training curriculum set forth by the State of California. Session topics must include:

*Role of School Security
*Security Awareness

*Dynamics of Student Behavior
*Law and Liability I & II

This certificate program for Campus Aides covers the above listed topics and meets the State's requirement.

Participants may register for the following session:

February 22, 23, 24, 2017

8:00 AM — 4:30 PM

WILSON SH- 4500 Multnomah St, Los Angeles, CA 90032

Name: _____ Employee Number: _____
Title: _____ School/Office: _____
Address (via school mail): _____
Work Phone Number: () _____ Fax: () _____
E-mail address: _____ Alt. Phone: () _____

☐ ***I release this person to attend and acknowledge that the individual being registered for this training is either a current LAUSD employee or someone I have the intention to hire as a Campus Aide at our school site.***

Administrator - Print Name

Administrator's Signature



Organizational Excellence Classified Training Program
LAUSD's Personnel Commission

Fax 213-241-8450

Supporting Classified Employees in their Role as Educators

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.

