



### IMPORTANT DATES TO REMEMBER

Assistant Principals'	3/15
Principals Meeting	3/22
SAA Meeting	3/23
MS Safe and Successful School Symposium Part 2	3/24
Safe Passages	3/30
Assistant Principals' Mandatory Progressive Discipline	3/30

### April

Spring Break	4/10- 4/14
Assistant Principals'	4/26
After the Bell	4/27

### WHAT'S DUE

Mandatory Spring Child Abuse Training	3/17
Spring Administrative Certification Due	3/17



## Local District Central

# Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 29

MARCH 10, 2017

## 2nd Middle Schools Safe and Successful Schools Symposium

Local District Central, in conjunction with United Teachers of Los Angeles (UTLA), will host a second symposium for all LDC Middle School. Based on participants' feedback, this symposium will provide principals, UTLA Chairs, and a SWPBIS team member an opportunity to collaborate in enhancing the culture and safe learning environments at schools. According to the experts in this field, schools who have the structures below will develop a "school culture of safety, civility, and academic productivity":

- **Structure for Success:** establish structures to motivate students
- **Teach Expectations:** Explicitly teach all behavioral expectations with specificity, clarity and practice
- **Observe and Monitor:** Active and effective supervision in all locations
- **Interact Positively:** Actively work to acknowledge appropriate behaviors, successes, and growth
- **Correct Misbehavior Fluently:** Consistent, calm, quiet, and quickly in the setting the behavior occurred.

The second Middle Schools symposium will take place on Friday, March 24, 2017 at the Miguel Contreras Learning Complex (Attachment 1). We look forward to a dynamic day.

## Rookie of the Year

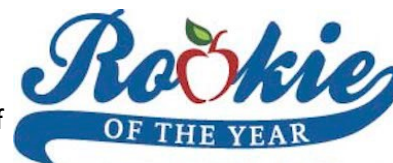
The Division of Human Resources, in partnership with the California Credit Union, will again select a cohort of excellent new teachers to honor as LAUSD's 2017

Rookies of the Year. Principals are invited to participate

in this program by nominating a teacher completing his/her first year of service (Probationary I, Intern, or Provisional), to be honored as a Rookie of the Year (ROY). In addition to the recognition of being named a Rookie of the Year, ROYs and their principals will be invited to attend a Dodger home game. ROY honorees will be formally recognized during a pre-game ceremony in Dodger stadium. Rookies of the Year and their principals will also be presented to the Board of Education for commendation.

The nomination process requires completion of an online nomination form with responses to questions about your nominee. For additional information, please contact Lalaine Tan, HR Teacher Quality Specialist: [Ltan3@lausd.net](mailto:Ltan3@lausd.net). Deadline: Friday, March 24, 2017

NOMINATION LINK: [www.tinyurl.com/ROYnomination](http://www.tinyurl.com/ROYnomination)



## Consolidated Charitable Campaign—Week 5

The 2017 Sharing Brings Hope (Consolidated Charitable Campaign) continues to go strong! Please contact District Central Coordinators, Marlene Correa (213) 241-3903 or Veronica Real (213) 241-3906 should you need additional materials

## Attendance: How to Support Student Subgroups

Students of different backgrounds encounter various barriers to regular school attendance. Many of our students are disproportionately affected by chronic absenteeism.

The Subgroup Comparison feature on GetData/MyData gives you the option to summarize your school's attendance data by ethnicity, gender, grade level and language class code. School leaders can identify subgroups of greatest need and provide those groups with additional supports and interventions and improve their attendance.



The table below is a sample of attendance data summarized by the ethnicity subgroup.

### Attendance Summary by Subgroup

Time Occurrence: MARCH 2016-2017

Ethnicity	LESS THAN 87% (Far Below Basic)	87 - 91% (Below Basic)	92 - 95% (Basic)	96 - 99% (Proficient)	100% (Advanced)	Total	LESS THAN 87% (Far Below Basic)	87 - 91% (Below Basic)	92 - 95% (Basic)	96 - 99% (Proficient)	100% (Advanced)	Total
AMERICAN INDIAN/ALASKA NATIVE	9.4%	12.7%	16.2%	45.5%	16.2%	100.0%	109	146	187	525	187	1,154
ASIAN	2.4%	4.0%	9.2%	47.9%	36.5%	100.0%	554	900	2,082	10,869	8,291	22,696
BLACK	12.0%	11.7%	18.2%	42.9%	15.2%	100.0%	5,664	5,519	8,577	20,210	7,170	47,140
HISPANIC	6.6%	8.6%	15.8%	49.5%	19.4%	100.0%	26,279	34,251	62,840	196,361	77,176	396,907
WHITE	5.1%	8.0%	16.6%	53.1%	17.3%	100.0%	2,846	4,480	9,364	29,866	9,717	56,273
FILIPINO	3.2%	5.2%	10.6%	51.7%	29.4%	100.0%	351	575	1,169	5,723	3,259	11,077
PACIFIC ISLANDER	7.7%	12.2%	16.4%	48.3%	15.4%	100.0%	151	239	320	944	300	1,954
UNKNOWN	15.8%	9.1%	17.3%	39.2%	18.6%	100.0%	112	65	123	279	132	711
Grand Total	6.7%	8.6%	15.7%	49.2%	19.7%	100.0%	36,066	46,175	84,662	264,777	106,232	537,912



### Spotlight on: Maple Primary Center

Maple Primary Center celebrates  
120 DAYS SMARTER!

A positive school environment, conducive to regular daily attendance and learning will result in increased attendance and improved academic achievement.



## Santee Education Complex : Promoting Random Acts of Kindness

Over the last three years, Santee Education Complex Psychiatric Social Workers (PSWs) have organized events in commemoration of Kindness Week. During the week of February 13-17, PSWs Olga Jurado and Nicole Marroquin coordinated several activities for students and staff under the theme of “Random Acts of Kindness”. The purpose and goal was to promote a safe, nurturing school climate that encourages emotional well-being, respect, tolerance and support for others. The key message is that small acts of kindness can go very far and make a big difference.

To kick off the week, the “Great Kindness Challenge” encouraged students to engage in at least 5 acts of kindness daily for the week. Acts of kindness were shared with staff and students were recognized for their efforts with small prizes and a chance to enter a raffle at the end of the Kindness Week. Lunch time activities included making kindness rocks, kindness bracelets and necklaces and key chains.

Santee staff were also encouraged to engage in random acts of kindness with several activities. All staff members received a small lollipop flower with a quote that said “This is a Random Act of Kindness! SMILE.” Staff members shared “kindness quotes” with each other from a tear off sheet posted in offices and hallways. Additionally, the PSW team posted notes to all Santee staff to encourage them to act with kindness during the week.



## Restorative Justice: Community Building Circles – From the Heart

In Restorative Justice Circles, we ask the participants to Speak and Listen from their Heart. Besides practicing Empathy while listening and speaking in circle, what does it mean?

**Speak from the heart:** This means speaking for yourself, talking about what is true for you based on your own experiences. When we speak from the heart, we are aiming for eloquence, for choosing words that accurately communicate what we hold to be important.

**Listen from the heart:** We are used to judging other people. Sometimes without even knowing anything about another person we will make assumptions about them. These assumptions can keep us from really hearing what they have to say...and what they have to say may be something that is important and helpful. So when we listen from the heart we are trying to set aside any stories we may hold about the person. This opens up the possibility of making wonderful discoveries about, and surprising connections with, each other.





## Nepotism-Board Rule 1911

All administrators responsible for assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. No assignment will be allowed that will establish a supervisor or subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants. For purposes of this Rule, close relatives shall be defined as including spouse, sibling, parent, child, or grandchild; cohabitants shall be defined as persons living together. Exceptions to this Rule can only be made by the Superintendent of Schools for the good of the Los Angeles Unified School District. (Amended 5-25-99)



## Reminder on Behalf of Office of General Counsel: School Files Project

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files.

Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director.



## Extended Leaves or Absences

Specific questions regarding an employees' Family and Medical Leave Act (FMLA) or other protected leaves should be referred to the FMLA Specialist assigned to your Local District. For general questions regarding FMLA and District Policy, call the main line at (213) 241-3954.

Employees who are hospitalized or off work for three or more days should have an FMLA packet mailed to them within two days of the event.

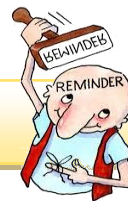
Employees, who are on an illness leave of more than twenty (20) days, must complete and submit formal leave of absence papers to the respective assignment office for approval. Employees who have not submitted leave of absence paperwork should be time-reported as unpaid after twenty days of absence pending documents. Your SAA can mail an employee a leave and (when and if) it is anticipated an employee may be off longer than twenty (20) days.



## Evaluations: Classified Personnel

Friendly reminder that all classified personnel are to be evaluated on an annual basis. See attached due dates (Attachment 2). Please reach out to your Operations Coordinator or our Classified Staff Relations Representative, Stacey Smith, should you need assistance.

# Reminders



## Random Metal Detector Searches

This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A Review Process to ensure consistency with the implementation is to occur each semester. All secondary schools must participate in the review process.

Beginning Monday, March 13, 2017 through Monday, April 3, 2017, all secondary schools are to submit the daily Metal Detection Search Log, Attachment A, on a weekly basis (Attachment 3). Logs are due the following Monday to the respective Local District Operations Coordinator.

Logs are to be submitted by the following Monday of each work week.

Week of Log	Due
March 6-10	March 13
March 13-17	March 20
March 20-24	March 27
March 27-31	April 3

## Mandated 2017 Spring Child Abuse Training Resources

Spring semester is here! All schools and offices are required to complete the 2017 Spring Child Abuse Training by March 17, 2017. The revised Child Abuse Training materials are posted at <http://caat.lausd.net>. It is recommended that Firefox or Chrome browsers are used to access them. Prior to your professional development session, please review MEM-6338.2, Child Abuse Awareness Training and Resources to plan your session.



## Kindergarten Oral Health Assessment Mandate

California Education Code mandates an oral health assessment for all kindergarten and first grade students not previously enrolled in a public school. Parents/Guardians must present evidence of having an oral health assessment by May 31 of the school year. This assessment may be performed by a licensed dentist or registered dental health professional. Schools are required to notify parents or guardians of this requirement, usually in the enrollment school packets, in the form of a notification letter with the Assessment/Waiver form.



Each school is required to collect Assessment/Waiver forms and enter data in MiSiS by **May 31st** of each school year. Please refer to [BUL-3585.6 Oral Health Assessment for Kindergarten or First Grade](#) for notification templates and guidelines on inputting data into MiSiS.

For low cost and free dental services, please visit the L.A. Trust for Children's Health website [thelatruster.org/ohi-oral-health-resources/](http://thelatruster.org/ohi-oral-health-resources/).

Great minds discuss ideas;  
Average minds discuss events;  
Small minds discuss people.

*-Eleanor Roosevelt*



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Local District Central  
Operations Unit

**Save the Date**

**Middle School Principals**  
***Safe and Successful Schools Symposium***  
***Part 2***

**Target Audience:** Middle School Principals  
Assistant Principals Assigned to Student Safety  
Union Representatives

**When:** Friday, March 24, 2017

**Time:** 11:30 – 3:30 pm

**Location:** **Contreras Learning Complex**  
**Library**  
322 S Lucas Ave  
Los Angeles, 90017

Please contact Ruben Hernandez, Lead Operations Coordinator, should you have additional questions.

OFFICE OF STAFF RELATIONS  
ANNUAL PERFORMANCE EVALUATION DUE DATES

**SCHOOL BASED CLASSIFIED EMPLOYEES  
2016-17 SCHOOL YEAR**

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by **Friday, May 5, 2017** to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than **March 17, 2017**. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand, and should pertain to the specific area in need of improvement.

**Unit B** – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

**Unit C** – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

**Unit F** – Teacher Assistants

**Unit S** – School Administrative Assistant, Food Service Managers, Plant Managers

*Employees in the bargaining Units below must have a performance evaluation at least once a year.*

**Unit D** – Office Technicians, Clerks, Library Aides

**Unit G** – School Supervision Aides, Community Representatives

*Note: It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced above.*

