



IMPORTANT DATES TO REMEMBER

Safe Passages 3/30
Newton Div.
Northeast Div.
Rampart Div.
Olympic Div.

Assistant Principals' 3/30
Mandatory
Progressive
Discipline

April

Spring Break 4/10-
4/14

Assistant Principals' Meeting 4/26

After the Bell Training 4/27

WHAT'S DUE

Weapons Log 3/27

March Water
Flushing
Certification 4/1

March Metal
Detection
Certification 4/1

Local District Central

Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 31

MARCH 24, 2017

Cesar Chavez Day



"Chavez left a legacy as an educator, environmentalist, and a civil rights leader. And his cause lives on. As farm workers and laborers across America continue to struggle for fair treatment and fair wages, we find strength in what Cesar Chavez accomplished so many years ago. And we should honor him for what he's taught us about making America a stronger, more just, and more prosperous nation."

-Barack Obama 2008

Cesar Chavez's influence lives on in people throughout this nation. As educational leaders, we have a unique opportunity to lead and model the work necessary to offer and give a glimpse of possibilities for our students. Thank you for leading and modeling the work.

"Cesar Chavez Day", March 31, 2017—A day intended to promote service to the communities in honor of Chavez's life and work. Friday, March 31st is an unassigned day for B, E, and C basis employees. Your Plant Manager and B & G workers are scheduled to work. This would be a great opportunity for extra catch-up assignments.

Campus Security During Spring Break

As you prepare your schools for Spring Break, it is important to consider the safety and security of the technology on your campuses (Attachment 1).

- Make sure that storage carts are locked and secured and that the wheel lock is in place.
- If there are alarmed areas on your campus, use these areas for storage.
- Double check that alarms are turned on before the closing of school prior to the long week off.

Spring Break—April 10—April 14, 2017

Before your Spring Break, please take the time to meet with your plant manager to schedule the work for your school. This is an opportunity to catch up on special projects. These projects could include deep cleaning of restrooms, sweeping and mopping of all classrooms.



In addition, please discuss rescheduling of hours if needed (i.e., regular B & G worker's hours 2:00 pm—10:30 pm. Spring break—10:00 am—6:30 pm). Feel free to email me at eugene.hernandez@lausd.net with any questions you might have.



Consolidated Charitable Campaign—Week

Please contact District Central Coordinators, Marlene Correa (213) 241-3903 or Veronica Real (213) 241-3906 should you need additional materials.



Staff Attendance Goal: 79% of Staff at Work 96% of Time

Congratulations to the following 74 schools who are meeting the goal of their staff attending 96% of the time or better (no more than 4 absences)! Please take time to share this information with your staff.

Location	Percent at 96% - Certificated	Percent at 96% - Classified	Percent at 96% - Total
KAHLO HS	100%	100%	100%
IVANHOE EL	100%	86%	95%
LAKE ST PRIMARY	92%	96%	94%
LOS FELIZ STEMM MAG	94%	92%	94%
MT WASHINGTON EL	97%	86%	93%
NEWMARK HS	90%	100%	93%
ROCKDALE VAPA MAG	93%	92%	93%
MCALISTER HS CYESIS	94%	88%	92%
CASTELAR ST EL	96%	83%	91%
EAGLE ROCK EL	92%	88%	91%
FRANKLIN AVE EL	97%	73%	91%
HOOPER AVE PC	94%	83%	91%
JONES EL	92%	90%	91%
MONTE VISTA ST EL	89%	95%	91%
BUCHANAN ST EL	97%	73%	90%
DAHLIA HTS EL	96%	81%	90%
PLASENCIA EL	94%	86%	90%
28TH ST EL	93%	79%	89%
CASTRO MS	93%	75%	89%
GLENFELIZ BLVD EL	86%	92%	89%
HOOPER AVE EL	94%	77%	89%
WEST VERNON AVE EL	88%	90%	89%
CAHUENGA EL	87%	90%	88%
COMMONWLTH AVE EL	95%	76%	88%
CONTRERAS LC BUS TR	86%	90%	88%
CONTRERAS LC GLBL ST	87%	100%	88%
GRATTS LA FOR YS	89%	84%	88%
LOGAN ST EL	94%	80%	88%
STUDIO SCHOOL	100%	50%	88%
WADSWORTH AVE EL	92%	81%	88%
ALLESANDRO EL	98%	53%	87%
ARAGON AVE EL	97%	69%	87%
BERENDO MS	94%	76%	87%
CLIFFORD ST M/T MAG	92%	80%	87%
GLASSELL PARK EL	96%	72%	87%
LEE EL MED HLTH MAG	93%	71%	87%
MICHELTORENA ST EL	93%	79%	87%

Location	Percent at 96% - Certificated	Percent at 96% - Classified	Percent at 96% - Total
SAN PEDRO ST EL	94%	71%	87%
ADAMS MS	93%	77%	86%
ESTRELLA EL	88%	76%	86%
RIORDAN PC	95%	75%	86%
UNION AVE EL	94%	69%	86%
24TH ST EL	90%	77%	85%
9TH ST EL	94%	74%	85%
ARROYO SECO MUS/S MAG	90%	75%	85%
DELEVAN DRIVE EL	97%	65%	85%
MAPLE PC	86%	85%	85%
RFK AMBSDR GLBL LDSH	86%	80%	85%
RFK LA SH ARTS	94%	43%	85%
RFK NEW OPEN WLD	89%	68%	85%
DEL OLMO EL	85%	81%	84%
SAN PASCUAL EL STEAM	100%	45%	84%
SOTOMAYOR LA LARS	96%	76%	84%
VERMONT AVE EL	88%	78%	84%
GARVANZA EL	89%	71%	83%
HOOVER ST EL	89%	68%	83%
KIM ACADEMY	94%	67%	83%
LIZARRAGA EL	90%	71%	83%
LOCKWOOD AVE EL	89%	75%	83%
20TH ST EL	92%	62%	82%
10TH ST EL	86%	72%	81%
49TH ST EL	94%	60%	81%
BUSHNELL WAY EL	78%	84%	81%
TOLAND WAY EL	84%	79%	81%
ALEXANDER SCI CTR SCH	84%	58%	80%
CONTRERAS LC SOC JUS	85%	63%	80%
DBM	84%	72%	80%
DORRIS PLACE EL	92%	60%	80%
KING JR EL	86%	70%	80%
YORKDALE EL	88%	70%	80%
HARMONY EL	84%	75%	79%
LEXINGTON AVE PC	88%	67%	79%
RIDE EL SMART ACAD	94%	50%	79%
WHITE EL	86%	67%	79%

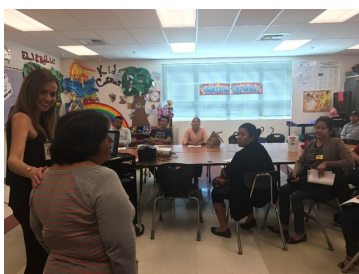
Support for Newcomer Population at Roybal Learning Center

The LAUSD School Enrollment and Placement Assessment Center (SEPA), a one stop shop for medical, social, and educational needs for newly arrived LAUSD students, reported that more than 1400 students enrolled in LD Central schools and the vast majority of this population were unaccompanied youth. To support an inclusive, welcoming environment for all students, **Roybal Learning Center** Psychiatric Social Worker PSW Alina Antonyants has been collaborating with LD Central Mental Health Consultants Veronica Real and Gustavo Sagredo and Crisis Counseling Intervention Services PSW, Myrna Reynoso Torres to address the specific needs of the newcomer student population with a trauma-informed lens.



In collaboration with the LD Central School Mental Health team, PSW Antonyants brought a series of presentations to Roybal on this topic. Presentations were provided to staff, parents, and students by the Mental Health Consultants to inform them of the reasons unaccompanied minors may come to the United States. The presentations included possible challenges, trauma, and risk factors unaccompanied minors may encounter in our District.

During the staff presentation, administrators, teachers, and counselors gained insight into the impact the students' unique struggles have on academic performance. Participants were given information on Psychological First Aid and using it as a tool to help students cope with multiple changes. Participants also learned of the various resources available in our District and in the greater community to support this population.



The parent workshop created a safe environment to validate biological parents/sponsors who struggle with parenting children that they have not had in their custody. Parents/guardians were also provided with information about resources including the School Enrollment and Placement Assessment Center (S.E.P.A. Center) and the LAUSD Wellness Centers.

Finally, students were made aware of the resources available on and off campus accessible to them to address trauma, mental health needs and overall support during the adjustment period to arriving in the U.S. and reuniting with family members. Through the support provided by the Roybal leadership team and the Local District Central Mental Health team, the presentations provided an opportunity not only to connect students and their families with resources, but to create an environment of open communication regarding the many stressors unaccompanied youth face within our district and across the nation.

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.

All secondary schools are to submit the daily Metal Detection Search Log, Attachment A, on a weekly basis (Attachment 2). 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

Restorative Justice: “Classroom Climate Check” - Marshall HS

One way to enhance the community in a classroom is to engage the students in a conversation about the instruction. The opportunity alone helps build trust and communication with the students and teachers. It can be presented as a survey, exit slip, or a restorative discussion.

Here are some questions you can ask to begin the dialogue:

- What is enjoyable in class?
- What is your teacher doing well in?
- What are some challenges in the class?
- What can you as a student do to help resolve these challenges?
- What can your classmates do to help resolve these challenges?
- What can your teacher do to help resolve these challenges?

Monty Moy – Restorative Justice Teacher

Vacation Usage Schedule for Vacation-Earning Employees

Important! B & G Workers, Plant Managers

Vacation provisions in collective bargaining agreements, Personnel Commission Rules, require that administrators must issue by March 15, 2017 a vacation calendar for the 2017-2018 school year. If you have not already done so, please ensure that your calendar are issued asap. The vacation schedule must list those dates when employees can and cannot take vacation, and dates when part of the staff may take vacation. Please pay careful attention to when students are not present. Spring Break, Unassigned dates, Thanksgiving week, and Winter Break are dates that your custodial staff can work on special cleaning projects or catching up on cleaning your school site. Please meet with your Plant Manager to discuss and come up with a vacation schedule that supports the school and employees. A 2017-2018 school calendar is attached for your convenience (Attachment 3).



Please be advised during the period of Friday, December 19, 2016 through Friday, January 6, 2017, all District schools will be closed (unless required to open for operational necessity). December 26, 30 (alternate Lincoln Day Observance), and January 2, 2017 are paid holidays. If you need any M & O assistance or have questions, please email your Operations Coordinator.

Reminders



Chemical Safety Coordinator Training

Administrators at secondary schools, where the school curriculum includes chemistry or science laboratory classes, are required to appoint a Chemical Safety Coordinator (CSC). The CSC must be a certificated employee, preferably a science/chemistry teacher. All CSCs are required to attend two mandatory training sessions each fiscal year and complete all required duties outlined in REF-1563.4 in order to qualify for the stipend payment of 637 per semester. For additional information on the program, please review [REF-1563.4, Chemical Safety Coordinators](#). The last training date available is for Thursday, March 30, 2017 from 3:45pm to 5:00pm. Please see address below.



Maintenance & Operations—Area C3 (2nd FL Training Room)
1240 Naomi Avenue
Los Angeles, CA 90021



Safety First!

Keep your devices safe over the Spring Break



With the storage of extra technology on your campus, the concern for security of the devices, and of your school arises. Here are a few tips to remember when securing your devices for Spring Break:

- ✚ Make sure that storage carts are locked and secure and that the wheel lock is in place.
- ✚ Double check to assure that the classroom or designated storage room is securely locked (door is latched, lock is intact). Secure any windows and inspect security grates to ensure that they are properly affixed to the window.
- ✚ If using classrooms for storage, store carts out of sight (i.e.; push cart up against a wall that does not have windows, or cover windows)
- ✚ If there are alarmed areas on your campus, use these areas for storage
- ✚ Double check that alarms are turned on before the closing of school each day and prior to going on long school breaks.
- ✚ Speak with your staff about properly securing their class room devices inside of the storage carts, and properly securing the carts (i.e.; checking that lock is secure and affixing wheel lock)
- ✚ Itemize the Serial Numbers of each device contained in each storage cart and place a copy of the inventory inside the cart
- ✚ When possible utilize your designated "Safe Room" to secure devices.
- ✚ If you decide your Safe Room should be relocated, contact LASPD to arrange for a site survey.
- ✚ Please use only your approved Safe Room for storage.

Please share these tips with your staff to ensure that theft is minimized and that the safety of your campus is optimized.

LOS ANGELES UNIFIED SCHOOL DISTRICT

2017-2018 CERTIFICATED/CLASSIFIED EMPLOYEE VACATION SCHEDULE

Name: _____ Title: _____

Employee Number: _____ Location Code: _____

Branch/Unit: _____ Tel #: _____

Employee Holiday
 District Shut-Down
 Spring Recess

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
JULY 2017							1	2	3	4 H	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG 2017			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
SEPT 2017						1 H	2	3	4 H	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
OCT 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
NOV 2017				1	2	3	4	5	6	7	8	9	10 H	11	12	13	14	15	16	17	18	19	20	21	22	23 H	24 H	25	26	27	28	29	30				
DEC 2017						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25 H	26	27	28	29 H	30	31	
JAN 2018		1 H	2	3	4	5	6	7	8	9	10	11	12	13	14	15 H	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
FEB 2018					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19 H	20	21	22	23	24	25	26	27	28					
MAR 2018					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
APRIL 2018								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
MAY 2018			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28 H	29	30	31				
JUNE 2018						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		

2/28/2017

 Employee's Signature

Date

Supervisor's Approval

Date