



### IMPORTANT DATES TO REMEMBER

Assistant Principals' Mandatory SSIT Training	3/8
Assistant Principals'	3/15
Principals Meeting	3/22
SAA Meeting	3/23
Safe Passages	3/30
Assistant Principals' Mandatory Progressive Discipline	3/30

### WHAT'S DUE

February Water Flushing	3/1
February Metal Detection Certif.	3/1
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 28

MARCH 3, 2017

## Suspensions, Opportunity Transfers, and Change of Placement

When addressing student behavior at our schools, students need to be afforded due process. With the exception in extreme cases involving Category One offenses, schools must establish a system of progressive discipline to support our students in adherence to the School-Wide Positive Behavior Intervention and Support policy. With this in mind, the District has provided policy guidelines, which must be followed prior to:



- Suspending student from school
- Transferring Students as Opportunity Transfers (O.T.'s)
- Revoking permits
- Changing student placements who are in the Special Education program.

**Effective immediately, all decisions involving O.T.s, Safety Permits, Suspensions, Expulsions, cancellations of permits, and change of placement for students with IEP's due to safety issues need to be made by the school principals in consultation with Local District Central Operations Unit and the respective District Division, as applies (Attachment I).**

## Student Safety Investigation Team (SSIT) and Progressive Discipline

All Assistant Principals have been invited to attend two mandatory meetings on March 8<sup>th</sup> and March 30<sup>th</sup>. To accommodate school needs, Assistant Principals have the option to attend a morning or afternoon session for each of the two meetings. The SSIT meeting is a District mandated meeting that all administrators must attend. The Progressive Discipline training is required for ALL Assistant Principals.



**All principals who were unable to attend the SSIT meeting in September should attend one of the two sessions on March 8<sup>th</sup>.** Please call your Operations Coordinator should you have any questions.



## Consolidated Charitable Campaign—Week 4

Week 5 for this year's Consolidated Charitable Campaign begins next week! Across Local District Central, schools proudly display their visuals: thermometers, graphs, and such to monitor their progress towards their goals. Thank you for your efforts in raising awareness and funds for such a good cause! Schools have come up with creative ways to meet their goals. Let our CCC Committee know how your school is raising their funds. Send in your pictures! Please contact District Central Coordinators, Marlene Correa (213) 241-3903 or Veronica Real (213) 241-3906 should you need additional materials

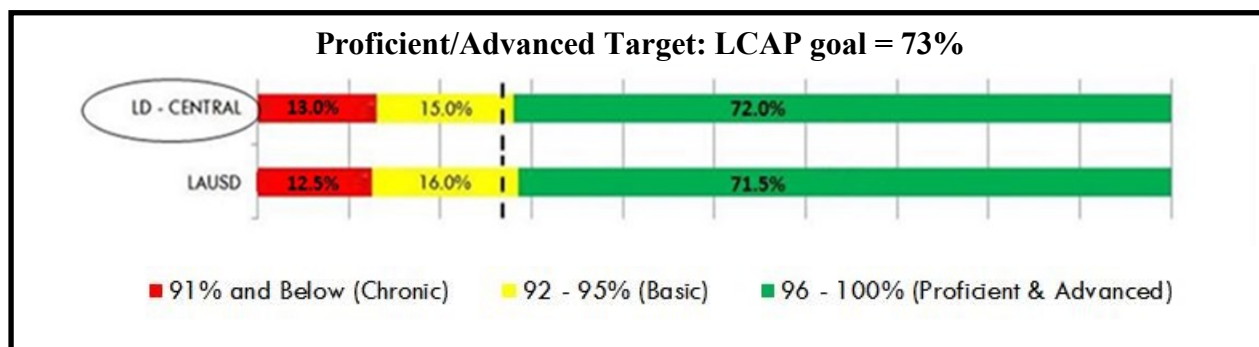
## Local District Central's attendance progress

As of January 31, 2017, our attendance data indicates that we are close to meeting the LCAP goal of 73% of students attending at 96% or higher. In comparison to the overall District average of 71.5%, LD Central is slightly higher at 72.0%. To continue our efforts to meet the district target for the school year, we need to collectively enforce and encourage student attendance by working with students not meeting attendance proficiency.

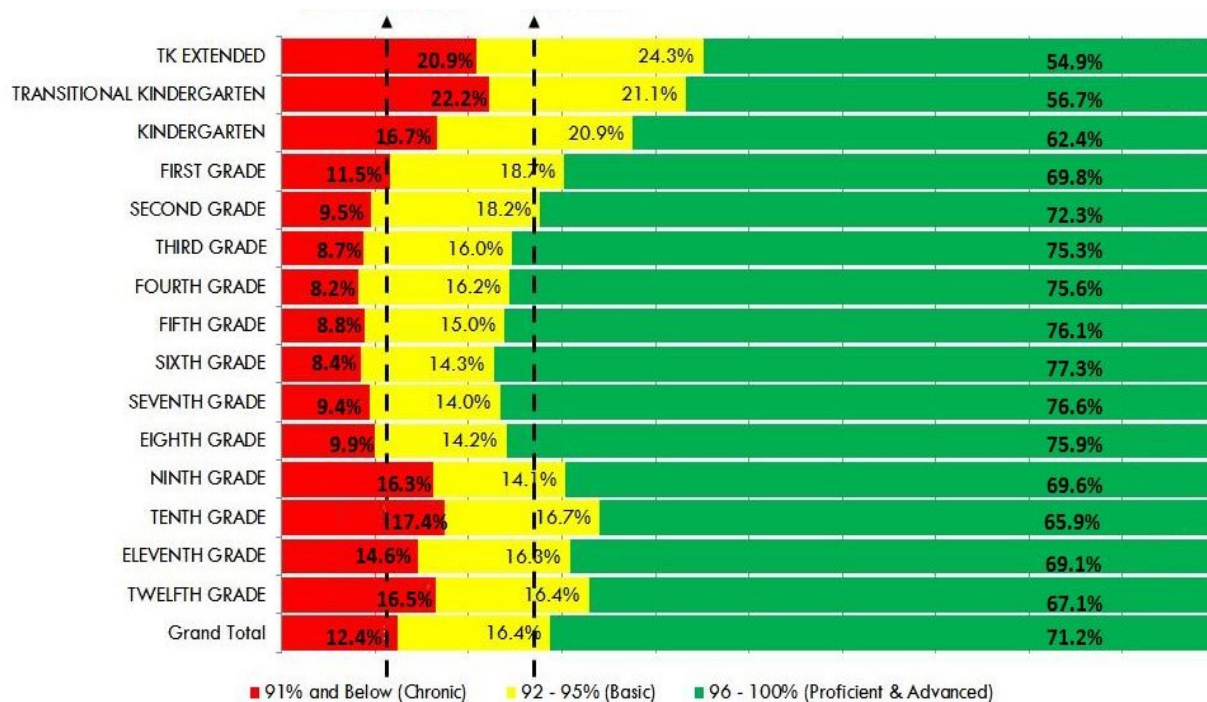


As we approach the 125th instructional day, school leaders are encouraged to work with students that have accrued **5 absences to date**. This group of students fall into the Basic Band and have the opportunity to transition into the Proficient Band before the end of the school year. Additionally, school leaders are also encouraged to focus on grade level populations that are impacting the school's data the most.

Congratulations to our middle schools who have collectively continued to meet the LCAP target.



## Local District Central Attendance Bands by Grade Level Cumulative YTD (2016-17)



## Bringing Teen Dating Violence Awareness to Miguel Contreras Learning Complex



Choose Respect is an initiative designed to help adolescents form healthy relationships to prevent dating abuse. The Choose Respect website provides the following statistics:

- 54% of high school students nationwide have reported dating violence among their peers.
- 1 in 5 adolescents report being a victim of emotional abuse.
- 1 in 3 teens report knowing a friend or peer who has been physically hurt by his or her partner through violent actions which included hitting, punching, kicking, slapping, and/or choking.

As part of "Teen Dating Violence Awareness and Prevention" month, Miguel Contreras Learning Complex's (MCLC) PSWs Karla Arnold and Maria Vaquerano, PSW interns Ruth Monterossa, Estefani Garcia and Diana Valencia collaborated with Peace Over Violence, a non-profit violence prevention center dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence, to increase awareness to this important topic.



During an interactive complex-wide lunch time event, the PSW team and Peace Over Violence representatives engaged students in dialogue regarding the importance of knowing the signs of a violent/unhealthy relationship. Students were also taught to identify important characteristics found in healthy relationships.



To conclude the event, students were invited to view The Hunting Ground, a documentary on sexual assault on college campuses and the survivors' fight for justice. The viewing adjourned with a panel discussion that included Peace Over Violence. By raising awareness on teen dating violence and healthy relationships, many students expressed a firm stand against relationship violence.

## Fiscal Updates

- Title I school allocation per pupil rates for the 2017-2018 school year are scheduled to go out on March 15. Please see attached Interoffice Correspondence that details the changes in per-pupil rates for this program (Attachment 2).
- Budget Development appointments will be starting on March 23<sup>rd</sup> for Local District Central schools. Appointments will be sent out to Principals on Monday March 6, please plan to keep your set appointment.
- Budget Development Trainings are taking place on March 6, 10 & 13. If you have not signed up yet, please follow the link below
- <http://bit.ly/ldcentralbudget2018>
- The Procurement Year- End Closing Timeline (MEM-6016.4) is now available (Attachment 3). Please take a note of the upcoming deadlines & continue to process receivers as soon as goods/services are delivered.

## Restorative Justice: Summary of Affective Statements

Everyone can use affective statements at any time. However, to truly be a restorative school, staff members must make a conscious effort to make affective restorative statements part of the everyday language.

Since our goal in the Restorative classroom is to build, maintain and restore relationships, it is vital that we work with students to develop emotional literacy. Affective Statements tell the listener, how the person feels, when they feel that way and why it makes them feel that way. As educators, we need to model this for our students.

These are also called "I" statements. When used effectively, they can be as powerful way to reinforce positive actions and explain feelings without assigning blame or shame.

There are two simple formulas I use with my students.

a) I feel \_\_\_\_ (the emotion) \_\_\_\_, when \_\_\_\_ the occurrence) \_\_\_\_

or

b) feel \_\_\_\_ (the emotion) \_\_\_\_, when \_\_\_\_ the occurrence) \_\_\_\_, because \_\_\_\_ (the reason) \_\_\_\_

The beauty of affective statements is that they can be used in both positive and negative circumstances. We should model these everyday in our interactions with our students. Instead of saying, "Thanks for sharing your ideas", we might say, "I am very happy that you shared your ideas with the class."

By using positive and negative affective statements, children's emotional literacy improves, which in turn, improves their communication and social skills, as well as, their written work and reading skills. As such, children will gain a greater understanding of emotions and the feelings of others.



## 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 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 [thelatrust.org/ohi-oral-health-resources/](https://thelatrust.org/ohi-oral-health-resources/).



## Run for Art

Swiss running shoe brand, On Running, is hosting a 5k running art tour through the Arts District. Proceeds will benefit Inner-City Arts and BlacklistLA.

For more information and sign up: <https://www.on-running.com/en-us/events/artrunla>



## 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 C, on a weekly basis. 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

## Reminders



### Water Flushing Certification & On-Line Metal Detector Certification



As a reminder, February 2017 Water Flushing & Metal Detector Certifications is now past due. Please be aware that they are due the first of each month with a cutoff of the 15th. Avoid being late due to unforeseen emergencies and special circumstances by certifying early.



### 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.



A successful Woman  
is one who can build  
a firm foundation  
with the bricks others  
have thrown at *her*.

**Los Angeles Unified School District**  
**INTEROFFICE CORRESPONDENCE**  
**Local District Central**  
**OPERATIONS UNIT**

**REVISED:** February 27, 2017

**TO:** Secondary Principals

**DATE:** February 24, 2017

**FROM:** Eugene L. Hernandez  
Administrator of Operations

**SUBJECT: SUSPENSIONS, OPPORTUNITY TRANSFERS, REVOCATION OF PERMITS AND SPECIAL EDUCATION PLACEMENTS FOR SAFETY REASONS**

This memorandum serves as a reminder that when addressing student behavior at our schools, students need to be afforded due process. With the exception in extreme cases involving Category One offenses, schools must establish a system of progressive discipline to support our students in adherence to the School-Wide Positive Behavior Intervention and Support policy. With this in mind, the District has provided policy guidelines, which **must** be followed prior to:

1. Suspending student from school
2. Transferring Students as Opportunity Transfers (O.T.'s)
3. Revoking permits
4. Changing student placements who are in the Special Education program.

**Suspensions**

Per BUL-5655.3 *Guidelines for Student Suspension*, school administrators should implement a system of positive behavior support and strategic intervention that are age appropriate and designed to progressively and effectively address and correct the student's specific misconduct **prior to issuing a student suspension. All school suspensions are to be issued by the principal in consultation with the Local District Operations Coordinator.**

**MiSiS**

Per BUL-5808.3, *My Integrated Student Information System (MiSiS) Student Support Module Required Usage*, issued March 23, 2015, all schools are required to utilize the MiSiS to document and monitor student behavior, search and update discipline records, provide data- driven interventions and strategies to effectively address student behavior, and document all information regarding student suspension in the MiSiS Module. When issuing a school suspension, the principal shall give the student being suspended from school a copy of the Pupil Suspension Notice, signed by the principal, along with the appeal form.

**Opportunity Transfers**

An Opportunity Transfer is issued as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student's continued enrollment at the current school presents a safety risk to others. An Opportunity Transfer (O.T.) is a *school or District initiated* student transfer for the purposes of behavioral intervention or compliance with other District-level procedures.

BUL 6362.0- *Opportunity Transfer (O.T.)-Policy and Procedures*, outlines the procedures and guidelines for opportunity transfers. The policy clearly states that an O.T. shall not be used to remedy low academic achievement, attendance issues, or for being a victim of a fight. To consider a transfer for the student's safety or protection; follow BUL-5347.1, *Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools*, issued June 10, 2013. **The O.T. process does not apply to students with an IEP.** Furthermore, an O.T. also may not be issued to a student who is not yet eligible as a student with disability but the District has knowledge or suspects that the student may have a disability.

The District's O.T. Policy also gives the responsibility to the Local District Administrator of Operations to implement the District's O.T. policy and have the authority to monitor the O.T. process of their school, which includes approving the cancellation of O.T.'s. **All Opportunity Transfers are to be approved by the Operations Coordinator assigned to your school.**

#### **Students on Permits**

*BUL-5347.1. Intra-district Permits and Student Transfers in Elementary and Secondary Schools,* specifies that Cancellation, **Revocation or denial of permits should be done at the end of the school year.** Extreme circumstances might warrant cancellations at the semester break, however, documentation must exist showing due diligence in supporting the student with interventions and remediation. BUL-5347.1 also reads that "Permits should not be revoked based on one incident", if a permit is revoked, cancelled or denied, parents are to be informed of appeal procedures.

LD Central will collaborate with Zone of Choice (ZOC) to ensure that this policy is followed. Any request to change the placement of students other than new enrollees to the District or changes of residence within LD Central should be referred to LD Central Operations Coordinator for review.

#### **Students with Special Education Services**

Change of placement of students with IEP's will go through the Special Education Unit **and** LD Central Operations. Thus, any change in placement must be made via the IEP process and reviewed by our Special Education Unit. There are no safety permits for students receiving special education services. Any change of placement due to safety concerns must be determined by the IEP Team in consultation with Local District Central Special Education Unit and Local District Central Operations Coordinator.

**Effective immediately, all decisions involving Suspensions, Opportunity Transfers, Permits, and change of placement of students with IEP's due to safety issues need to be made by the school principals in consultation with Local District Central Operations Coordinator and the respective District Division, as applies.**

Please contact your LD Central Operations Coordinator should you have additional questions.

**INTEROFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT**

**TO:** School Principals

**DATE:** February 28, 2017

**FROM:** Megan K. Reilly, Chief Financial Officer  
Office of the Chief Financial Officer

Frances Gipson, Chief Academic Officer  
Division of Instruction

**SUBJECT:** **FY 2017-18 TITLE I SCHOOL ALLOCATIONS**

As you plan for FY 2017-18 budget development with your communities, stakeholders and staff, please be advised that per pupil rates in Title I program codes 7S046 (Title I Schools) and 7E046 (Title I Parent Involvement) will decrease in FY 2017-18.

The District projects a 21% decrease in Title I, Part A entitlement from \$327.7 million in FY 2016-17 to an estimated \$259.1 million in FY 2017-18. This is primarily due to formula changes in the reauthorized Every Student Succeeds Act (ESSA) which becomes effective July 1, 2017.

Per pupil rates for FY 2017-18 budget development are being calculated based on these impacts, and will be communicated in the school allocation letters scheduled for release on March 15<sup>th</sup>. If you have any questions in the meantime, please contact your assigned Fiscal Specialist.

c: Michelle King  
Karen Ryback  
Fiscal Services Managers  
Fiscal Specialists  
Local District Superintendents  
Local District Administrators of Instruction





# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TITLE:** 2016-2017 Procurement Year-End Closing Timeline/Schedule

**NUMBER:** MEM-6016.4

**ISSUER:** George Silva, Chief Procurement Officer  
Procurement Services Division

Thelma Meléndez de Santa Ana, Ph.D., Chief Executive Officer  
Office of Educational Services

**DATE:** February 27, 2017

**PURPOSE:** This Memorandum lists year-end closing timelines and policies as reference for schools and offices when processing procurement-related transactions online or through Procurement Services. Non-adherence to the timelines below may impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to these due dates.

**MAJOR CHANGES:** This Memorandum is issued annually to provide current year-end timelines for processing various procurement-related transactions.

Title I timelines are listed separately.

Inactive purchase order closure information is provided.

**GENERAL PROCEDURES:** **CURRENT YEAR ORDERING (2016-2017)**  
In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2016-2017), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

**GUIDELINES: Cut-off Dates for all SAP Transactions:**

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
P-Card and T-Card Purchases	5/19/2017
P-Card and T-Card Reconciliations	6/07/2017
Toshiba Ghost Account Reconciliation	6/9/2017 (Schools) 6/23/2017 (Offices)
Shopping Cart for Non Stock Purchases – Over \$25,000	5/05/2017
Low Value Purchase Orders for Goods/Services	5/11/2017 (8:00 pm)
Shopping Cart for Book and Instructional Materials Orders	5/22/2017
Shopping Cart for Book Orders - State Adopted	5/22/2017
Shopping Cart (STO) - Regular Warehouse Deliveries	6/22/2017 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/22/2017 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/23/2017 (12:00 pm)
Shopping Cart (STO) - Warehouse Will-Call	6/29/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	6/13/2017

**ROUTING**  
All Employees  
All Locations

Travel Request Entries into SAP	6/02/2017
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/15/2017
Online Goods Receipts (Receivers)	6/30/2017 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/12/2017
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/23/2017

<b>TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)</b>	<b>CUT-OFF DATE</b>
P-Card and T-Card Purchases	5/5/2017
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	5/31/2017
All Title I Shopping Cart Purchases except for technology equipment and software licenses	5/5/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	5/5/2017
School Submission of Categorical Budget Adjustments for Review and Approval	6/5/2017 (5:00 pm)

<b>TRANSACTION TYPE-OFFICES</b>	<b>CUT-OFF DATE</b>
Shopping Carts-with Job Numbers	5/26/2017
Vendor Table-New Vendor	5/26/2017
Purchase Orders-with Job Numbers	6/01/2017
Purchase Orders (Contracts)-w/w/o Job Numbers	6/01/2017
MCMS/VMS Transactions - Transportation Branch Only	6/10/2017
Shopping Cart (STO) -With Job Numbers	6/23/2017

Shopping Cart transactions not converted to a Purchase Order by June 9, 2017 will be programmatically cancelled in order to clear 2016-2017 pre-commitments as part of closing out fiscal year 2016-2017 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) for the 2017-2018 fiscal year.

While Shopping Carts will not automatically roll over to the following fiscal year, Purchase Orders will roll over, **if completed and accepted in SAP prior to cut off dates.** All purchase orders created prior to July 1, 2015 with no activity will not roll over and will be closed.

In order to comply with formal bidding laws, schools and offices should submit Shopping Carts as follows:

- Shopping Carts greater than \$88,300 but less than \$250,000 should be submitted by April 3, 2017.
- Shopping Carts greater than \$250,000 should be submitted by March 17, 2017.

In order for goods and/or services to be charged to Fiscal Year 2016-2017, please ensure that the vendor can deliver the requested goods and/or services prior to June 30, 2017. School and offices may go to [https://psd.lausd.net/lrp\\_shopping\\_cart/](https://psd.lausd.net/lrp_shopping_cart/) to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts. For a complete list of all outstanding purchase orders, download PC010 PO History report from SAP.

**ASSISTANCE:** **For all procurement assistance**, please contact your Local District Buyer. The contact list is available at <http://achieve.lausd.net/Page/3263>.

**For P-Card Assistance**, please contact the P-Card Unit at 562-654-9401 or email [pcard@lausd.net](mailto:pcard@lausd.net)

**For budget related questions**, please contact your Fiscal Specialist.

**For Accounts Payable related questions**, please contact the Accounts Payable Customer Service Center at (213) 241-4800.