



Believe ♦ Behave ♦ Become

Calendar Dates

Thanksgiving Recess	11/20 - 11/24
Crisis Training—EEC's & PC's	11/28
Assistant Principals Meeting	11/29
Crisis Team Training for Schools	11/30 or 12/6
Safe Passages	12/7
After the Bell Training	12/7
Principals' Meeting	12/13
Winter Break	12/18-1/5
Second Semester Begins	1/8
Martin Luther King Jr's Birthday	1/15

What's Due

Water Flushing Certification	11/2
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Friday Operation's Brief

Gratitude

Local District Central staff is always happy when Thanksgiving approaches because this festive occasion gives us the opportunity to express our appreciation and gratitude to school leaders and their teams for working together in our school communities. The Local District Central Family is very thankful to have the best employees in the District. Wishing you and your family a great Thanksgiving Holiday! Enjoy your well deserved time off!



Holiday Absences

Student and staff absences increase before and after holiday breaks. In order to reduce the number of absences during this time, remind staff and families of the importance of being at school each and every day. A few ways to promote attendance during the holiday/absence season are:

- Coordinate activities on the days of expected high absences;
- Send letters home to remind families the day(s) students are expected to return from a school holiday;
- Promote an attendance incentive/reward for all students who are present every day for a set period of time (e.g., the weeks leading up to the November and December breaks);
- Create an attendance campaign for the month (e.g., create a bulletin board that states "Fall into Excellent Attendance" and post pictures/names of students with excellent or proficient attendance).



Evaluations and Mid Year Warning for Certificated Employees

All Principals and Assistant Principals are highly encouraged to attend!

When: Thursday, December 7, 2017
Time: 3:15 to 4:45 p.m.
Location: Lanterman High School Auditorium
 2328 St. James Place
 Los Angeles, CA 90007

Friday Operation's Brief

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October Attendance Data

Local District Central			
	August 2017	September 2017	October 2017
Attendance %	76.9%	78.3%	75.8%
Chronic Absences %	8.2%	12.3%	12.2%

Meeting the 2017-18 Target of 75% of Students Attending 96% or Higher			
Level	# of Schools	Level	# of Schools
Elementary Schools	44/80	Span Schools	9/9
Primary Centers	1/9	Special Education Schools	0/3
Middle Schools	15/16	Option Schools	0/2
Senior High Schools	5/21	TOTAL	74 of 140
<i>School under 75% 66</i>			

2017-18 District Chronic Absence Target: 9% or Lower	
Level	# of Schools
Elementary Schools	26/80
Primary Centers	0/9
Middle Schools	8/16
Senior High Schools	2/21
Span Schools	4/9
Special Education Schools	0/3
Option Schools	0/2
TOTAL	41 of 140
<i>Schools over 9%</i>	<i>99</i>

Lowest Rate of Chronic Absence as of October	
Jones EL	4.7%
Orthopaedic Hsp Sh Mg	5.0%
Lee EL Med Hlth Mag	6.1%
Kim Academy	6.2%
Arroyo Seco Mus/S Mag	6.3%
DBM	6.3%
King Ms Mag Flm/Mdia	6.3%
West Vernon Ave EL	6.7%
Foshay LC	6.7%
Esperanza EL	6.9%



Highest Attendance Percentages	
Attendance as of October	
Lee EL Med Hlth Mag	89.4%
Orthopaedic Hsp SH Mg	89.0%
Jones EL	88.9%
King MS Mag Flm/Mdia	88.2%
DBM	87.9%
Esperanza EL	87.5%
Cahuenga EL	87.0%
Kim Academy	87.0%
Foshay LC	86.6%
Liechty MS	86.2%



100% Attendance Submittal as of October 2017				
10th St EL	Dayton Heights EL	Hoover St EL	Los Feliz Stemm Mag	RFK La Sh Arts
20th St EL	Del Olmo EL	Jones EL	Mack EL	Ride EL Smart Acad
24th St EL	Delevan Drive EL	Jones PC	Main St EL	Riordan PC
9th St EL	Dorris Place EL	Kim Academy	Mariposa-Nabi PC	Rockdale Vapa Mag
Alexander Sci Ctr Sch	Elysian Heights EL	King Jr EL	Mayberry St EL	Rosemont Ave EL
Allesandro EL	Esperanza EL	Lafayette Park PC	Menlo Ave EL	San Pascual EL Steam
Arroyo Seco Mus/S Mag	Fletcher Dr EL	Lake St Primary	Monte Vista St EL	San Pedro St EL
Ascot Ave EL	Franklin Ave EL	Lanternman HS	Olympic PC	Sotomayor La Lars
Aurora EL	Glassell Park EL	Lee EL Med Hlth Mag	PoinDEXter LaMotte EL	Trinity St EL
Buchanan St EL	Glenfeliz Blvd EL	Lexington Ave PC	Politi EL	West Vernon Ave EL
Burbank Ms	Hooper Ave PC	Lockwood Ave EL	RFK AmbSDr Glbl Edu	Yorkdale EL
Bushnell Way EL				

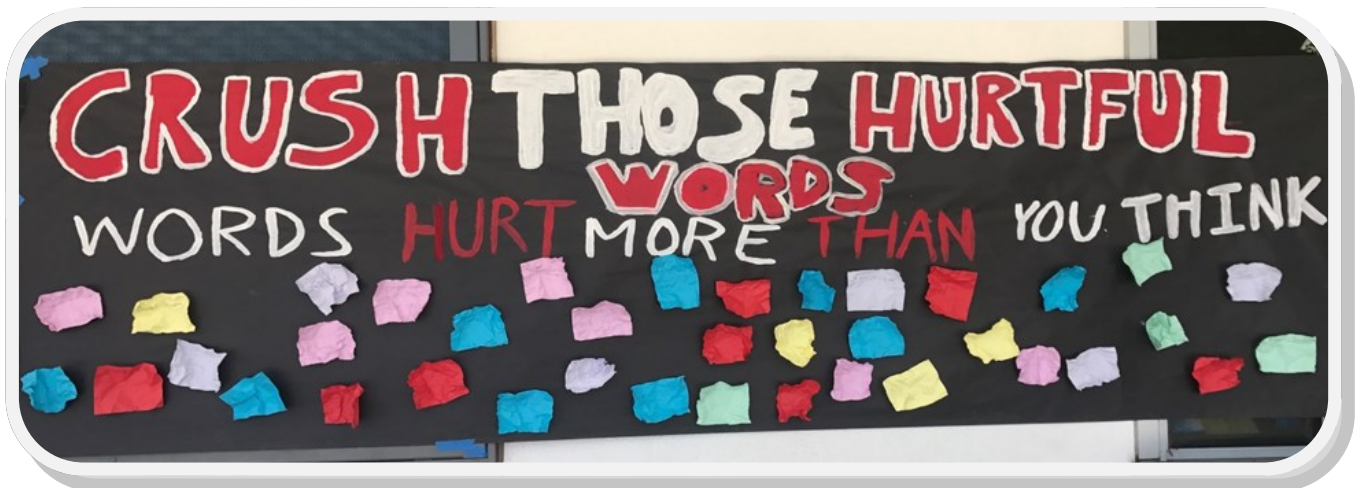
Creating Safe School Climate @ Roybal Learning Center



Roybal Learning Center PSW Alina Antonyants, Academic Improvement Counselor Marie Demers, and Mae Valenzuela collaborated with Student Government to launch this year's Anti-Bullying campaign focused on bullying prevention by spreading kindness on the campus. As students entered the campus, all received a wrinkled heart with a message that read, "Before you speak, think and be smart. It's hard to fix a wrinkled heart." Students were informed of the days activities.

During lunch time, Student Government facilitated the "Pay It Forward" activity where student leaders shared positive messages with each other and were asked to

"forward" the message to another student. Students also took a pledge to make Roybal a "Bully-Free Zone". The pledge included reporting to an adult when they see bullying taking place and to treat others the way they want to be treated. Students took part in another lunch-time activity, called "Crush those Hurtful Words." Students were asked to write down the hurtful names they have been called, crumple them up and throw them away. This empowered students to symbolically let go of some of the negative feelings attached to those hurtful words. The words written were un-crumpled and displayed to demonstrate the impact of the hurtful words. Conversations with students were facilitated by the PSW and Attendance Counselors informing them about the supports and services available both on and off campus.



Restorative Justice: Why do we sit in Circle?

Sitting in a circle is a fundamentally different experience than sitting in rows or meeting across a desk. When we are in rows, there is generally someone standing in front, commanding attention. Clearly this is the person who is in charge, who has the answers, and to whom the group is accountable. When we are meeting with someone who faces us from behind a desk, we also know instinctively that the authority and power belongs with that person. These arrangements have their appropriate functions and restorative practices are intended to complement rather than replace them completely. They can be effective.



When we sit in a circle we experience a stronger sense of community. Every person in the circle shares responsibility for its functioning. Circle culture is more “yes-and” than “either-or.” Yes, there is a leader, *and* each person takes the lead in turn, each time it is their turn to speak. Yes, some guidelines are given *and* the group makes its own agreements. Decisions are made, but by consensus of the whole group, and sometimes this means decisions come slowly or take unexpected forms.

Employee Safety Seal Award Program

Every year, the Worker's Compensation claims for employee injuries cost the District Over \$100 million. These claims not only represent a financial loss for the District, they also represent a loss of the health and well-being of staff.

The goal of L.A. Unified's Employee Safety Seal Program is to help reduce employee injuries while celebrating schools' commitment to safety.

Schools earn a “Safety Seal” by taking certain steps to ensure Staff work safely and are free from hazards.

Benefits of participation in the program include:

- Certificate of recognition based on level of employee safety achieved.
- Safety Seal graphic that can be posted on the school's website.
- Rating level displayed on the school's annual school accountability report card.

Most importantly, your students will be learning and your staff will be working in a safer school environment!

HOW DO SCHOOLS PARTICIPATE?

- Review and address your school's outstanding Corrective Action Notices and certify they are closed online (via Salesforce at <https://lausd.force.com/OEHS/login>).
- Show your teachers the “Safety Smarts Video,” which can be accessed at <https://achieve.lausd.net/safetysal>.
- Make sure your custodial staff have completed their monthly safety training.
- Go into the Principal's Portal to certify that you've completed tasks #2 & #3.
- Stay Safe!

For more information, please you may download the [Safety Seal Program brochure](#) or visit the Safety Seal homepage at: <https://achieve.lausd.net/safetysal>. To start your school off, see Attachment 1 for safety tip sheet that you can provide your staff. You may also contact the Office of Environmental Health & Safety at (213) 241-3199.



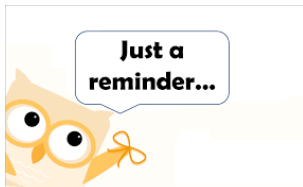


Schools Telephone Auto-Attendant

In an effort to provide personalized customer service, all secondary schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.



More Than a Meal Household Income forms are due year round. Should you need any blank forms, please contact Beatriz Campos at 213-241-0167.



Affirmative Decision For Probationary 2/District Intern 2 Teachers

The important due dates for the Affirmative Decision process for **Probationary 2/District Intern 2** employees:

- December 1, 2017:** Principal and Local District Superintendent or Designee finalize decisions on the Affirmative Decision Roster and sign
- December 8, 2017:** Due Date to return signed Affirmative Decision Rosters to affirmdecision@lausd.net

The District believes that increasing the quality and performance of LAUSD teachers, administrators, and support service personnel ensures student academic success. As a yearly key component in these efforts, the Superintendent requires all principals/administrators, in collaboration with their supervisors, to make an "Affirmative Decision" regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will be retained and convert from Probationary 2/District Intern 2 to Permanent/Regular status or if they will be non-re-elected and released from employment with the District.

Please plan to schedule time in advance with your Local District Superintendent or their designee to discuss your final decisions for each employee. The supervision and evaluation of our employees is critical to the long-term success of our students and District, and your discussions and final decisions with your supervisor are appreciated.

This Affirmative Decision process is independent of the Teacher Growth and Development Cycle Performance Evaluations and not in lieu of that process. Please make certain to meet with all non-permanent teachers to discuss their performance, offer guidance and support for improvement, and to adhere to all required evaluation cycle components.

If you have not received your forms or have any questions about the forms, please see Attachment 2 for contact information.

Local District Central Crisis Team Trainings

Local District Central will provide an informative and interactive training on building the capacity of the school site crisis team. Due to limited space, the trainings will be held at several locations. Each school's participation in this training is vital.



All EEC's and Primary Centers	November 28, 2017	Riordan PC
Elementary and Secondary Schools	November 30, 2017	Belmont HS
Elementary and Secondary Schools	December 6, 2017	Los Angeles Academy

Thank you for your commitment to promoting a safe and positive learning environment for all. If you have any questions, please contact Ricardo Lopez at ricardo.l.lopez@lausd.net or Veronica Real at veronica.real@lausd.net. Should you have a scheduling conflict, please contact Teresa Landazuri at teresa.landazuri@lausd.net.



Los Angeles Unified School District

PREVENTING SLIPS, TRIPS, & FALLS

Safety starts with “S” but begins with “You!”

Let your site administrator / plant manager know about hazards immediately.

If you drop it, pick it up. If you spill it, wipe it up.

Plan ahead.

Slippery and uneven walking surfaces are two common causes of slips and falls.

Tripping hazards include clutter, loose cords, and open cabinets.

Report accidents immediately to your supervisor.

I didn't think. I didn't see. I didn't know. Be alert, don't get hurt.

Prevention is key. Check for hazards on a regular basis.

Stretching daily helps prevent strain and sprain injuries

Failure to practice safety awareness, hurts not only you but others too.

Aisles and passageways shall be kept clear and in good repair.

Ladders/stepstools must be kept in good condition and used properly.

Limit distractions, so you can eliminate accidents.

Safety is everyone's full time job.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Frequently Asked Questions (FAQ's)

I did not receive my roster, who should I contact?

First, check the Junk and Clutter folders in your email.

I did not find the email with the roster in my Inbox, Junk or Clutter folder, how can I get a copy of my roster?

The Workforce Data Analysis Unit will send you a copy of your roster. Please email: affirmdecision@lausd.net

I have questions regarding the status of teachers on my roster and/or did not receive a roster.

- Please contact your LD specialist

NORTHEAST	Debra Dillard	(213) 241-4950	debra.dillard@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net
NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net
SOUTH	Darvina Bradley	(213) 241-2091	darvina.bradley@lausd.net
	Kevin Trapp	(213) 241-4550	kmt8614@lausd.net
EAST	Elise Cho	(213) 241-4193	esc8642@lausd.net
	Edward Salazar	(213) 241-4580	exs3827@lausd.net
WEST	Karen Castro	(213) 241-5436	karen.castro@lausd.net
	Michael Thompson	(213) 241-2533	michael.a.thompson@lausd.net
CENTRAL	Carol Shimizu	(213) 241-4580	cms6440@lausd.net
	William Masis	(213) 241-4549	william.masis@lausd.net
SPECIAL ED & ITINERANTS	Neena Agnihotri	2132412505	neena.agnihotri@lausd.net
SUPPORT SERVICES	Oscar Hernandez	(213) 241-6923	oherna2@lausd.net
EARLY CHILDHOOD	Felicia Torrence	(213)241-2404	ftorrenc@lausd.net
ADULT EDUCATION	Alonzo Cienfuegos	(213)241-4898	alonzo.cienfuegos@lausd.net

I am a Principal and I have signed my roster. Where do I send it?

- **Meet with your Local District Superintendent for input and concurring signature.**

Once you have both signatures, please submit the signed roster via email to affirmdecision@lausd.net.

See section below.

I am a Local District Superintendent/Designee and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Scan the signed roster and email it to [Email: affirmdecision@lausd.net](mailto:affirmdecision@lausd.net)

I believe I have employees who should be in the roster, should I add them?

- **No**, your decision is based on the employee's status. Please contact the appropriate HR office below.
HR will research the status of the employee and, if needed, will provide you with an updated roster.

EARLY CHILDHOOD EDUCATION TEACHERS	Felicia Torrence	(213) 241-2404	FTORRENC@LAUSD.NET
ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213)241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	LEANNE.HANNAH@LAUSD.NET
	Maria Salazar	(213) 241-5103	MARIA.SALAZAR@LAUSD.NET