



Believe ♦ Behave ♦ Become

### Calendar Dates

Veteran's Day Holiday	11/11
Principals' Meeting	11/15
Foundations Training	11/16-11/17
Thanksgiving Recess	11/20 - 11/24
Assistant Principals Meeting	11/29
Crisis Team Training for Schools	11/30 or 12/6
Safe Passages	12/7

### What's Due

Water Flushing Certification	11/2
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# Friday Operation's Brief

## SWPBIS: Rubric of Implementation

Full implementation of the Discipline Foundation Policy (DFP) is one of the priorities of the Superintendent's Strategic Plan to support positive school culture and climate. As a means to continue "building a stronger multi-tiered system of support for all students", the Rubric of Implementation (ROI) is used as a self-assessment to monitor the implementation of the Discipline Foundation Policy.

This school year, the Rubric of Implementation process will depend on each school's overall ROI scores from the past three years. Schools that have maintained a "Green" status based on the guidelines outlined in the Discipline Foundation Policy for the past three years will provide documentation by ROI key feature into Discipline Foundation Policy platform located in the Principals' Portal. Schools that may have scored in the "Yellow" or "Red" within the past three years will conduct its self assessment with their assigned Operations Coordinator and School Director as in prior years. The school visit will conclude with documentation upload into the Discipline Foundation Policy platform located in the Principals' Portal. Administrators will receive detailed information via email from their Operations Coordinator.



## Custodial Duties: Week of November 20-November 24th Thanksgiving Break



**What?**  
The kids are  
Out of School?  
What will we do?

All custodial staff at schools (PM, B & G Workers) are assigned "A" basis. Your custodial staff is scheduled to work on Monday, 11/20, Tuesday, 11/21, and Wednesday, 11/22. This is a good time to have your custodial staff deep clean restrooms, sweep, mop classrooms, and

catch upon any projects. Please meet with your Complex Project Manager to discuss hours and work that can be done when students and staff are not on campus.

Feel free to call your Operations Coordinator if you should have any questions.

## Securing your School Campus

### Sample Correspondence for the Week of November 20-24, 2017

Attached is a sample interoffice correspondence memo on school security that can be distributed to staff before holidays (Attachment 1).

## Holiday Season Attendance Rates



This holiday season, we as a district want to ensure that the absence rates at our schools do not increase. Historically, we have seen a drastic decrease in attendance during the time leading up to and following the holidays, therefore we strongly suggest implementing strategies to prevent this drop. These strategies may include targeting problem dates by providing incentives for students (on an individual and whole class basis) to attend on those days, scheduling assignments and exams during this season, and reminding students of the attendance expectations that have been set. Make sure that students and parents are aware that attendance is just as important during the holidays as the rest of the year! Attendance reminders as well as incentives and “challenges flyers” for students can be found at: <https://achieve.lausd.net/Page/13784>.

Below are some strategies that schools can implement before the holiday season begins:

- Send a letter out before Thanksgiving and again in the weeks before the longer winter break urging students and families to avoid absences.
- Stress that teachers will be teaching every day and that children will miss out on instruction if they do not show up.
- Remind them that a homework packet does not take the place of classroom learning and interaction.
- Encourage teachers to talk to students about the importance of showing up in the days before and after the holiday break.
- Plan a special event for the first day after the holiday break. If possible, create a contest or find ways to recognize good attendance.



You can find additional information on [www.attendanceworks.org](http://www.attendanceworks.org)

## Restorative Justice: Not just a circle but a Community Circle



Circles through strengthening relationships among all stakeholders and creating shared values and guidelines. A **Community Building Circle** can be conducted in the classroom and everyone can sit on the floor or in chairs in a circle. A talking piece is used to direct the conversation. The circle keeper passes the talking piece in a clockwise direction.

Whoever has the object has the floor, and everyone else listens.

He or she may speak or pass the talking piece to the next person

in the circle. The talking piece may be passed around the circle several times until all opinions are honored in the circle; there is no right or wrong answer.

## LD Central PSWs Commemorate Red Ribbon Week at the Elementary, Middle, and High School Settings

Red Ribbon Week, an awareness campaign observed annually across the country the last week of October, symbolizes the beginning of a year of prevention in schools and communities. This event has come to symbolize a commitment to healthy, drug free lifestyles and the importance of remaining drug free. Psychiatric Social Workers (PSWs) across LD Central organized school wide activities for students and the school community.

Guisela Gutierrez from Charles White and Gratts Elementary Schools celebrated Red Ribbon Week by hosting interactive activities such as:

- ◇ “Too Bright to do Drugs”: Students and staff wear bright colored shirts. Student will pledge against drugs by signing their name on ribbons that will be exhibited in their classrooms.
- ◇ “Pure Heart, Mind and Body”: Students and staff wear workout clothes.
- ◇ “Turn your back on drugs”: Students and staff wear their shirts front to back.
- ◇ “Use your head, don’t do drugs’: Student and staff can come with a crazy hairstyle.

“Put a cap on drugs”: Students wear a baseball hat or any kind of hat to put a cap on drugs.



Red Ribbon Classroom decoration contest  
Charles White Elementary School.



Miguel Contreras Learning Complex PSWs Maria Vaquerano and Karla Arnold and their interns hosted an event with community agency Phoenix House who provides

services aimed at reducing and eliminating substance among youth. The lunch time event included giveaways of “#liveunaddicted” t-shirts and tote bags to students.

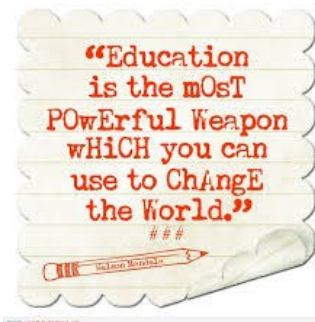


Clinton MS PSW Monique Bustos hosted daily dress up themes activities, interactive games during lunch, provided teachers with classroom activities and group pledge activities. Ms. Bustos also worked on bringing community agencies on campus to provide resources to students during lunch period.



## 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.



## Staff Relations Reminder

All administrators are encouraged to visit the Staff Relations Website on a regular basis at: <http://achieve.lausd.net/staffrelations>.

When you visit, you must sign in using your SSO. Once you sign in, you will find information on the following items:

Monthly Updates	Food Services Division
Union Contracts	Information Technology Division
Union Contact Information	Office of Labor Relations
Administrator Resources	Personnel Commission
Conference Memo Templates	Procurement Services Division
Policy/Forms	Transportation Services Division
Staff Directory	Superintendent Messages
District School Calendars	Memorandums
Facilities Services Division	



## Mandated Workplace Harassment Training for Supervisors

All worksite supervisors must complete the mandated workplace harassment prevention training. **December 31, 2017** is the deadline. Please monitor your school site to make sure all supervisors complete the training.

## Water Flushing Certification—Due November 15, 2017

A big thank you to those schools who have completed their Water Flushing certification for the month of October. As of today, Local District Central has 6 schools that have not certified for October.

Let's make Local District Central #1 for 100% certification!



**Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE  
(Your School Name)**

Sample  
Sample

**TO:**

**DATE:**

**FROM:** , Principal

**SUBJECT: SECURITY FOR THANKSGIVING WEEK**

Teachers, thank you for your cooperation in securing your classrooms during the previous weekends. As a reminder, please follow these guidelines for the upcoming Thanksgiving week.

- Close and secure all classroom windows at the end of the school day
- Ensure that all equipment is secured in locked cabinets
- Ensure that all interior doors to the classrooms are locked
- All media carts need to be locked and secured
- Lock desks and cabinets
- Unplug any non-essential electronic devices and roll up extension cords
- Turn off all computers
- Please have students place their chairs on desks

Please feel free to see me for any questions.

(This memo serves only as a sample, there are other things that are specific to your schools site.)