



Believe ♦ Behave ♦ Become

### Calendar Dates

Search Logs	10/23
Assistant Principals Meeting	10/25
SAA Meeting	10/26
After the Bell Training	10/26
After the Bell Training	11/1
Bullying Training of Trainers	11/2
Crisis Team Training for Schools	11/30 & 12/6

### What's Due

Secondary Search Logs due for week ending 10/20	10/23
More Than a Meal Applications	10/26
Water Flushing Certification	11/1
Admin Certification Due	11/3

# Friday Operation's Brief

## First Things First



The 50<sup>th</sup> day of school is upon us and the school year is in full swing. As the days go by, deadlines come and go. School leaders make strong efforts to get things in on time but, there are those moments when some may feel “catching up” is nearly impossible. It is at times like these, where a moment to step away and count to ten is most beneficial to the individual's well being. However, it is at times like these when Habit 3: *Put First Things First* of Steven Covey's 7 Habits of Highly Effective People comes to mind.

Habit 3: Put First Things First encourages individuals to **manage time** through the lens of purpose, values, role, and priorities. Habit 3 asks individuals to reflect on what's important for the month, week, day. Putting first things first allows individuals to organize themselves according to their mission, role and goals. Putting first things first asks to put the following highly effective practices into place: focus on the highest priorities; plan every week; and commit to the weekly plan.

Due to the nature of our work, deadlines, school meetings, professional development sessions, and unforeseen circumstances will undoubtedly continue. Success will lie in the ability to identify our mission, goals, and priorities to benefit from a more productive and balanced practice.

Many Local District Central schools are implementing Steven Covey's 7 Habits of Highly Effective People through the *Leader in Me*. Feel free to ask a colleague how the Leader in Me is, not only impacting student learning but, also adult learning!

## Bullying Training of Trainers

The Office of Inspector General's audit of the District's bullying efforts called for a comprehensive bullying training for principals and/or their designees for all schools. The training will ensure that school leaders are informed of best practices in bullying prevention and response as well as preparing them to conduct their own staff training on bullying. Local District Central's Bullying TOT will take place on **Thursday, November 2, 2017** at Orthopaedic Medical Magnet High School during two 3 hour sessions: 8:30 am to 11:30 am and 12:30 pm-3:30 pm . If you have not submitted your form, please use attached form to register your school (Attachment 1).



## Administrator Certification On-line System 2017-2018

The 2017 -2018 Administrator Certification is to be completed through the online system at <https://principalportal.lausd.net> by **November 3, 2017**. The “Administrator Certification Online System” is designed to assist offices in electronically certifying that the required actions and activities have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. Should you need assistance, please contact your Operations Coordinators .

# Friday Operation's Brief

Page 2

## 50 Days of School, 50 Days Smarter!

The 50<sup>th</sup> Day of School is next Thursday, October 26, 2017. School leaders are strongly encouraged to continue promoting attendance by celebrating every 25<sup>th</sup> day of school! Celebrate the 50<sup>th</sup> day with events and activities that emphasize the number "50," such as dressing up in 1950's attire, a 1950's theme dance and awarding certificates of recognition to students meeting the 96% attendance rate (no more than 2 absences to date). Be creative! Send pictures of your 50<sup>th</sup> Day Celebrations to [mvega@lausd.net](mailto:mvega@lausd.net).



## September Attendance Data



Local District Central		
	Aug. 2017	Sep. 2017
Attendance %	76.9%	78.3%
Chronic Absences %	8.2%	12.3%

2017-2018 District Attendance Target: 75% of Students attending 96% or Higher	
Level	Number of Schools
Elementary Schools	57/80
Primary Centers	3/9
Middle Schools	15/16
Senior High Schools	8/21
Span Schools	9/9
Special Education Schools	0/3
<b>TOTAL</b>	<b>92 of 138</b>
<i>Schools under 75%</i>	<b>46</b>

2017-2018 District Chronic Absence Target: 9% or Lower	
Level	Number of Schools
Elementary Schools	20/80
Primary Centers	0/9
Middle Schools	8/16
Senior High Schools	2/21
Span Schools	5/9
Special Education Schools	0/3
<b>TOTAL</b>	<b>35 of 138</b>
<i>Schools over 9%</i>	<b>103</b>

## More Than a Meal Curbside & Drop Off Service - Reminder

During the final two days of the More Than a Meal Campaign, the following schedule will be in place for dropping off completed forms/applications:



DAY	CENTRAL OFFICE/ BEAUDRY	LOCAL DISTRICT OFFICE
Wednesday, October 25	Curbside Drop-Off 3:30 p.m. - 7:00 p.m.	In-Office Drop Off 8 a.m. - 7:00 p.m.
Thursday, October 26	Curbside Drop-Off 3:30 p.m. - 7:00 p.m.	In-Office Drop Off 8 a.m. - 7:00 p.m.

Please contact your Maria Martinez should you have any questions at [m.s.martinez@lausd.net](mailto:m.s.martinez@lausd.net) or 213-241-1919.

## Restorative Justice

*Restorative questions* lead to *Restorative conversations*, which take place between an adult staff member and a student, following an incident that caused concern to one or more people. Such dialogue replaces a punitive response to student misconduct and promotes a way of listening and responding to other points of view.

### What are Restorative Conversations?

A restorative conversation is a conversation in which an issue is approached with an open mind to:

1. Truly understand what happened
2. Authentically listen and provide a space where everyone involved authentically listens to one another
3. All voices are heard
4. Focus on the impact the situation/actions had on others and the larger community
5. Identify any unmet needs (especially for those harmed), and
6. Determine what needs to happen to make things as right as possible moving forward.



## Promoting Safe Schools and Empathy: Finding Kind

At West Adams Preparatory High School PSWs Flor Chaidez, Melissa de la Cruz and Andrea Moreno arranged for special presentations of Finding Kind for all 9<sup>th</sup> grade females. In 2009, filmmakers Lauren Paul and Molly Thompson set out on a 10,000 mile long cross-country journey of discovery and education, interviewing hundreds of females across America about girl-against-girl bullying. In addition to the deeply moving stories that they collected on their adventure, the filmmakers sat down with respected experts and authors in the fields of psychology, education, and discuss the interrelationships of women and girls.



The film Finding Kind is at the heart of all Kind Campaign assemblies and programming. The presentations addressed universal truths about the pressures of being a girl and the toll they have on our relationships with other women. The most impact was made by the personal testimonials of the presenters.

The 9<sup>th</sup> grade female students culminated their experience by creating a Kind Pledge, Kind Apology, Kind Card, and a Kind Banner. The PSW team will be using the activities again during Kindness Week.



**SAA's Don't Forget Your Laptops or iPads for our SAA meeting on October 26<sup>th</sup> at Lee Medical Magnet.**





## 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

Article IV, Section 8.0-i of the CBA states the following about UTLA Chapter Chairpersons:



*"Have the right to propose agenda items for faculty meetings. The Chapter Chair shall also have the right to make appropriate brief announcements within the first 45 minutes of such meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length."*

If your school does not have a UTLA Chapter Chair, UTLA officials might reach out to the school administrator to schedule a representative to make such announcements during your staff meeting. If you receive such a request, please contact the Staff Relations Field Director assigned to your school immediately.

## Substitute Teachers with 30-Day Permits

Title 5, California Code of Regulations, Section 80025 states:

*The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, in grades preschool and kindergarten through 12. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. Substitute teaching permits may **not be** used for "service" assignments such as counseling, library, and school nurse.*

Therefore, extended substitute requests **CANNOT** be approved by your Personnel Specialist for a substitute that only holds a 30 Day Substitute Credential in an assignment that exceeds 30 days [20 days for special education assignments] as it is a violation of California Ed Code Section 80025.

Extended assignments exceeding 30 days [20 days for special education assignments] will require a Non-Routine payment request that must be approved by the Local District Superintendent. **Please note that the authorization of the non-routine payment is not an approval of the assignment and is a violation of California Ed Code Section 80025.**

It is crucial for certificated school site administrators to be aware of the potential consequences of ongoing teacher misassignments as provided by California Education Code. These consequences include, but are not limited to, the nullification of performance evaluations of the misassigned employee and potential disciplinary action against any school site administrator who has knowledge of the misassignment and has not taken action to remedy the situation.

Please be advised that substitutes who fail to comply with the stipulations of their permit or credential may face disciplinary action.



**Los Angeles Unified School District  
Local District Central  
Operations Unit**

**TRAINING OF TRAINERS - BULLYING AND HAZING**

The Office of Inspector General's audit of the District's bullying efforts called for a comprehensive bullying training for principals and/or their designees for all schools. This is a **mandatory** training where participants will be informed of best practices in bullying prevention and response. Schools are asked to send up to 2 representatives to participate in a half-day Training of Trainers on the topic of Bullying and Hazing Prevention and Intervention. The ideal participants should be out of the classroom personnel (e.g. assistant principals, counselors, deans, psychiatric social workers) who can commit to providing trainings to their individual school site.

The training of trainers, participants will be able to:

- clearly define bullying and hazing
- recognize the different types of bullying
- speak knowledgeably about related legal considerations
- deliver engaging workshops on bullying and hazing to staff, parents and students
- provide consultation in specific incidents of alleged bullying and hazing
- identify and assess resources and implement appropriate strategies for preventing or responding to bullying and hazing

Two training sessions are being offered at:

Orthopaedic Medical Magnet  
300 W 23rd St  
Los Angeles, 90007

Thursday, November 2, 2017, 8:30 – 11:30 a.m.

Thursday, November 2, 2017, 12:30 – 3:30 p.m.

School/Work Site: \_\_\_\_\_

Participants Names	Title	Email	Preferred session		
			8:30	12:30	either
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To register, please complete this form with your contact information and return to Teri Landázuri

By: Friday, October 20, 2017 by 5:00 p.m., via email: [teresa.landazuri@lausd.net](mailto:teresa.landazuri@lausd.net)

For additional questions, please contact your Operations Coordinator or the Office of Human Relations, Diversity and Equity at (213) 241-5337.