



Believe ♦ Behave ♦ Become

### Calendar Dates

After the Bell Training	11/1
Bullying Training of Trainers	11/2
Crisis Team Training for Schools	11/30 or 12/6

### What's Due

Weekly Secondary Search Logs for Week Ending 10/27/2017 due	10/30
Water Flushing Certification	11/2
Admin Certification Due	11/3

**More than  
a Mea**

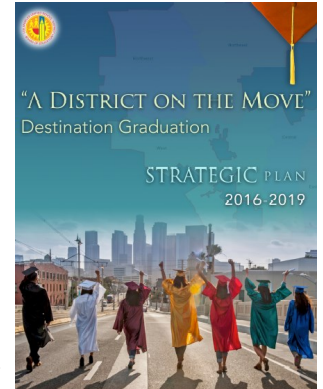
Household Income  
Forms deadline  
extended. Please see  
page 4.

# Friday Operation's Brief

## School Experience Survey 2017

The annual School Experience Surveys were delivered to schools across our District this week. They serve to give each school important insight into what staff, students and parents think about their school's learning environment. This year the survey window changed from January/February to October/November in response to requests from numerous schools to have the School Experience Survey administration window more closely aligned with parent-teacher conferences. Thus, the administration of the School Experience Survey is **October 30<sup>th</sup> to November 17<sup>th</sup>, 2017**.

Under the Parent, Community, and Student Engagement Objective in Superintendent King's Strategic Plan, the District commits to "engage, develop, and empower students to reach their full potential..." Please refer to LCAP targets below that specifically make reference to the School Experience Survey.



### LOCAL CONTROL & ACCOUNTABILITY PLAN (LCAP) TARGETS

	2016-17	2017-18	2018-19
Percentage of Students who Feel a Part of Their School (Question on School Experience Survey)	85%	87%	89%
Parent/Caregiver Participation on School Experience Survey	60%	Benchmark (online)	B+2%

Although each school will strive for 100% participation rate, this year's parent participation target has been set at 62%. The data gathered through this survey will be reported in detail for each school in Spring 2018 to allow schools to plan for the following school year. Individual school data will be provided on an interactive dashboard to allow schools to examine what is occurring on their campuses.

### High Response Rates

Schools with high response rates shared the following sample of best practices:

- \* Announce the Parent Survey at staff and parent meetings (e.g., ELAC), and write announcements in parent newsletters, bulletins, and on the school webpage.
- \* Send a ConnectEd message on the day the surveys are sent home encouraging them to complete the survey.
- \* Have your parent center and/or computer lab open for parents who wish to take the survey online during parent conferences.

For more suggestions please refer to REF-5714.6: School Experience Survey for more information regarding the survey and instructions for survey delivery (Attachment 1).

## Attendance Submittal



Approximately half of LD Central schools have a 100% attendance submittal rate. Attendance submittal is a crucial factor when it comes to matters such as the accuracy of attendance rates, identifying students with attendance issues, implementing interventions, and revenue loss for the school and district. Therefore, it is crucial that the responsibility of attendance submittal is taken seriously and monitored daily.

Attendance is to be submitted within the first 15 minutes of the period or school day. In order to ensure the higher rates of attendance submittal, the following strategies may be implemented:

1. Run the Attendance Not Submitted report through MiSiS after the first 25-30 minutes of the school day or period.
2. Box automated memo to the teachers who have not yet submitted the attendance.
3. A call or PA announcement may be used as a friendly reminder to submit attendance.
4. During staff meetings, highlight the importance of attendance submittal, installing shortcuts, and even providing incentives for teachers may also be beneficial.

More strategies and notices on attendance submittal can be found at: <https://achieve.lausd.net/Page/13784>.



## Local District Central Schools with 100% Attendance Submittal Rate as of Friday, October 20<sup>th</sup>

10th St ES  
20th S ES  
24th Str ES  
49th St ES  
Aldama ES  
Alexander Science Center  
Alexandria Ave ES  
Allesandro ES  
Angelou Community HS  
Aragon Ave ES  
Arroyo Seco Museum Sci Mag  
Ascot Ave ES  
Aurora ES  
Buchanan St ES  
Burbank MS  
Bushnell Way ES  
Castro MS  
Clifford St Mag  
Commonwealth Ave ES  
Del Olmo ES  
Delevan Drive ES  
Dorris Place ES  
Elysian Heights ES  
Esperanza ES  
Estrella ES  
Fletcher Dr ES

Franklin Ave ES  
Garvanza ES  
Glassell Park ES  
Glenfeliz Blvd ES  
Gratts ES (GLAYS)  
Hobart Blvd ES  
Hooper Ave ES  
Hoover St ES  
Huerta ES School  
Ivanhoe ES  
Jones ES  
Jones Primary Center  
Kahlo Cont High  
Lafayette Pk PC  
Lake St PC  
Lanternman HS  
Lee Medical Mag  
Lexington Ave PC  
Lizarraga ES  
Lockwood Ave ES  
Logan St ES DLS  
Mack ES  
Main St ES  
Maple PC  
Mariposa-Nabi PC  
Mayberry ES

Menlo Ave ES  
Monte Vista St ES  
Nava College Prep Academy  
Normandie Ave ES DLS  
Norwood St ES  
Olympic Primary Center  
Plasencia ES STEAM Mag  
Poindexter LaMotte ES  
Politi ES  
RFK - Ambdr Gbl Ed  
RFK - Ambdr Gbl Leadership  
RFK - LA HS of the Arts HS  
RFK - UCLA Comm Maint Bil Spa  
Ride ES: A Smart Academy  
Riordan PC  
Rockdale VPA Mag  
Rosemont Ave ES  
Roybal Learning Center  
Salvin Special Ed Center  
San Pascual Ave ES STEAM  
San Pedro St ES  
Toland Way ES  
Tri-C Community Day School  
Trinity St ES  
West Adams Prep HS  
Yorkdale ES

## Alexander Science Center PSW Helps Students “Bee Smart and Responsible”

Throughout the academic year, LD Central Psychiatric Social Workers (PSWs) create school-wide activities to engage students on a daily basis. At Alexander Science Center, attendance is everybody’s “beez wax”! Every morning students, parents, and staff are greeted by the school’s “beezy” bee in the lobby's bulletin board highlighting classrooms attendance statistics!

Students are all abuzz and eagerly look forward to their class' standing. Currently one class is at the top of the hive with 100% attendance!



## Restorative Justice: Facilitating Restorative Conversations

The following steps provide the format for a restorative dialogue to be used in a variety of different situations.

Note: *Here you will find additional questions that may be useful.*

(Compliments of St. Leonard's College, Melbourne, Australia)

### 1. Engagement (to all involved in the incident)

*We need to talk about what just happened.*

*Can you tell me what happened?*

### 2. Reflection (to person responsible for the harm)

*What were you thinking about at the time?*

*What were you hoping would happen?*

*What made you decide to do that?*

*What have you thought about since?*

### 3. Understanding the harm/impact

#### 1. First to the person who caused harm

*Who has been affected by what happened?*

*How do you think they have been affected?*

#### 2. To the person harmed:

*What did you think when that happened?*

*What was that like for you?*

*What was the worst bit?*

### 4. Acknowledgement (to person responsible for harm)

*What do you think now about what you did?*

### 5. Agreement (to person harmed first)

*What would you like to happen as a result of our chat?*

Then to person responsible – *Is that fair?/ Could you do that?*

To both – *What else needs to happen to fix this?*

### 6. Arranging Follow-Up

*Let's make a note of our agreement and I will catch up with you tomorrow to see how the agreement is going.*





## 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 uses of District facilities by third parties, including UTLA, must be authorized by written agreement and/or permit issued by the Division of District Operations prior to such use. If UTLA Officials, including your school's chapter chair, request the use of your campus for a parent or community meeting, please refer to Bulletin 6894.0, Procedures for Third-Party Use of School Facilities.

- This does not include UTLA meetings held and organized exclusively for certificated employees at a site.

## 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 .

## Still Accepting Forms/Applications

Due to the high volume of forms still being processed, the More than a Meal Local District Point Persons, Maria Martinez, will remain on until Tuesday to support any last minute submissions of missing or incomplete Applications and Forms. Schools with these should drop them off at their Local District Office ASAP. 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.



## Halloween Can Be Cool or May Keep Kids Out of School

**Halloween** is a yearly celebration that is observed on **October 31, 2017**.

Some schools have parades, costume contest, pumpkin decorating contest, or a harvest festival for Halloween. It is important to have an instructional program or activity for the students that are not able to participate in these celebrations due to religion, beliefs, or for personal reasons. Let's make every instructional day count by increasing our school climate positively through school wide events and creating opportunities for teachable moments.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

<b>TITLE:</b>	2017-18 School Experience Survey	<b>ROUTING</b> Local Districts Administrators Principals Other Site Administrators	
<b>NUMBER:</b>	REF-5714.6		
<b>ISSUER:</b>	Oscar Lafarga, Executive Director Office of Data and Accountability		
<b>DATE:</b>	October 5, 2017		
<b>PURPOSE:</b>	This Reference Guide provides instructions for schools and Local Districts for the 2017-18 School Experience Survey (SES) administration. The School Experience Survey is a tool that focuses on student social and emotional learning growth, school climate, opportunities to learn, and parent involvement. Survey administration will take place between October 30 and November 17, 2017, and completed, paper-based parent surveys must be delivered to the Testing Centers between November 15 and 17, 2017.		
<b>MAJOR CHANGES:</b>	This Reference Guide replaces REF-5714.5, dated December 5, 2016. The dates for the survey schedule are updated to reflect the current school year. To reduce the amount of time required to complete SES surveys and to reduce respondent fatigue, the parent and student surveys have fewer items than in past years. Also, students in grade 3 will no longer participate in the SES.		
<b>INSTRUCTIONS:</b>	<p>I. BACKGROUND</p> <p>The School Experience Survey (SES) provides valuable information to stakeholders about LAUSD schools. Developed with input from parents, teachers, unions, and community-based organizations, the SES documents the perceptions of parents, staff, and grade 4-12 students about their experiences at their schools. Respondents at all traditional elementary, middle, and high schools, as well as at early education centers, primary centers, special education centers, options schools, and affiliated charter schools will complete surveys. Students and school staff will complete surveys online. Parents will complete paper surveys with the option to complete surveys online. Independent charters may opt in to take the survey. The data gathered through this survey will be reported in detail for each school in Spring 2018 to allow schools to plan for the following school year. Individual school data will be provided on an interactive dashboard to allow schools to examine what is occurring on their campuses.</p> <p>II. SCHOOL RESPONSIBILITIES</p> <p>A. Receive, distribute, and collect parent surveys. Administer student and staff surveys online.</p> <p>Each school will receive boxes/envelopes containing parent School Experience Surveys for the following populations:</p> <ul style="list-style-type: none"><li>• <i>Early Education Centers</i>: Parents (1 per student household at each school*)</li><li>• <i>Elementary Schools</i>: Parents (1 per student household at each school*)</li><li>• <i>Secondary Schools</i>: Parents (1 per student household at each school*)</li></ul>		



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*\*Only one parent survey per school is printed for each household. If multiple students attending a particular school share a household, the parent survey is printed for and distributed to the oldest child only.*

Student surveys may only be completed online. Students in grades 4 through 12 will click the appropriate student survey link at <http://achieve.lausd.net/schoolexperiencesurvey>. Students will login to the survey by selecting their school's Local District (e.g., South) and entering their 10-digit LAUSD ID. Schools should ensure that time is scheduled with devices in advance so that each student can take his or her survey online. In previous years, student surveys were printed for administration within a specific class period. With online surveys, schools can choose how to administer them. For example, secondary schools could have survey administration during 2<sup>nd</sup> period, during Common Core English, or at another time.

School staff who work at least 50% FTE (teachers, principals, and out of classroom personnel) must complete their surveys online at <http://achieve.lausd.net/schoolexperiencesurvey>. All survey results are confidential. Each student and parent uses an identification code for survey login. Staff members select their school and their role (teacher, principal, SAA, counselor, other staff) from a drop-down menu. The survey results are stored behind a secure login system and identifiable data are never shared with school sites or third parties. The survey data are primarily used to calculate school response rates and create summarized data reports.

Only members of the LAUSD's Research and Reporting Branch (not school site staff) can access the full survey data and are required to adhere to strict student privacy protocols as set forth in the Family Educational Rights and Privacy Act (FERPA) when using the data for research or analysis. Results are only shared in a de-identified format and are publicly reported as summary data only if there is a sample size of at least 11 individuals (students, parents, or staff).

Instructions for survey administration will be inside the boxes received by schools during the week of October 23<sup>rd</sup>. The package will contain instructions for administering student surveys online, distributing and administering the parent surveys, envelopes for collecting completed parent surveys, and instructions for delivering the surveys to Testing Centers. If surveys have not arrived at your school by October 25th, please contact LAUSD's School Experience Survey team at (213) 241-5600.

All parent surveys may also be completed *online* <http://achieve.lausd.net/schoolexperiencesurvey>. Schools with the capability to administer online parent surveys are encouraged to do so as it will result in reduced scanning costs. Any parent who opts to complete survey online should go to <http://achieve.lausd.net/schoolexperiencesurvey> and input the 10-digit parent code found on the top right corner of his or her parent letter.

- B. The principal should designate a staff member responsible for distributing and collecting the Parent Surveys according to the instructions included in the package.
- C. Communicate with your school community to ensure all respondents know about the survey and understand why it is important to complete the survey. Make sure you include the deadline for completing the survey and returning it to your school.



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D. Schools with high response rates for surveys in past years engaged in a number of practices that could be helpful to your school as you administer these surveys. The following suggestions are based on these best practices.

- ☐ Announce the Parent Survey at staff and parent meetings (e.g., ELAC), and write announcements in parent newsletters, bulletins, and on the school webpage.
- ☐ Include a reminder about the survey when communicating to parents.
- ☐ Send a ConnectEd message on the day the surveys are sent home encouraging them to complete the survey.
- ☐ Set a date for parents to return the survey to the school. Follow up with another ConnectEd call on the day before they are due reminding them about how important their voices are and urging them to complete and return their surveys.
- ☐ Have your parent center and/or computer lab open for parents who wish to take the survey online during parent conferences.
- ☐ Administer all student surveys on the same day. Select a day known to have high student and staff attendance.
- ☐ Announce the Student Survey at faculty meetings, indicating the day teachers are expected to administer the survey.
- ☐ Have your principal send an email invitation to staff including the survey link and a clear deadline for completion. To verify completion, ask staff to print the “thank you” page of the survey which shows after clicking submit.
- ☐ Offer staff the option of completing their survey online during staff meetings.
- ☐ Ensure that the front office staff is prepared to answer questions about the survey, especially from parents.
- ☐ Offer incentives to students for returning the parent surveys. If parents complete the survey online, they can print the thank you page displayed after they hit the submit button to verify completion.
- ☐ Write your own note including instructions for completing the survey and the website address [achieve.lausd.net/SchoolExperienceSurvey](https://achieve.lausd.net/SchoolExperienceSurvey). Put copies of this note in teachers’ mailboxes.
- ☐ Remind staff regularly about the surveys, for example by writing messages on the office whiteboard and in weekly bulletins.
- ☐ Invite students, parents and staff to ask questions about the survey, making sure you take their opinions seriously.



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### E. Protect the confidentiality of surveys.

It is imperative that everyone involved in the handling of completed surveys take every precaution to ensure that a respondent's answers are not viewed by anyone other than the respondent. Care should be taken by leaders at the school, including the appointed coordinator of the survey administration, to make sure finished surveys are sealed in their envelopes, not opened, and not tampered with.

### F. Deliver all completed parent surveys to your Testing Center.

Make sure that all completed parent surveys are placed in the same boxes/envelopes used to deliver the surveys to your school. If you have students with disabilities who cannot take the survey, please email the total number of students who did not take the survey due to their disabilities to [SchoolExperienceSurvey@lausd.net](mailto:SchoolExperienceSurvey@lausd.net) along with your school name and location code. These counts will be removed from your totals before response rates are calculated. Surveys not completed should be shredded or similarly destroyed to protect confidentiality.

Although you are not to open the sealed parent envelopes, please be aware that blank surveys will not be counted as "completed" in your response rates.

Follow the instructions for providing information to the Testing Center to verify the delivery of the surveys. Deliver the boxes to your regular Testing Center. If you are an Independent Charter, please deliver your surveys to the Testing Center nearest to your school **between November 15 to 17, 2017**. The Testing Centers will be open for dropping off surveys from 8:00 am to 4:30 pm on November 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> (MEM-6901). All completed surveys must be returned to your local Testing Center **no later than noon on November 17, 2017**.

### III. 2017-18 TESTING CENTER LOCATIONS

Listed below are the Testing Center locations for delivery of School Experience Survey materials.

PLEASE NOTE: All testing centers are not staffed year-round except for the Central Testing Center. All materials must be turned in on the due date. If the due date is missed, all testing materials must be hand delivered to Central Testing Center.

#### RELATED

School Experience Survey website: [achieve.lausd.net/SchoolExperienceSurvey](http://achieve.lausd.net/SchoolExperienceSurvey)  
Testing Center website: <http://achieve.lausd.net/testing>

#### RESOURCES:

Testing Center school assignments:  
[http://notebook.lausd.net/pls/ptl/docs/PAGE/CA\\_LAUSD/FLDR\\_ORGANIZATIONS/FLDR\\_PLCY\\_RES\\_DEV/MEMO%206901%20TESTINGCENTERASSIGNMENTS\\_20170814.PDF](http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_PLCY_RES_DEV/MEMO%206901%20TESTINGCENTERASSIGNMENTS_20170814.PDF)

[MEM-6901 Testing Center Assignments for 2017-18](#)

#### ASSISTANCE:

For assistance, contact the School Experience Survey team at (213) 241-5600 or email [SchoolExperienceSurvey@lausd.net](mailto:SchoolExperienceSurvey@lausd.net)