



Believe ♦ Behave ♦ Become

### Calendar Dates

Search Logs	10/9
Radio Check	10/17
Principals Meeting	10/18
Shake Out	10/19
Assistant Principals Meeting	10/25
College Fair	10/19
LDC Crisis Team Training	10/25
After the Bell Training	10/26
Bullying Training of Trainers	11/2

### What's Due

Water Flushing Certification	10/2
More Than a Meal Applications	10/26
Admin Certification Due	11/3

# Friday Operation's Brief

## Suspensions, Opportunity Transfers, and Change of Placement

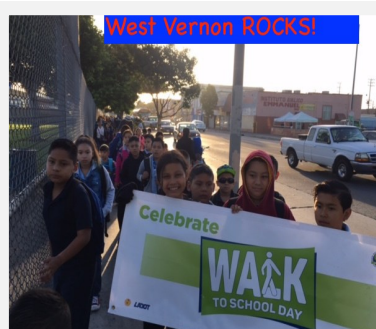
With only 8 weeks into the school year, LD Central has lost 115 instructional days to suspensions. Of those 115, 29 days were due to Category 1 offenses. . With the exception of extreme cases involving Category One offenses, schools must establish a system of progressive discipline to support our students in adherence to the School-Wide Positive Behavior Intervention and Support policy. When addressing student behavior at our schools, students need to be afforded due process. 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.

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.



## Walk to School Day



Thanks to your tireless efforts, students, parents, and school staff enjoyed a fun and memorable Walk to School Wednesday, October 4, 2017. This year's registration was unprecedented with the highest number of schools participating. Local District Central had 41 schools participating!



## College Fair 2017

In efforts to meet 100% graduation and increase our college going culture in our district, we will be hosting a College and Career Fair on **October 19 at 4:00 p.m.** at Cortines VAPA (Attachment 1).

It's never too early to promote college and career awareness! This fair is **open to all age groups**. Elementary, Middle and High School students and their families are welcome to attend. There will be exhibits of 40+ colleges/universities and careers represented.

Additionally, 2 workshops will take place focusing on College and Career Readiness for all ages and Financial Aid for seniors. Please post and distribute the poster provided. Inform and encourage your school community to attend the fair.



"Count me in!"



## Marking Tardy Students Present

In order to ensure that students who are tardy are not marked absent for the day, school leaders should establish procedures and routines to be implemented daily to update classroom attendance (*or for each period for secondary schools*). Established routines will reduce a variety of problems such as, tracking students during emergencies, losing school revenue, and decreasing the percentage of their school's attendance data. Examples of procedures currently being implemented at some of our schools:

Elementary School: "Tardy" students' names are written on a daily "Late Log." A designated clerical staff member changes the student's absence status (the same day) in MiSiS to *tardy* status and enters the *tardy reason code* and the *time in*. An identified personnel confirms status change in log.

Secondary School: For each period, after the teacher has taken attendance, late students sign the "Late Log" in the classroom and teacher changes the student's absent status in MiSiS to *tardy* and enters the *tardy reason code* and the *time in* before the period is over. The teacher making the changes should indicate, on the log, that the corrections were made.

## Absence Verification/Clearing Absences

District policy requires that any tardy, absence, and early leave be cleared *within 10 school days*. Furthermore, if absences are not cleared *daily*, they will begin to add up quickly, and trying to clear them will become a considerable task. Parents have 10 school days to clear their child's absence (as stated in the Parent Handbook); after **10 days**, absences may be converted to "2's" (Unexcused). If no reason code is assigned to an absence, it remains as "UC" and will be counted towards truancy classification after the 11<sup>th</sup> school day following the day of absence. Please note that MiSiS does not automatically convert un-cleared or no note absence reason codes to any other absence reason code.

## Restorative Language

Utilizing the language of Restorative Practices consistently among the school staff and the parent/family community is a simple and effective approach to reinforcing the core values of relationships, responsibility, accountability and community.

The simplest way to start using Restorative Language is to address school community members by their name. Students should be welcomed in the morning by their name before any greeting is attached.

- Tomas welcome to school.
- Lisa, hope you have a good day today.
- John, let's later about what I can do to help you get here on time the rest of the week.

Also, use names when discussing students avoid the use of; him, her and them.



## School Mental Health Best Practices: Suicide Prevention Month Highlights

In honor of Suicide Prevention Month, Local District Central Psychiatric Social Workers (PSWs) from **Miguel Contreras Learning Center, Obama Preparatory Middle School, Berendo Middle School, Franklin High School and the Robert F. Kennedy Community of Schools** conducted events throughout their campuses to raise awareness of suicide as well as suicide prevention. PSWs and their interns developed "Suicide Prevention Campaign" events by engaging students the following ways:

- Informational dialogue about suicide prevention and awareness
- Providing a create your own stress ball workshop
- Homeroom awareness poster contest
- Positive encouragement message board.



Students received campaign ribbons acknowledging suicide prevention month as well as information on mental health resources/hotlines. These events gave the school communities the opportunity to acquaint themselves with their mental health team as well as learn how the team serves the student body. Additionally, teachers were provided with suggestions for classroom activities to continue the dialogue in the classroom. Despite the sensitive and heavy topic, students were willing to engage in conversations about suicide prevention.



## Staff Relations Reminder

Article IV, Section 6.0 of the Collective Bargaining Agreement between LAUSD and UTLA states:

- Released Time at UTLA Expense: UTLA may request the release of designated employees from their regular duties with no loss of pay for the purpose of attending to UTLA matters, with the expense of the substitute or replacement to be borne by UTLA. Such released time shall be limited to 25 days per year for any individual employee. If the site administrator objects to the release of any particular employee based upon instructional needs, the matter shall be referred to the Office of Labor Relations and UTLA for resolution. When staff are assigned in place of teachers absent on UTLA business, UTLA will reimburse the District at the base rate for substitutes (see Article XIX) or at the average teachers' rate for replacement teachers; such time will be taken in increments of not less than one-half day.

UTLA must notify LAUSD's Office of Labor Relations at least two (2) days prior to the absence. Labor Relations then notifies the school about the employee's absence from school duties and with payroll information. The employee must also notify the school administrator in advance of the absence. If the employee fails to follow these procedures, please contact your Staff Relations Field Director immediately.



## More Than a Meal Campaign Update

Local District Central congratulates the Cafeteria Managers and teams at the following Pricing Schools who met their Meal Application target this week:

Lee ES Medical Magnet  
Lockwood ES

Of special note are the following Pricing Schools who this week exceeded their Meal Application target:

Mayberry ES	103%
Dorris Place ES	104%
Salvin Special Ed Center	106%
Mt. Washington ES	106%

Provision 2/CEP Schools reaching the 100% submission goal this week are:

10th St.ES	28th St. ES
Arroyo Seco Magnet	Buchanan ES
Contreras LC ALC	Dayton Heights ES
Hobart ES	Hooper Primary Center
Dolores Huerta ES	Monte Vista ES
Nava College Prep	RFK Ambassador Global Ed
Sally Ride ES	Rosemont ES

**GREAT work by all the school teams !**

## 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 . More information in a separate email to all administrators will follow this week.

**More** than  
a **Meal**

For Household Income  
Forms, questions, or  
assistance contact  
Maria Martinez at  
[m.s.martinez@lausd.net](mailto:m.s.martinez@lausd.net)  
or 213-241-1919.

**FYI**  
**change**  
**of date**





## 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.



## Parent Symposium on September 23rd at Occidental College

The LD Central Parent Unit THANKS YOU for the continuous support you provide our Parent Community! We had great school representation the last two weekends at the Fall Parent Symposium at Occidental College on September 23rd and our School Site Council Training at Cortines VAPA on September 30th. We had over 250 participants at each of these events! Parents appreciated seeing directors, principals, teachers, and staff members taking part in a day of shared learning alongside them. We look forward to our continued work together with our parents and know that we can count on your leadership to bring our parent community together to support student success. Below are the names of schools who were represented at our two events:

9 <sup>th</sup> St. ES	Clinton MS	Ivanhoe ES	RFK Ambass Glb Ac
10 <sup>th</sup> St. ES	Commonwealth ES	Jones PC	RFK Ambass Glb. Ld
20 <sup>th</sup> St. ES	Contreras LC ALC	Kim ES	RFK LA SH Arts
28 <sup>th</sup> St. ES	Cortines Schl of VAPA	King MS	RFK Sch Vis Arts/ Hum
32 <sup>nd</sup> St USC Perf. Arts	Del Olmo ES	Los Angeles ES	RFK UCLA Comm Schl
Adams MS	Downtown Business Mag	Los Feliz STEMM	Rockdale VAPA
Aldama ES	Eagle Rock ES	Macarthur Park	Rosemont ES
Annandale ES	Eagle Rock HS	Magnolia Ave ES	Santee EC
Aragon Ave ES	Elysian Heights ES	Main St. ES	San Pedro ES
Arroyo Seco	Fletcher Drive ES	Marshall HS	Sotomayor LARS
Atwater ES	Foshay LC	Mayberry ES	Toland Way ES
Belmont HS	Franklin Ave ES	Micheltorena ES	Virgil MS
Buchanan ES	Franklin HS	Newmark HS	Wadsworth ES
Burbank MS	Garvanza ES	Obama Global Prep	West Adams Prep SH
Bushnell Way ES	GlenFeliz ES	Orthopedic Hsp	West Vernon ES
Carver MS	Huerta ES	Plasencia ES	Widney HS

## Payroll Warrants and Discontinuance of Pay Stub Printing and Mailing

Please be advised that all payroll warrants will be mailed via the United States Postal Service to your home address on file. In addition, Payroll Administration will discontinue the printing and mailing of pay stubs for employees. The effectivity of this change will be reflected starting on the following pay dates:

Payroll Area	Pay Date
Semi-Monthly	10/26/17
Classified	10/31/17
Certificated	11/03/17

Employees can view and print online pay stubs and time statements, and update their personnel profile (e.g. change of address and contact information) using the new LAUSD Employee Self Service (ESS) Portal at <http://ess.lausd.net>.

# COLLEGE FAIR 2017

## CORTINES VAPA & LOCAL DISTRICT CENTRAL

Meet representatives from over 40 colleges and universities

### College & Career Fair Thursday, Oct 19, 2017

### 4 pm - 6pm

Parent Information Session  
5:30-6:30 PM

To be held in the Gymnasium at  
Ramon C. Cortines School of Visual & Performing Arts  
450 N. Grand Ave. LA, CA 90012

Parking available at the school.  
Additional parking also available at The Orsini bldg,  
entrance on Cesar Chavez Ave

