



Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 12

OCTOBER 14, 2016

IMPORTANT DATES TO REMEMBER

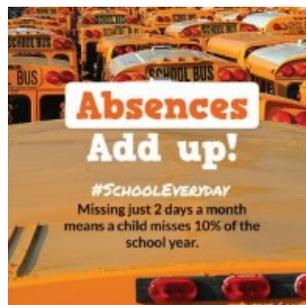
Great Shake Week	10/17-10/21
Principals' Meeting	10/20
SAA Meeting	10/27

WHAT'S DUE

September's Water Flushing Logs	10/1
September's Metal Detection Certification	10/1
Radio Check	10/18
Meal Applications Due	10/24

Chronic Absenteeism

According to report released by the organization, Attendance Works, and the Everyone Graduates Center chronic absenteeism is an overlooked factor which drags down achievement in communities everywhere – from sprawling suburban places where absenteeism can fester in the shadow of



academic achievement to small rural communities where geography complicates getting to school. Disadvantaged urban neighborhoods are particularly hard hit, according to this study of the U.S. Department of Education's Civil Rights Data Collection. Many of the communities with the highest rates are economically, socially and racially isolated.

“Chronic absence is one of the earliest signs that we are failing to provide an equal opportunity to learn,” said Chang, executive director of Attendance Works and co-author of Preventing Missed Opportunity: Taking Collective Action to Confront Chronic Absence. “A day lost to school absenteeism is a day lost to learning.”

Attacking Chronic Absenteeism in Local District Central

At our next Principals' Professional Learning day, administrators will have an opportunity to learn more about chronic absenteeism, its impact on students' academic success, and strategies to reduce chronic absenteeism.

Meal Applications

All forms are due Monday, October 24, 2016. Please submit applications/forms DAILY. Use original documents only—photocopied applications will be returned.

FOR HOUSEHOLD INCOME FORMS

- 1 Household Income Form per student
- Remember, Cafeteria Managers do not manage these forms.
- Bottom of the form must be completed
- Need more forms? Ask a MTAM Team member



FOR MEAL APPLICATIONS:

- Meal Application per family
- Online submission recommended: www.myschoolapps.com
- Need more forms? Ask the Cafeteria Manager



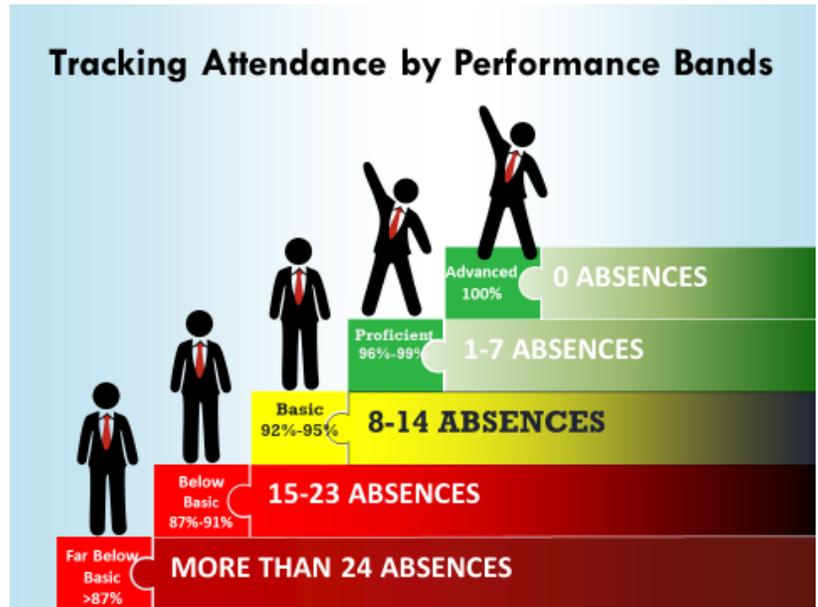
50th Day of School! 50 Days Smarter!



The 50th Day of school is on **October 28, 2016**. Take this wonderful opportunity to celebrate the 50th day of instruction! A variety of school wide activities with staff and students can take place to recognize students who are meeting the attendance goal of having 96% or better in attendance or having less than 2 absences of school this year.

You can find helpful information to promote the 50th Day of School by accessing our <http://achieve.lausd.net/Page/3825> for samples of school wide newsletter, parent communication flyer, and student certificate/candy gram.

Students who missed 2 to 4 days in September are 5 times more likely than those who missed fewer than 2 days to be chronically absent for the rest of the school year.



40 days into the School Year School!!



Is Your School Gold?

ATTENDANCE SUBMITTAL			
Level	Submittal %	Number of LDC Schools through 09/30/16	Number of LDC Schools through 10/07/16
Gold	100%	73	73
Silver	98% - 99.99%	93	94
Bronze	96% - 97%	6	6
	< 96%	2	1

Customer Service Survey

The fourth annual Central Office Customer Service Survey was administered to principals, assistant principals and other administrators, and school administrative assistants (SAAs) in spring 2016 as part of the School Experience Survey. This tool is being used to help us better understand school needs in order to deliver improved customer service. To achieve this goal, respondents were asked to identify central and Local District departments with which they interacted most frequently and rate them across five customer service standards: courtesy, accessibility, responsiveness, effectiveness, and overall satisfaction. Survey



results indicate that the Local Districts' Operations Center interacted with the most survey respondents (73%) and had the highest overall favorable rating (94%). Courtesy was the highest rated standard each year, growing from 93% to 95% of respondents stating that staff was often or always courteous. The other four standards had lower ratings that were still quite high, with results ranging from 85% for Responsive to 88% for Satisfied in 2015-16. At Local District Central, we strive to provide all stakeholders with the best service. We appreciate your feedback!

Differences Between RJ Circle and Other Processes

Though Circle can be combined with other processes, the Circle has several unique characteristics that distinguish it from other processes.

Circle	Conferencing
Talking piece regulates the dialog	Facilitator directs the dialog – particularly in the early stages
Explicit discussion of values before discussing issues	No discussion of values
Group creation of guidelines	Facilitator provides ground rules and asks group for additions
Do not jump directly to the issues	Process goes directly to the participants to identify the issues
Deliberate marking of the space as a space apart through opening and closing ceremony	No use of ceremony but rather opening and closing consistent with pre-meetings
Facilitator is also a participant	Facilitator does not participate as a stakeholder

Nursing Resources Flyer

The 4th Annual Resource Fair will be held on Thursday, November 3, 2016 from 8:30-12:30 pm at the California Endowment. Over 50 agencies will be in attendance to provide information on services such as health, legal, and social services. See attached announcement for more information (Attachment 1).

LAUSD Ballot Measure and Election Tipsheets

The District network and email systems are for education purposes and conducting District business. Employees are not to use District resources on activities that lack legitimate educational content/purpose or are deemed as inappropriate.

You may periodically receive campaign materials addressing various issues or endorsing a political candidate for any office from external email providers. While the District highly values your right to free speech and ability to advocate for candidates of your choice, it is a misuse of the District email and network to forward or distribute this type of material from a District server or email account to another server or email account. As an exception, you may forward these emails to your own personal server or email account.

We have provided links to the LAUSD [Ballot Measure](#) and Election [Tip Sheets](#) for your reference.

Local District Central School Site Crisis Team Training



Per BUL-5800.0, *Crisis Preparedness, Response and Recovery Bulletin*, “each school site under the direction of the Principal or designee shall establish a Crisis Team.” On November 30, 2016, Local District Central will be providing an informative and interactive training on building the capacity of the school site crisis team. Each school’s participation in this training is vital. An invitation with the confirmed training location will be sent to all LD Central principals before the end of October. Principals may designate three School Site Crisis Team Members listed in their Safe School Plan Volume 3 to attend. It is suggested that the training attendees include a site administrator, a Student Health and Human Services staff member (Nurse, PSW, PSA Counselor) and other support services personnel (School Psychologist, Dean, Academic Counselor, etc.).

Thank you for your commitment to promoting a safe and positive learning environment for all. If you have any questions, please contact your Operations Coordinator.

Teacher Assistant Enrollment Confirmation

As a condition of employment, Teacher Assistants must be continuously enrolled in and successfully pass college coursework. Teacher Assistants are to submit verification of enrollment and passage/completion of college coursework to their school site administrator (Attachment 2). Administrators are to review college course work documents, place documents in employee’s school file, complete the TA Enrollment Confirmation form and submit to the LD director. Form is due on Tuesday, October 18, 2016.

Reminders

Random Metal Detector Search Log

This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A review process to ensure consistency with the implementation occurs once every semester during the months of October and March. All secondary schools in Local District Central, including co-located charters, participate in this review process.

Beginning Monday, October 17, 2016 through Monday, November 7, 2016, all secondary schools are to submit the daily Metal Detection Search Log, Attachment A (Attachment 3), on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule alongside.

Random Metal Detector Search Log for the week of:	Due
October 17-21	October 24
October 24-28	October 31
October 31-November 4	November 7



Student Health & Human Services



Los Angeles Unified School District

4th ANNUAL RESOURCE FAIR

Integration is the Key to Student Success



Over 50 Agencies Providing Information On:

- Health * Legal * Social Services
- Before and After School Programs
- Dropout Prevention Programs and Supports
- Resources for Primary and Secondary Students and Parents

LAUSD Staff, Community Partners and Parents

Thursday, November 3, 2016
8:30am to 12:30pm

Explore Network Connect

The California Endowment

1000 Alameda Street
Los Angeles, CA 90012

Drop-in Anytime - Registration Required
Visit pupilservices.lausd.net

For questions, please call (213) 241-3844 or
e-mail pupil.services@lausd.net



**Los Angeles Unified School District
Human Resources Division
Teacher Assistant Enrollment Confirmation Form
DUE DATE: October 19, 2016**

School Name: _____

Principal Name: _____

Location Code: _____

Tel. No: _____

Local District _____

This certifies that I have verified that all Teacher Assistants (Degree Track and Non-Degree Track) assigned to my school are in compliance with the annual college enrollment requirement in accordance with the Unit F Collective Bargaining Agreement.

Principal Initials: _____

Date: _____

The following Teacher Assistants were/will be released due to non-compliance:

NAME	Employee Number	Date Released

***Please attach a copy of the Teacher Assistant Seniority List**

Signed _____

School Principal

Date

Signed _____

Local District Director

Date

Please forward the signed and completed form to Arlene Lyew-Teba @ arlene.lyew-teba@lausd.net

For questions regarding enrollment requirements, please contact your Senior Human Resources Representative.

