Volume 5 Issue 7

September 15 2017



Believe ♦ Behave ♦ Become

Calendar Dates

Safe School Plan Drop-in Session	9/18
Principals' Meeting	9/20
Unassigned Day	9/21
Safe School Plan Drop-in Session	9/25
Crisis Team Training	9/25
Assistant Principals Meeting	9/27
Safe Passages	9/28
After the Bell	9/28
Operation School Bell on Wheels	9/29

What's Due

E-CAR 2017 Deadline	9/29
Grace period for free meals at pricing schools ends	9/27
Online School Self Review Checklist for Student with Disabilities	9/29
Child Abuse Awareness Training	9/30
Reclassification Designee Survey—Grades 6-12	9/30
More Than a Meal Applications	10/26

Friday Operation's Brief

LAUSD Support for Hurricane Harvey Families

Thank you Local District Central Schools for your overwhelming support in donating clothing, food, school supplies, etc. to the families affected by Hurricane Harvey.

Your donations were collected on Wednesday morning and shipped directly to Houston Independent School District.

Local District Central collected more than our share, Gracias for giving.

Student Recovery Day

Roybal Learning Center held their Student Recovery Day event on September 14, 2017, where 73 volunteers came together from various Pupil Services units, District headquarters, Local District Central Offices, L.A. City YouthSource and FamilySource Centers, L.A. City Attorney's Office and City Year to recover students that are either chronically absent or haven't returned to school. Volunteers conducted 186 home visits and 215 telephone calls over the course of the SRD efforts. Students who were not enrolled in school and their families were provided resources and support to facilitate their return to school. Additionally, five teams of volunteers visited 56 local businesses in order to form partnerships with community stakeholders and engage them in encouraging students to stay in school. The success of the event assisted Roybal to meet their target norming number. As a result of SRD telephone calls and home visits, the school's PSA counselors reported that they have been inundated with call-backs. Final statistical results are pending.

Unassigned Day, Thursday September 21, 2017

Reminder, "A" basis employees (Building & Grounds, Plant Managers) are scheduled to work. This is a great time to have them deep clean restrooms or complete any special project. Please call Operations if you have any questions.



On-Line Child Abuse Training Due: September 29, 2017

The on-line Child Abuse training **must be**

completed by ALL staff by <u>September 29, 2017</u>. It is a basic responsibility of an administrator to ensure that all staff has completed this and other **mandatory** trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.



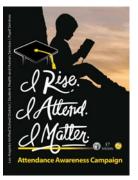
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School Attendance Month

September "School Attendance Month" in Los Angeles County continues. The County Board of Supervisors, the City of Los Angeles and the Los Angeles Unified School District passed motions to support new efforts to keep students in school and engaged with learning.

Local District Central supports School Attendance Month by encouraging school sites to continue offering a variety of activities to promote attendance awareness including parent workshops, contests, announcements, awards/recognitions and attendance incentives.



Below are some ideas, strategies, and tools that school leaders can implement this month in their efforts to reduce chronic absences:

- Encourage students to participate in the *Attendance Poster Challenge*! Deadline to submit poster entries is *September 22, 2017.* Point person for the poster challenge is Mario Vega, 213-241-0192 or <u>mvega@lausd.net</u>.
- Encourage your staff, students and parents to *wear* **GREEN** on Thursdays to promote Attendance Awareness Month.
- Celebrate the *"25th day of school"* on *September 20th* by holding fun and exciting events on that day. Last year, some of our schools celebrated by holding recognition events with food and/or other incentives (e.g., churros, raffles, front-of-the-line lunch passes, etc.).
- The Local District Central, Pupil Services team will be providing attendance workshops for administrators or designated staff to assist schools with strategies and interventions for tiers I & II on September 27th. (Attachment 1)
- Parents and students can take an Attendance Pledge (Attachment 2) for students to attend school regularly.

School Mental Health PSW Accountability Plan

Each School Mental Health School-based Psychiatric Social Worker (PSW) is expected to complete an accountability plan which includes an Action Plan, Mid-Year and End of Year Report. The Action Plan is aligned with and supports the strategic plans of both the District's and Student and Health and Services goal of 100% Graduation.

The objectives that the support the goals are the following:

- School Safety
- Parent, Student, and Community engagement
- 100% Attendance

PSWs works with all members of the educational team (e.g. principals, teachers, and related service providers) and school community (e.g. parents or other caregivers, community groups) to improve student mental health and



wellbeing, student engagement, family engagement, and school climate by implementing targeted prevention and interventions, services, and mental health consultation. Under each objective, interventions are identified for Tier 1, Tier 2 and Tier 3 of targeted population. The PSW Action Plan is reviewed with the school principal to ensure the needs of the school and students are identified and met. At the end of first semester and end of second semester, a Mid-Year and End-of Year Data Report are produced and submitted to the school principals and School Mental Health coordinator to demonstrate the type of services delivered and the number of students served during the school year.

This data is analyzed to look at patterns where services should be enhanced or gaps addressed. This year, an Evidenced Based/Informed Practices (EBP) Implementation Plan was added to the Action Plan to ensure that PSWs are using research tested curriculum and interventions. Each PSW is expected to do one EBP at their school site during 2017-2018.

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Restorative Justice: What are Tiers?

Tier I: (universal) Community Building

Tier I includes all school practices, curriculum and policies that promote a caring, connected community. Adults set the tone by role-modeling respect and engagement and demonstrate that the

school functions as a community. Through their everyday interactions with each other and with the students, adults set cultural expectations of how students can expect to be treated as well as how they will be expected to treat others—this is observable respect in action. At this level students (and adults) are exposed to curriculum and practices that develop their social and emotional competencies and, through engagement, foster a sense of belonging. This skill development builds the foundation for students and adults to be able to resolve their differences in constructive, respectful ways.

Tier II: (targeted) Repair Relationships/ Discipline

Tier II focuses on rebuilding relationships and repairing harm. Restorative justice in Tier II engages those affected—individuals harmed as well as the individuals responsible for the harm. Together they talk about what happened, say what they need, and decide how to make things right.

In addition to respect and engagement, responsibility is a critical element. The restorative justice processes used—such as, circles, conferences, peer mediation, or classroom meetings—give people who have affected others a chance to take responsibility for their actions and to right their wrongs. This is also known as *active* accountability because the person who caused harm actively engages in determining the impact of his/her behavior and is supported and encouraged to actively address the needs that arose. Active accountability is very different from how accountability is typically thought of, which is typically passive. The person who caused harm is typically excluded from being actively involved.

Tier III: (intensive) Restoring Relationships/ Re-entry

Tier III supports students returning and reintegrating into the school after they have been referred out of the classroom, suspended, or expelled. At this level, a wider circle of individuals (administration, family members, social workers, etc.) comes together to welcome the student back into the community, to make sure s/he has the supports s/he needs to successfully re-enter and continue with school, and to make sure the student has honored or is able to honor the agreements s/he made to help right the situation. Restoring relationships when students re-enter the classroom or school should intentionally engage everyone impacted in processes that clarify how students can expect to be treated as well as how they will be expected to treat others—understand how to respect one another.

Staff Relations Reminder

If you have any questions about the Collective Bargaining Agreement (CBA) between UTLA and LAUSD, please contact the Staff Relations Field Director assigned to your school. Your Staff Relations Field Directors are also available to train your school's administrative team on topics of your choice. Schedule one at your convenience.





Operation School Bell on Wheels is a service of the Assistance League of Los Angeles. They provide at risk and underserved children with new clothing for school - backpack, sneakers, socks, underwear, white polos, uniform bottoms, jacket, grooming supplies, and a book. This year **Operation School Bell** on Wheels will dress our students at Los Angeles Elementary School on Friday, September 29, 2017.

Should you have any questions, please contact Ricardo L. Lopez, LD Central Organization Facilitator at (213) 241-0137.

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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.







At the January 10, 2017 Board meeting, the Division of District Operations was directed to assist with securing an outside objective entity conduct a school calendar survey for families and employees.

Each family with child/children in PreK-12 traditional elementary, middle, and high schools, as well as, primary centers, early education centers, special education centers, options schools, and affiliated charter schools should have received a paper survey packet today to be **sent home with students on <u>Monday</u>**, <u>September 18,2017</u>. If a family has more than one child enrolled in LAUSD schools, the survey is sent home with the oldest sibling.

An online parent/guardian survey option will also be available at <u>https://achieve.lausd.net/domain/36</u> from September 18 to September 29, 2017.

All LAUSD certificated and classified employees (school-based and non-school-based have the option to complete the online survey. A paper survey will not be offered to employees. The online survey will also be available at <u>https://achieve.lausd.net/</u><u>domain/36</u> from September 18 to September 29, 2017.

The flyer announcing the survey can be posted at multiple locations at your school and it can also be uploaded to your school's website (Attachment 3).

Safe Passages

Safe Passages addresses safety concerns around the immediate perimeter of the school, specifically an hour before and after school. **Your** active involvement is important in continuing the effective collaboration with LAPD, LASPD, and other community stakeholders, including city council members' offices. Please refer to the date below for this month's Safe Passages meeting. If you have any questions or concerns, please feel free to contact Ricardo L. Lopez at (213) 241-0167. We look forward to seeing you there.

	Newton	9:00 am-10:00 am	Newton Police Station–Community Room
0 /00 /15	Northeast	10:00 am-11:00 am	Hathaway Sycamore Family Resource Center
9/28/17	Olympic	11:00 am - 12:00 pm	Olympic Police Station—Community Room
	Rampart	11:00 am - 12:00 pm	Prosperity Center–LTN Room

Safe Routes to School

Let's make Walk to School Day (WTSD) 2017 a record-breaking year to support Local District Central in achieving its **goal to register 75 schools within the City of Los Angeles.** In order to prepare for WTSD 2017, please:

- Review the SRTS Fact Sheet and check to see if YOUR school ranks in the Top 50 for traffic fatalities; if it does, commit to participating in WTSD 2017 on October 4, 2017! Our goal is to have at least 75 schools participate, including 34 of the Top 50. <u>Top 50 Schools by Local District</u>
- Read the WTSD flyer (Attachment 4)
- Put WTSD on your calendar now, for October 4, 2017
- Identify a WTSD point person at your school site

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For Household Income Forms, questions, or assistance contact Maria Martinez at <u>m.s.martinez@lausd.net</u> or 213-241-1919.



LD Central MTAM Submittal Update

Congratulations to the teams at the following schools, whose teachers, coordinators, clerical staff, and administrators have worked together and have quickly "risen to the top" in successfully reaching the goal of 100% of Household Income Forms submitted!

10th Street ES Esperanza ES Kahlo HS RFK Ambassador School of Global Leadership Rosemont ES Trinity Street ES

Integrated Safe School Plan: DUE October 2, 2017



The Integrated Safe School Plan is due on Monday, October 2,12017. As of Monday, schools have 17 calendar days left to complete the plan.

Kudos to the following LD Central schools who have already completed the Integrated Safe School Plan: Los Angeles Elementary School, Logan Academy for Global Ecology, Meridian EEC, Normandie EEC, and Riordan Primary Center!

Principals and ISSP designees are encouraged to access resources posted at <u>http://achieve.lausd.net/isspresources</u>.

In addition, four (4) ISSP Drop in sessions have been scheduled for Principals and/or designees to attend for assistance in navigating the new ISSP platform.



Monday, September 18, 2017 2:30-4:30 pm	Monday, September 25, 2017 2:00-4:00 pm
Jones Primary Center	Frank Del Olmo Elementary School
Sotomayor-LA River School	Jefferson High School



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 Wednesday, October 11, 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.







Elementary Schools & Primary Centers Attendance Workshop

Focus on Chronic Absence in the Early Years (ETK, TK, and Kinder)



Wednesday, September 27, 2017 2:40 p.m. - 4:00 p.m.



Month Theme: September Awareness Month Wear green to enter the raffle!

Trinity Elementary School (Auditorium)





You're Invited



Attendance Workshop for Secondary Grade Levels

"Working with Chronically Truant Students"



September 27, 2017 2:40 p.m. - 4:00 p.m.



Month Theme: September Awareness Month Wear green to enter the raffle!

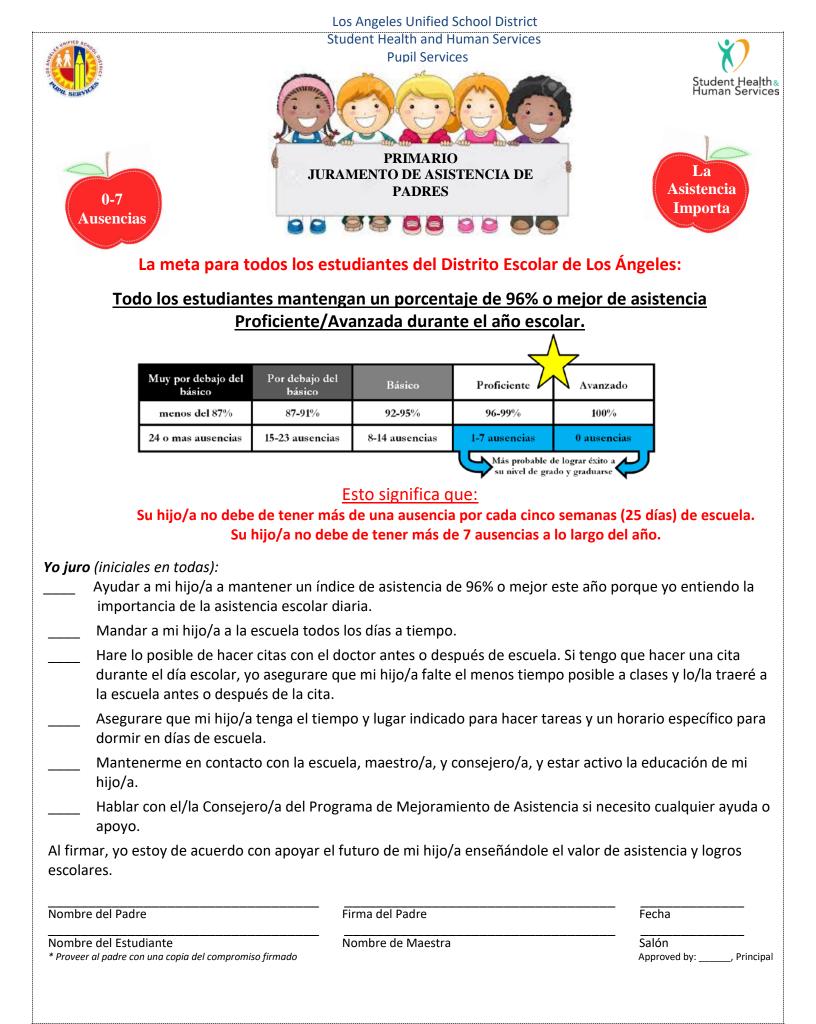
Trinity Elementary School (Parent Center)

	Los Angeles Unified School District			
	0-7 Absences	Student Health Human Services		
<u>All St</u>	udents to maintain a Proficient/Advanced attendance rate of 96% or I the entire school year.	nigher throughout		
	Far Below Basic Below Basic Basic Proficient Advanced Less than 87% 87-91% 92-95% 96-99% 100% 24 or more absences 15-23 absences 8-14 absences 1-7 absences 0 absences More likely to achieve at grade level and graduate This Means:			
No more than one absence for every five weeks (25 instructional days) of school No more than 7 TOTAL absences in the school year				
l pled <u>e</u>	ge to (initial all): Help my child maintain 96% or higher attendance this year because I understa daily school attendance.	nd the importance of		
Send my child to school every day and on time.				
	Do my best to schedule doctor's appointments before or after school. If appointment during the school day, I will bring him/her to school before or after t also bring a doctor/dentist's note.			
	Make sure that my child has a specific time and place to do homework and a specinights.	ific bedtime on school		
	Stay in contact with the school, teachers, and counselors, and be active in education.	supporting my child's		
	Speak with the Attendance Improvement Counselor if I need any assistance or sup	oport.		
	ning, I agree to support my child's future by teaching him/her the value of so ement.	chool attendance and		
Parent I	Name Parent Signature	Date		

Student Name
*Provide parent with copy of signed pledge.

Teacher Name

Room Number Approved by: _____, Principal







Every school day

counts

SECONDARY STUDENT ATTENDANCE PLEDGE

LAUSD Goal

All students to maintain a Proficient/Advanced attendance rate of 96% or higher throughout the entire school year.

				<u> </u>
Far Below Basic	Below Basic	Basic	Proficient V	Advanced
Less than 87%	87-91%	92-95%	96-99%	100%
24 or more absences	15-23 absences	8-14 absences	1-7 absences	0 absences
		•	More likely to a	chieve at grade

This means:

No more than one absence for every five weeks (25 instructional days) of school. No more than 7 TOTAL absences in the school year.

To achieve my goal, I will (initial all):

- ____ Maintain 96% or higher attendance this year because I understand the importance of daily school attendance.
- _____ Attend every class, every day on time.
- _____ Complete all of my classwork.
- _____ Complete all of my homework for every class.
- _____ Speak with my parent(s) about my goals regarding attendance and credits.
- _____ Attend after school tutoring, if needed.
- _____ Speak with my counselor(s) if I need any assistance or support with anything.

Student Name

Student Signature

Date

By signing, I agree to support my child's above attendance and achievement goals.

Parent Na	ame
Approved by:	, Principal

Parent Signature

Date

*Provide parent with copy of signed pledge

level and graduate





JURAMENTO DE ASISTENCIA DEL ESTUDIANTE SECONDARIO

La Meta del Distrito Escolar de Los Ángeles:

Todos los estudiantes es de mantener un ritmo de 96% o más de asistencia Competente/Avanzada durante lo largo del año escolar.

Muy por debajo del básico	Por debajo del básico	Básico	Proficiente	Avanzado
menos del 87%	87-91%	92-95%	96-99%	100%
24 o mas ausencias	15-23 ausencias	8-14 ausencias	1-7 ausencias	0 ausencias

Más probable de lograr éxito a su nivel de grado y graduarse

Esto significa:

Su hijo/a no debe de tener más de una ausencia por cada cinco semanas (25 días de instrucción) de escuela. Su hijo/a no debe de tener mas de 7 ausencias el lo largo del año.

Para lograr mí meta, yo (iniciales en todas):

- Mantener un índice de asistencia de 96% o mejor este año porque yo entiendo la importancia de la asistencia escolar diaria.
- Asistiré a todas las clases, cada día a tiempo.
- _____ Terminare todo mi trabajo en clase.
- _____ Terminare toda mi tarea de cada clase.
- Hablare con mis padres acerca de mi meta de asistencia.
- _____ Asistiré a tutoría después de escuela, si la necesito.
- _____ Hablare con mi consejero/a si necesito ayuda o apoyo con cualquier cosa.

Nombre del Estudiante

Firma del Estudiante

Fecha

Cada día

escolar cuenta

Al firmar, Yo estoy de acuerdo en apoyar a mi hijo/a con las metas de asistencia y académicas mencionadas arriba.

Nombre del Padre	Firma del Padre	Fecha
* Proveer al padre con una copia del compromiso firmad	lo	Approved by:, Principal

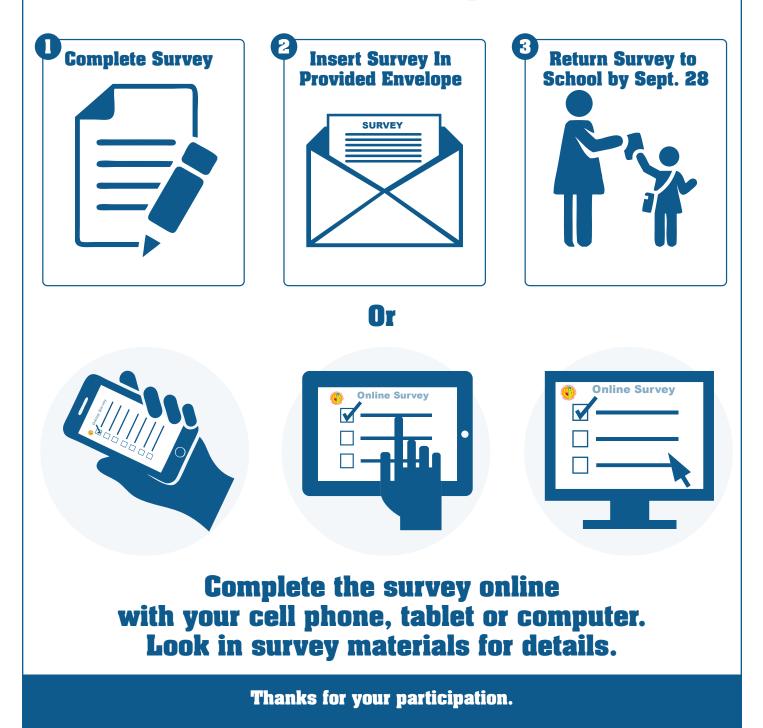
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School Calendar Survey for Parents and Guardians

Students will be given survey materials on Sept. 18. Please return completed surveys by Sept. 28.

Follow these steps:



Encuesta del Calendario Escolar para Padres y Tutores

Los estudiantes recibirán la encuesta y materiales el 18 de septiembre. Por favor devuelva la encuesta completa antes del 28 de septiembre.

Siga estos pasos:

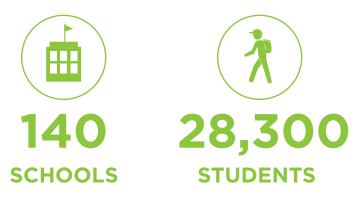




OCTOBER 4 2017

LET'S BEAT THE RECORD!

Participation in Los Angeles' Walk to School Day 2016:



Join schools, parents, students, school administrators, community members, and elected officials across the country in celebrating walking to school. Help Safe Routes to School achieve its goals!

- Reduce traffic around schools and improve air quality
- Build stronger school and community partnerships
- Build awareness for safer ways to school
- Help students live healthy lifestyles
- Explore ways to solve safety concerns

One of many SRTS activities you can explore at http://saferoutes.lacity.org/resources/ to improve school traffic safety.

GET INVOLVED!

RECEIVE FREE TRAINING, PROMOTIONAL MATERIALS AND STUDENT GIVEAWAYS



Get involved at www.walktoschoolday-la.org Contact us at info@walktoschoolday-la.org or (323) 942-9873

Find out more about Safe Routes to School at www.saferoutes.lacity.org









iAYÚDENOS A GANAR EL RECORD!

Participación en el Día de Caminar a La Escuela en Los Ángeles 2016:



Júntese con escuelas, padres, estudiantes, administradores escolares, miembros de la comunidad, y funcionarios electos alrededor del país para celebrar caminando a la escuela. Apoye Rutas Seguras a La Escuela (Safe Routes to School) para lograr sus metas.

- Reducir tráfico alrededor de las escuelas y mejorar la calidad del aire
- Construir mejores asociaciones entre escuelas y comunidades
- Crear conciencia sobre maneras seguras para viajar a la escuela
- Ayudar a estudiantes vivir saludables
- Explorar maneras de resolver preocupaciones de seguridad

Una de varias actividades que puede explorar en la página web www.saferoutes.lacity.org/resources/#keepwalking para mejorar la seguridad de tráfico en las escuelas.

ilnvolúcrese!

Reciba entrenamiento gratis, materiales promocionales y obsequios para estudiantes.



Involúcrese en www.walktoschoolday-la.org Contáctenos al: info@walktoschoolday-la.org o (323) 942-9873

Para aprender más sobre Rutas Seguras a La Escuela, visite la pagina

www.saferoutes.lacity.org

