



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Back-to-School and Open House
Activities for 2024-2025

NUMBER: MEM-5787.12

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DATE: June 03, 2024

ROUTING
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Instruction
Administrators of Operations
Region Directors
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PURPOSE: The purpose of this memorandum is to provide guidelines for the scheduling of Back-to-School and Open House activities.

In accordance with the Los Angeles Unified School District policy, the Local School Leadership Council (LSLC) schedules the dates and times for appropriate Back-to-School and Open House activities. To maximize attendance, school administrators shall collaborate with other administrators within the same network of schools to schedule activities to accommodate parents and guardians who have children in multiple schools. Scheduling dates outside of the window indicated in this memorandum requires notification to the school's Region Director. School and Region office staff should work together to ensure that information regarding Back-to-School and Open House activities and schedules are readily available to parents/guardians. Back-to-School and Open House dates are to be submitted and approved through the Online Bell Schedule system available through the Principals' Portal at principalportal.lausd.net.

MAJOR CHANGES: This memorandum replaces MEM-5787.11 of the same subject issued on June 5, 2023. The dates are updated to reflect the 2024-2025 school year.

INSTRUCTIONS:

I. BACK-TO-SCHOOL ACTIVITIES

To provide schools with flexibility in scheduling Back-to-School activities, schools may schedule the fall Back-to-School event within the following window:

- August 27 – September 20, 2024

II. OPEN HOUSE ACTIVITIES

Schools may schedule the spring Open House event within the following window:

- March 10 – May 23, 2025

III. SCHEDULING CONSIDERATIONS

- A. School administrators should avoid Back-to-School/Open House scheduling conflicts that would prevent parents with children in more than one school level (e.g., elementary, middle, high school) from participating in Back-to-School/Open House activities at each school. School principals within a network of schools shall collaborate to schedule Back-to-School/Open House activities.
- B. Senior High Schools and Options Schools within the same region should work together in scheduling their Back-to-School/Open House activities to avoid scheduling conflicts.
- C. The school principal must submit Back-to-School and Open House dates via the Online Bell Schedule system. If a school wishes to schedule the Back-to-School or Open House event outside of the window listed in this memorandum, the school principal must inform the school's Region Director.
- D. If Back-to-School and Open House activities are scheduled on the same day as a banked-time professional development, then the required professional development must still be held on that day. The LSLC should take this into consideration prior to scheduling.

IV. INSTRUCTIONAL FOCUS

- A. Back-to-School Night events are opportunities for teachers to communicate with families. Schools should develop a parent/family letter that can be provided during Back-to-School that has strategies to support learning from home. This letter may include family friendly activities, such as suggestions on how to expand literacy/numeracy skills and social emotional competencies. Schools may also include:
1. Communication: Build rapport with families and share preferred methods for communicating during the school year (e.g., LAUSD email, Schoology, Blackboard Connect, phone, etc.).
 2. Positive Behavior Instruction and Support: Share ways that students can be taught and encouraged to self-monitor their own behavior and healthy decision making. For resources, please visit the District's website at lausd.org/PBIS_RP.
 3. Grading Expectations: Explain the grading scale to families and the importance of cultivating a growth mindset and social emotional learning competencies. Teachers are encouraged to adopt Equitable Grading and Instruction practices that are in line with evidence-based strategies that support student success and proficiency. For resources, please visit the District's website at lausd.org/EGI.
 4. English Learner expectations: Teachers of English Learners should share with families the grade level ELA/ELD standards, the reclassification process/criteria, and progress towards the online summative English Language Proficiency Assessment for California (ELPAC). A focal point of the conversation should be the student's English Learner Progress Indicator (ELPI) and determining specific language supports for the student. Families should be reminded that English Learners will take the ELPAC until the student meets the reclassification criteria. For PLTEs and LTELs share with families the Individualized Reclassification Plan (IRP). For resources, please visit the District's website at lausd.org/Page/7899.

5. Parent Portal/Schoology: Inform parents of their ability to open an account in the LAUSD Parent Portal at laUSD.org/Page/10470 and monitor student progress through their Schoology account at lms.laUSD.org.
 6. Graduation Requirements: Share information on A-G, high school graduation requirements. Emphasize the importance of staying on track from grades 6th through 12th. For resources, please visit the District's website at laUSD.org/Page/2114.
 7. Sex Education: Share and display grade-level curriculum including sex education instructional material used in 5th, 7th, and 9th grades only. For resources, please visit the District's website at heplausd.net.
- B. On Open House, teachers should display student work which demonstrates the student's learning of the California Content Standards and California English Language Development Standards throughout the school year.

RELATED RESOURCES: [REF-068500.5, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2024-2025.](#)

ASSISTANCE: For assistance or further information please contact your Region Director, or Division of Instruction, at (213) 241-4822 or instruction@laUSD.net.