



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Back-to-School and Open House Activities
for 2022-2023

NUMBER: MEM-5787.10

ISSUER: Alison Yoshimoto-Towery
Chief Academic Officer
Division of Instruction

Christina Rico
Director, Instructional Operations
Division of Instruction

ROUTING

Local District Superintendents
Administrators of Instruction
Administrators of Operations
Community of School
Administrators
Operations Coordinators
School Site Administrators
UTLA Chapter Chairs
School Administrative Assistants

DATE: May 13, 2022

PURPOSE: The purpose of this memorandum is to provide guidelines for the scheduling of Back-to-School and Open House activities.

In accordance with 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 feeder pattern to schedule activities to accommodate parents and guardians that have children in multiple schools. Scheduling dates outside of the windows indicated in this memorandum require notification to the Local District Principal Supervisor. School and Local District 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.

MAJOR CHANGES: This memorandum replaces MEM-5787.9 of the same subject issued on May 24, 2021. The dates are updated to reflect the 2022-2023 school year. Back-to-School and Open House dates will now be submitted and approved through the Online Bell Schedule system available through the Principals' Portal at principalportal.lausd.net.

INSTRUCTIONS: I. BACK-TO-SCHOOL ACTIVITIES

To provide schools flexibility in scheduling Back-to-School activities, schools may schedule the fall Back-to-School event within the following window: August 29 through September 16, 2022.

II. OPEN HOUSE ACTIVITIES

Schools may schedule the spring Open House event within the following window: March 13 through May 24, 2023.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

III. SCHEDULING CONSIDERATIONS

- A. School administrators should work to 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 feeder pattern shall collaborate to schedule Back-to-School/Open House activities.
- B. Senior High Schools and Options Schools in the same Local District 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 on 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 Principal Supervisor through the same link on the Bell Schedule portal.
- D. If Back-to-School and Open House activities are scheduled on the same day as a banked-time Professional Development day, professional development must still be held. The Local School Leadership Council should take this into consideration prior to scheduling. Any school wishing to move a banked-time Tuesday must inform the school's Principal Supervisor and must work with L.A. Unified School Transportation and other impacted services (e.g., food services, crossing guard services, after-school care services) to accommodate changes in the schedule, as well as reflect the change in the Online Bell Schedule system. Schedule changes impacting banked-time Tuesdays must remain cost neutral to the District. For more information, see MEM-6015.10, *School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2022-2023)* and MEM-5788.13, *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2022-2023)*.

IV. INSTRUCTIONAL FOCUS

- A. **Back-to-School Night**
The Back-to-School Night event is an important opportunity for teachers to:
 - 1. **Family Communication with Helpful Hints** – Develop a parent/family letter (can be done by grade level or department) that has strategies to support learning from home that may include digital content tools, family friendly activities, or suggestions to expand literacy/numeracy skills and social emotional competencies that also addresses the following areas:



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

- a. **Communication:** Build rapport with families and share preferred methods of communication during the school year (e.g., LAUSD email, Schoology, phone).
- b. **Academic Expectations:** Share the California Content Standards (CCS) expectations for the specific grade level. Grade-level brochures specifically for parents can be found on the CCS website at <http://bit.ly/CCSSParent>.
- c. **Positive Behavior Instruction & Support:** Share ways that students will be taught and encouraged to self-monitor their own behavior and healthy decision making. For resources, please visit the District's [website](#).
- d. **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 instructional practices that are in line with evidence-based practices that support student success and proficiency. For resources, please visit the District's [website](#).
- e. **English Learners Expectations:** Teachers of English Learners should also share the ELA/ELD standards with parents and explain the reclassification criteria including implications of the English Language Proficiency Assessment of California (ELPAC) computer based assessment. For resources, please visit the District's [website](#).
- f. **Parent Portal/Schoology:** Inform parents of their ability to open an account in the Los Angeles Unified Parent Portal (<https://parentportal.lausd.net>) and how to monitor student progress through their Schoology account (<https://lms.lausd.net>). The parent portal account must be established first before a parent can access Schoology. The process is automatic. For resources, please visit the District's [website](#).
- g. **Graduation Requirements:** Share information on A-G, high school graduation requirements. Emphasize the importance of staying on track from Grades 6-12. For resources, please visit the District's [website](#).
- h. **Sex Education:** Share and display grade-level curriculum including sex education instructional materials used (Grades 5, 7 and 9 only).

B. Open House

1. For Open House, teachers should display student work which demonstrates the students' learning of the California Content Standards and California English Language Development Standards throughout the school year.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

RELATED RESOURCES: MEM-6015.10, *School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2022-2023)*, dated May 13, 2022

MEM-5788.13, *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2022-2023)*, dated May 13, 2022

REF-068500.3, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2022-2023*, dated May 13, 2022

ASSISTANCE: For assistance, please contact your Community of School Administrator, or Caroline Walden, Coordinator, Division of Instruction, at (213) 241-6444 or caroline.walden@lausd.net.