

TITLE: Back-to-School and Open House Activities for 2023-2024

NUMBER: MEM-5787.11

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ROUTING
Deputy Superintendent of Instruction
Region Superintendents
Administrators of Instruction
Administrators of Operations
Community School Administrators
Operations Coordinators
School Site Administrators
UTLA Chapter Chairs
School Administrative Assistants

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 community of schools to schedule activities to accommodate parents and guardians that have children in multiple schools. Scheduling dates outside of the window indicated in this memorandum requires notification to the Region Principal Supervisor. 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.

MAJOR CHANGES: This memorandum replaces MEM-5787.10 of the same subject issued on May 6, 2022. The dates are updated to reflect the 2023-2024 school year. 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.

In alignment with the current collective bargaining agreement, Banked Time Tuesday will occur every Tuesday of the school year, a total of 39 days. Each Tuesday session will be 60 minutes.

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 28, 2023 – September 15, 2023

INSTRUCTIONS:**II. OPEN HOUSE ACTIVITIES**

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

- March 11, 2024 – May 24, 2024

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 community 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 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 - professional development must still be held. The LSLC should take this into consideration prior to scheduling. For more information, see MEM-6015.11,

School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2023-2024) and MEM-5788.14. School-Site Professional Development Priorities and Banked Time Tuesday for Middle and High Schools (2023-2024).

IV. INSTRUCTIONAL FOCUS

A. Back-to-School Night event is an important opportunity for teachers to:

1. Helpful Hints for Communicating with Families: Schools should develop a parent/family letter 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. School may also include:
 - a. Communication: Build rapport with families and share preferred methods for communicating during the school year (e.g., LAUSD email, Schoology, Blackboard Connect, phone, etc.).
 - 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 and 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 at achieve.lausd.net/PBIS_RP.
 - 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 instruction practices that are in line with evidence-based practices that support student success and proficiency. For resources, please visit the District's website at achieve.lausd.net/Page/17079.
 - 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) that is online this year. For resources, please visit the District's website at achieve.lausd.net/Page/7899.
- f. Parent Portal/Schoology: Inform parents of their ability to open an account in the LAUSD Parent Portal at achieve.lausd.net/Page/10470 and how to monitor student progress through their Schoology account at lms.lausd.net.
 - g. Graduation Requirements: Share information on A-G, high school graduation requirements. Emphasize the importance of staying on track from grades 6th – 12th. For resources, please visit the District's website at achieve.lausd.net/Page/2114.
 - h. Sex Education: Share and display grade-level curriculum including sex education instructional material used in grades 5th, 7th, and 9th only. For resources, please visit the District's website at heplausd.net.

- B. 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:

MEM-6015.11, School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2023-2024)

MEM-5788.14, School-Site Professional Development Priorities and Banked Time Tuesday for Secondary Schools (2023-2024)

REF-068500.4, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2023-2024.

ASSISTANCE:

For assistance or further information please contact your Regional Director, or Caroline Walden, Coordinator, Division of Instruction, at (213) 241-4822 or caroline.walden@lausd.net