

# Friday Operation's Brief



## LOCAL DISTRICT CENTRAL

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### Attendance and the Holidays

As the winter break approaches, it will be crucial for school leaders to closely monitor students out for extended periods of time. Around the holidays we tend to see an influx of students missing school several weeks before and after the winter break. Our goal is to ensure that every student is enrolled, attending, and on track to graduate. Schools should exercise due diligence prior to withdrawing a student from school/MISIS. Withdrawing a student from school/MISIS without knowing where the student will be attending may result in the student showing up on the **Certify potential drop out/drop out report**.

Schools should ensure that all efforts are made prior to withdrawing a student from school as whereabouts. Schools should also document all methods of contact in MISIS.



#### Identify Students:

**Run the Master Absence Report** and select 10 days of consecutive absence. Review report and proceed with the following steps:

- ◆ Contact all numbers listed in MISIS in effort to reach the family to determine student's whereabouts
- ◆ Review cumulative file for other leads (address listed, phone numbers, etc.)
- ◆ Mail home the not attending/not enrolled letter. Be sure to indicate on the envelope that postal services DO NOT forward the letter elsewhere.
- ◆ Conduct a home visit

Home visits provide school staff with a deeper understanding of a pupil's blueprint and underlying needs. This allows staff to assess, reflect, and link pupils to appropriate support services. If you are aware that the student is at home and refusing to attend school, do not withdraw the student. Consult with your school team to determine next steps (subsequent home visit with other school staff, SART meeting, exploring alternative educational options, mental health resources, etc.).

**Myth: LAUSD withdraws students with 10 days of consecutive absences:**



## Holiday Absences



Student and staff absences increase before and after holiday breaks. In order to reduce the number of absences during this time, remind staff and families of the importance of being at school each and every day. A few ways to promote attendance during the holiday season include:

- \* ***Coordinate activities on the days of expected high absences***
- \* ***Send letters home reminding families of the days students are expected to return from school holidays***
- \* ***Promote an attendance incentive for all students who are present every day for a set period of time, i.e., winter break***

In addition, it is recommended that school leaders take a proactive approach to communicating expectations around employee attendance by sending an email, memo, or other reminder.

## 2019-2020 Winter Recess and District Shutdown Days

LD Central staff would like to offer school leaders guidance with scheduling the custodial staff during the winter recess (see [MEM-061107.1](#)).

**December 25, 31, 2019 and January 1, 2020** are legal paid holidays for employees.

**District shutdown days are December 26, 27 and 30, 2019** (three days). Employees can use vacation time if:

1. They have enough vacation time
2. The site administrator approves vacation (employees must use vacation time on shutdown days)

**December 23 & 24, 2019 and January 2, 3, 6, 7, 8, 9, & 10, 2020** are working days for “A” basis employees. Custodial staff may request vacation time for these days. Should your custodial staff work on these **9 days**, it is recommended that school leaders meet with their plant manager and create a job list (deep clean restrooms, sweep and mop all classrooms, work on any special projects, etc.) to complete during those days.

Feel free to call the LD Central Operations office should you have any questions.



## Parent and Community Engagement Update

**ELAC Study Group #3:** Tuesday, December 10, 2019 will be held at **Lanterman** from 9am-12pm. Parents will study the *2018 Master Plan for English Learners and Standard English Learners*. Learn about teaching and learning strategies used in LAUSD classrooms and build leadership and advocacy skills. Please remind your ELAC members of the opportunity to attend!



A huge thanks to all principals, teachers, community reps. and staff that supported the ***School Experience Survey***.

The parent paper surveys can be dropped off on December 11th and 12th, 2019 from **8:00 am to 4:00 pm at the Testing Center located at 2152 N. Soto St, Los Angeles, 90032** but **no later** than December 13th from 8:00 am-4:00 pm.

**(NO SURVEY MATERIALS WILL BE ACCEPTED AFTER THE DEADLINE).**

**PLEASE NOTE:** If you have **students with disabilities** who cannot take the survey, please email the total number of students who did not take the survey due to their disabilities to **SchoolExperienceSurvey@lausd.net** along with your school name and location code.

## LAUSD 5K Health and Wellness Festival



Come out and join thousands of LAUSD students, families, employees, and community members in the LAUSD 5K Health & Wellness Festival, taking place February 22, 2020 at Dodger Stadium. The day will be full of events for the whole family, including the tooth fairy convention and live on-stage performances. For more information, please visit [moveit.lausd.net](http://moveit.lausd.net). Also, see the attached flyers in English and Spanish.



### Restorative Justice Strategies and Practices—Beyond Circles

A community-building circle is the most recognizable strategy within the Restorative Justice menu of activities available to enhance school culture and climate. If you are still waiting to implement circles, or you have already started but want some ideas to supercharge your practice, consider these:

- ♦ **Circle Themes/Topics:** Keep circles fresh and relevant by leveraging your school's character goals (e.g., Safety, Responsibility, Respect), or using recurring character days such as National Kindness Day, National Character Day, Valentine's Day, Martin Luther King Jr.'s birthday....one source for National Days is: <https://nationaltoday.com/national-day-calendar/> , with a list of popular and obscure birthdays, holidays and national days that appeal both to teacher and students. Also, local community or national events can be appropriate topics for circle discussion, depending on your experience and students' age.
- ♦ **Academic Circles:** Teachers can integrate their current study unit into a circle to review what is known, or still needs review. Use as a forum for students to express feedback about a story or recent study unit.
- ♦ **Prompts Box:** Set up a box for students to submit prompts for upcoming circles. Some guidelines could include: one funny/one serious; themed (see first bullet, above); anonymous or credited. This is an easy way to build student engagement and anticipation. Make sure to carefully read the prompts before you use!
- ♦ **Check-Ins/Check-Outs:** Once students are familiar with core guidelines, implement brief circles regularly (such as a check-in on Monday and a check-out on Friday). This is the perfect compromise to reinforce community-building without taking a lot of time.



As always, contact your Restorative Justice Teacher Advisor for support: (213) 241-1919.



## Employee Safety Seal Program

Every year, the Worker's Compensation claims for employee injuries cost the District over \$100 million. These claims not only represent a financial loss for the District, they also represent a loss of the health and well-being of staff.

The goal of LAUSD's Employee Safety Seal Program is to help reduce employee injuries while celebrating the schools' commitment to safety.

Schools earn a "Safety Seal" by taking steps to ensure Staff work safely and are free from hazards.

### Benefits of participation in the program:

- ◆ Certificate of recognition based on level of employee safety achieved.
- ◆ Safety Seal graphic that can be posted on the school's website.
- ◆ Rating level displayed on the school's annual school accountability report card.

Most importantly, your students will be learning, and your staff will be working in a safer school environment!

### HOW DO SCHOOLS PARTICIPATE?

Review and address your school's outstanding Corrective Action Notices and certify they are closed online (via Principal's Corner at <https://www.laschools.org/new-site/myschool/principal-search>).

Show your teachers the "Safety Smarts Video," which can be accessed at <https://achieve.lausd.net/safetyseal>

Make sure your custodial staff have completed their monthly safety training.

Go into the Principal's Portal to certify that you've completed tasks #2 & #3.

Stay Safe!



For more information, please download the [Safety Seal Program Brochure](#) or visit the Safety Seal homepage at <https://achieve.lausd.net/safetyseal>. To start your school off, see the [Safety Tip Sheet](#) you can provide your staff. You may contact the Office of Environmental Health & Safety ([Safety Alert](#)) at (213) 241-3199.

## Congratulations! 2018-2019 Safety Seal Award Recipients for Local District Central

School Name	Cost Center	Overall Level	School Name	Cost Center	Overall Level
Berendo MS	1805701	Bronze	Nava College Prep Academy	1761401	Platinum
Castro MS	1804501	Silver	Nevin ES	1546601	Bronze
Dahlia Heights ES	1332901	Silver	RFK Comm Schs – Ambassador Sch-Global Leadership	1777101	Gold
Delevan Drive ES	1339701	Bronze	RFK Comm Schools – LA High Sch of the Arts	1850101	Platinum
Early College Academy	1871001	Platinum	RFK Comm Schools – New Open World Academy	1778301	Gold
Hooper PC	1457601	Silver	RFK Comm Schools – UCLA Community	1778001	Bronze
Hoover ES	1458901	Gold	Rosemont Ave EEC	1955301	Bronze
Jones PC DG	1511201	Platinum	Santee Education Complex	1871601	Gold
Lee Medical Health Science Magnet ES	1230701	Platinum	Studio School	1213401	Platinum
Los Feliz STEMM Magnet	1498601	Silver	West Vernon ES	1765401	Gold
Maple PC	1722001	Platinum	Young Oak Kim Academy	1806401	Gold
Mc/Alister HS –Cyesis	1191801	Platinum			

## Important Dates

Admins. Prof. Learning	12/11
Sec. Crisis Team Mtg (Make-up)	12/12
Winter Break	12/23 - 1/10
Christmas Day	12/25
New Year's Day	1/1
Back from Break Second Semester Begins	1/13
After the Bell	1/16
Martin L. King Jr Day	1/20

## What's Due

ROIs Due	12/13
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## PSWs: Spreading Kindness on November 13th

Psychological Social Workers Spread Kindness at **49<sup>th</sup> Street Elementary** and **Sotomayor Arts and Sciences Magnet Academy**.

PSWs coordinated school wide events that promoted kindness and school connectedness to support school efforts in bullying prevention. PSW *Luis Lopez* at **49<sup>th</sup> Street Elementary** had student "Play Leaders", teachers, and administrators help out during morning and lunch recess to get all students involved in creating kindness posters and completing kind activities for a whole week in October.

PSW *Marina Ovanessian* at **Sotomayor Arts and Sciences Magnet**, collaborated with the Leadership class to plan, advertise, and support kindness activities and mental health wellbeing resources on **November 13** on **World Kindness Day**. For the event, students eagerly participated in various table activities. At one table, students wrote kind responses, completed a Kindness word search to earn rewards during their lunch break. Another activity was a kindness pledge tree and copies of the [LAUSD Student Gatekeeper Handout](#) on suicide prevention were handed out to teach students about how they can help a friend in need.

## Promoting Your school



If your school has good news that you would like to share on Twitter, Ellen Morgan

from The Office of Communications would be happy to tweet out your happy news. Just send her up to four photos and a sentence about the activity, staff or student to [ellen.morgan@lausd.net](mailto:ellen.morgan@lausd.net).

