

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 18

January 17, 2020

Happy New Year!

Happy New Year! We hope you had the opportunity to enjoy the winter holidays with family and friends as well as rest, reflect and recharge your batteries for the second half of our school year.

Since we are halfway through the school year, we encourage you to take the time to review your School-wide Positive Behavior Plan with your stakeholders. If you have not already done so, please schedule your monthly Safety Committee meetings for the remainder of the year. In preparation for your Spring ROI visits, continue to collect your artifacts and documentation. We are here to support you with any of your school community needs.

May the New Year bring us more opportunities to work together.



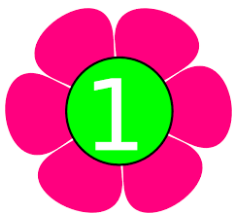
Martin Luther King Jr. Day



In 1994, Congress designated the Martin Luther King Jr. Federal Holiday as a national day of service. Taking place each year on the third Monday in January, the MLK Day of Service is the only federal holiday observed as a national day of service – a "day on, not a day off." The MLK Day of Service calls for Americans from all walks of life to work together to provide solutions to our most pressing national problems. The MLK Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision.

We invite you to reflect on the following Dr. King quote, "Intelligence plus character-that is the true goal of education."

Local District Central Did it Again!



Congratulations, Local District Central! Thanks to your dedication and support of the Consolidated Charitable Campaign, Local District Central raised **\$49,938.30** for the 2019 Campaign Year. Local district Central was in first place throughout the district for the 4th year in a row! **Great Job LD Central Schools!**



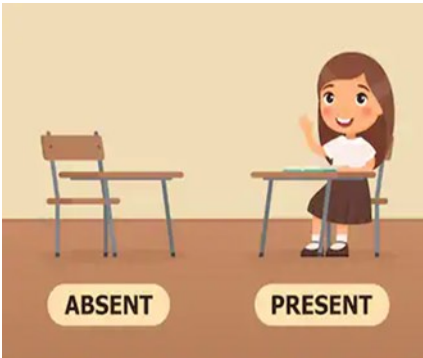
We would like to congratulate the following schools in Local District Central for leading the way in one time donations for the 2019 campaign.

| | |
|-------------------------|------------|
| Union Avenue Elementary | \$3,107.27 |
| Eagle Rock High School | \$1,586.00 |
| Kim Elementary | \$1,425.21 |

Additionally, we would like to congratulate **Jones Primary Center** for first place in payroll deductions! This year's Consolidated Charitable Campaign is right around the corner! This year the campaign will take place between **February 3rd thru April 3rd**. School leaders are highly encouraged to identify this year's CCC Coordinator to prepare them for our upcoming CCC Coordinator Kick Off meeting!

Together we can make a difference!

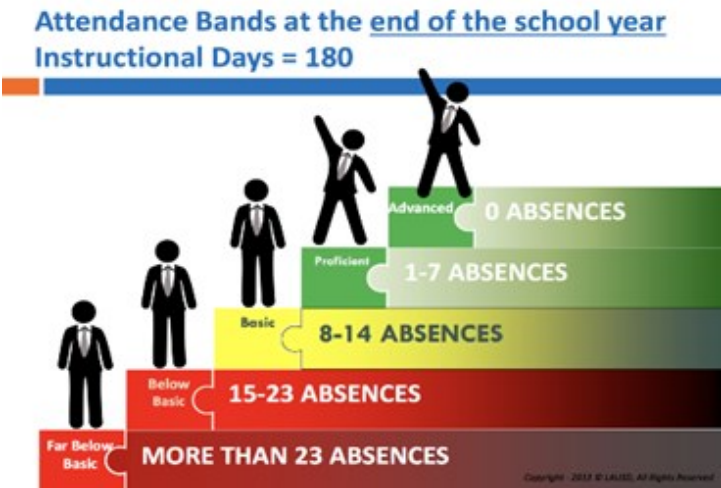
Who's Present, Who's Absent after Winter Break?
Run the Master Absence Report



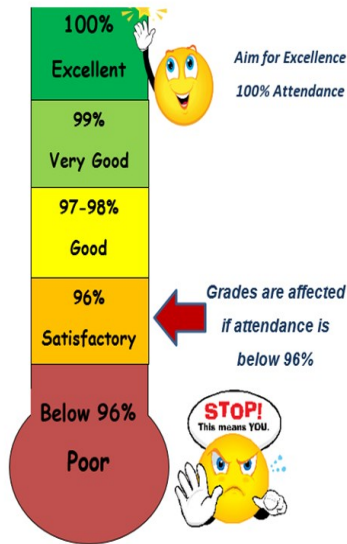
Early identification is key to early intervention. It is recommended that schools run the [Master Absence Report](#) in MISIS daily to identify students who are absent. It is more important to reach out of the families early to determine if the student/family need additional support. It is recommended that schools run a report with minimum number of consecutive absences 3 days, 5 days, and 10 days.

WHICH BAND MOVES THE DATA?

The attendance data can be shocking. This is especially true because the data does not always show the tremendous amount of work your schools has invested into each student. To move your attendance rates you should target the Basic Band students.



ATTENDANCE



The Attendance thermometer clip art on the left can be used as a motivation tool for your school's community.

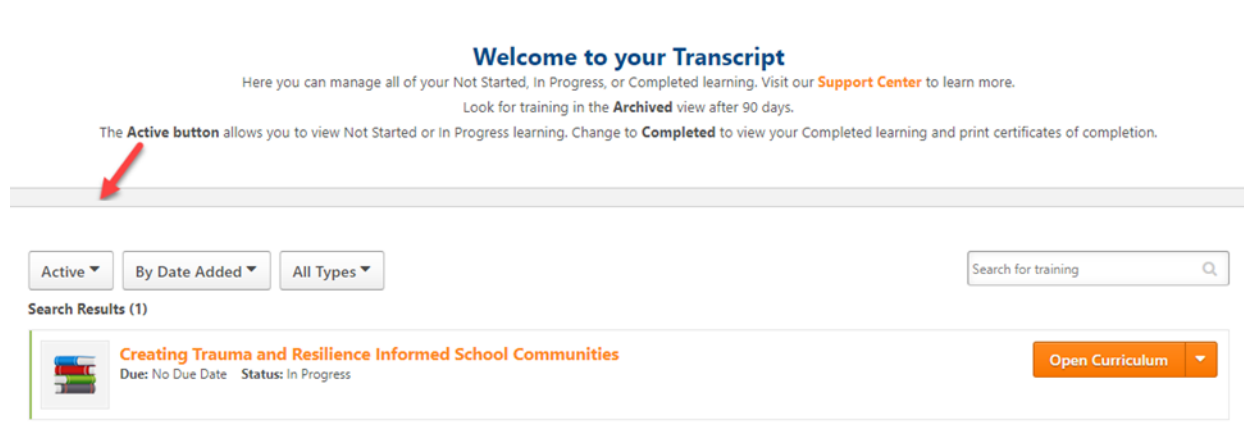
A couple of suggestions are to include the attendance tool in your parent newsletter, school newsletter, parent letters, bulletin boards, etc.

This tool should help motivate students to keep on track with their attendance.

Creating Trauma and Resilience Informed School Communities Now AVAILABLE

The Los Angeles Unified embraces a trauma-resilient informed framework as part of a strategic effort to meet the academic, behavioral, and social-emotional needs of the District's diverse student population. Many students have experienced significant stressors and adversities in their lives. School Mental Health has recently screened close to 3000 students. Almost half (48%) of the students were found to be at-risk for traumatic stress, which manifests in behaviors that impede learning. Educating school staff and administrators regarding trauma-resilience informed practices is essential to ensure the success of all students.

We are happy to share that the new MyPLN PD on Trauma and Resilience Informed School Communities has been launched and is ready to access. You can find it on your [MyPLN](#) home page under "See What's New" or you can find it under the Transcript box:



All LAUSD staff can log in and search for the course by title. The PD can be viewed in a group or staff can watch it individually. Regardless of how it is shown, all staff must login to [MyPLN](#) to take the assessment in order to complete the course. It is recommended that the school principal ensure that this PD has been completed prior to March 20, 2020. PD plans and flexibility in timeline should be discussed with the Local District Director. We understand that the [MyPLN](#) training was made available late in the year, if you already had your staff participate in a trauma and resilient informed workshop or you are needing flexibility please contact your District Director.

Restorative Justice: The Power of Empathy

Emotional empathy is the ability to understand another person's perspective and how they feel. It is being able to communicate this understanding with caring, and without judgment. Building empathy increases a sense of connectedness and creates a sense of safety for students and staff. It helps to build resilience and prevent conflicts. Most importantly, building empathy helps to heal painful experiences.

Empathetic listening allows for the speaker to share a worry or concern. It focuses on the feeling and why the person feels that way. The listener summarizes what the person said with care and compassion. As educators, we have daily opportunities to **teach empathy**. We can do so by talking about feelings when appropriate and being deliberate in identifying such feelings. It is important to check-in with the children we work with and to model empathy.

Alternatives to Suspension

Why should I do it:

- Suspending kids is very unproductive for academics
- Some kids get suspended on purpose to get out of work or away from something they do not want to cope or deal with
- Suspensions are not an effective deterrent for many kids, who do not see it as a significant consequence or negative stimulus
- Providing alternatives to suspensions can be much more effective in getting students' behavior to change
- There are many alternatives that motivate students better than suspending them

When should I do it:

- When a student gets into trouble and suspended frequently
- When a student is trying to get suspended on purpose or to get out of something
- When students really need the instruction, but a consequence or discipline is warranted
- When suspensions do not seem to be doing anything and are ineffective

How do I do it:

- There are various alternatives to suspension and ways to carry them out.
- Always use a neutral tone and do not allow yourself to be drawn into power struggles.
- Alternatives may be discussed with a student or students before implementing them
- Some common alternatives include:
 - ⇒ in-school suspension
 - ⇒ school service (for example, assisting custodial staff with after school clean-up, lunch clean-up, etc.)
 - ⇒ mini course
 - ⇒ parent supervision
 - ⇒ counseling
 - ⇒ community service
 - ⇒ behavior monitoring
 - ⇒ restitution
 - ⇒ problem solving or behavior contract
 - ⇒ alternative programming
 - ⇒ loss of privileges (like lunch, recess, social time, etc.)
 - ⇒ time out
 - ⇒ detention (before or after school)
 - ⇒ mentoring (with a teacher, counselor, or other staff member before or after school)
 - ⇒ behavioral contracts
 - ⇒ send homes
 - ⇒ referral to community mental health services

~Source: PBISWorld.com

SWPBIS/ROI Update



Thank you for submitting your Fall ROI scores and uploads in December. As we begin the spring semester, now is the time to review the fall ROI scores with your SWPBIS Team and begin planning for improvement. The Spring ROI scores are considered the final score for the year. Therefore, it is important for the SWPBIS Team to know which Key Features and which elements of the Key Features need to be worked on during the second semester. There is plenty of time to increase scores before May. Please remember to share and use the SWPBIS Handbook as a resource with your team. One of the most important tasks for January is to reteach behavior expectations to all students and parents, Key Feature #4. Reviewing behavior expectations with students and parents now, may save you lots of time later. Please feel free to contact your operations coordinator for ideas or assistance.

Budget Updates

Budget Development timeline:

January 15, 2020 - E-CAST 2020 Opens

February 11, 2020 - School Allocations (Title I, Gen Fund, etc.) letter sent out

February 24, 2020- March 20, 2020 - Budget System Opens

Budget Development Training Dates:

See what's new in next year budget. Please take a minute to register for the 2020-2021 Budget Development training through the link below. Principal, Title I Designee, SAA and SSC member may attend.

Option 1: Monday, February 10 from 8:30 AM to 11:30 AM at Lanterman HS

Option 2: Monday, February 10 from 12:30 PM to 3:30 PM at Lanterman HS

Option 3: Wednesday, February 12 from 8:30 AM to 11:30 AM at Orthopaedic HS

Option 4: Wednesday, February 12 from 12:30 PM to 3:30 PM at Orthopaedic HS

Please bring with you a fully charged laptop computer since all the materials will be available online.

Links: <http://bit.ly/ldcentral20202021bdtraining>

Spring Semester 2020 Alternate Emergency Exercise and Radio Test



The new version of [Reference Guide 5380.9: Spring Semester 2020 Alternate Emergency Exercise and Radio Test](#) is now available. To comply with new Board policy, all L.A. Unified schools must conduct a lockdown drill during the first 30 days of each semester; REF 5380.9 is designed to meet that standard. After every emergency drill and radio test, schools are to complete a drill evaluation at <https://emergencydrills.lausd.net> and save the emailed certificate of completion in the school's drill log book for fire department inspections.

Key Dates:

- **January 27-31:** Spring Semester Districtwide lockdown drill (exact date/time at the discretion of school site administration)
- **January 28:** Spring Semester Districtwide radio communications test

Additional resources can be found on the LAUSD Emergency Services website at <http://achieve.lausd.net/emergencyservices>. For online training, view the STEPS courses on lockdowns, offered on MyPLN. More information about the STEPS program is available at <http://achieve.lausd.net/STEPS>. Lockdown-specific courses include:

- STEPS 203, *What to Do if There is a Lockdown at School*, which is intended for classroom personnel
- STEPS 403, *Planning for and Responding to a Lockdown at School*, which is intended for administrators and school management team
- STEPS 302, *School Police Response to a Lockdown*, which is intended for LASPD Personnel

Thank you so much for ensuring that schools are disaster-ready and resilient. Please let us know how Operations Unit can assist.

Important Dates

| | |
|--|------|
| Martin Luther King Day | 1/20 |
| Framework of Focus PD for Principals | 1/22 |
| Districtwide Spring Emergency Lockdown Exercise Week | 1/27 |
| New Principals' Meeting | 1/27 |
| Framework of Focus PD for Assistant Principals | 1/29 |
| Assistant Principals' Operations Make-up Session | 1/29 |
| After the Bell | 1/30 |

What's Due

| | |
|-------------------------------------|------|
| Administrator Certification | 1/31 |
| Administrator Assurances (July-Dec) | 1/31 |

School Design Options- Unified Enrollment

Unified Enrollment: School Search Tool-CMS is new! Principals can make updates to their school profile(s) in the [Principal Portal](#) between December 20, 2019 and January 31, 2020. The [Principal SST Guide](#) is available with details on how to update your school profile.

Reminders

Administrator Certification

The "[Administrator Certification Online System](#)" is designed to assist administrators in electronically certifying that the required actions have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. The online certification covers "certification" of required compliances. [Mem-6128.8](#) that includes attachments contains revised certification due dates and certification items. Most [items](#) only require certification once a year. The number of required certification items has also been significantly reduced.

Administrator Assurances

Just a reminder that the Administrator Assurances Form, [Attachment F](#) of [BUL-2643.9](#), Time Reporting for Fed and State Categorical Programs is due **January 31, 2020**. Please send to Beatriz Campos at bx2865@lausd.net.



2020 Timetable

E-CAST 2020 opens to Principals on Wednesday, January 15, 2020 at noon. The deadline for Principals to submit their schools' E-CAST applications, including Open Enrollment declarations, Magnet responses and Staffing Appeals, is Wednesday, January 29, 2020 at 11:59 PM.

For complete information about E-CAST, please visit E-CAST website at www.laschools.org/ecast.

If you have questions about E-CAST or need further assistance, please call E-CAST Customer Service at 213-241-8044 x9 or email mpd@lausd.net.

Tax Season is Right Around the Corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the [Employee Self Service \(ESS\)](#) as soon as possible. For your convenience, a [job aid](#) detailing [how to access](#) the ESS is available.

Campus Aides



We at Local District Central want to be able to support you in ensuring that all of your campus aide vacancies are filled in a timely manner. If at any time you create a vacancy for any reason, please email Beatriz Campos at bx2865@lausd.net and copy Tony Cortez at tony.cortez@lausd.net. Please remember that we always recommend having a campus aide 30 minutes before and 30 minutes after school.