

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 22

February 14, 2020



On this Valentine's Day, we wish you long lasting joy, endless love, blessings to share, power to achieve your dreams and wonderful moments to remember all through your life!

Happy Valentine's Day!

Meeting District Attendance Target



49 schools in Local District Central met or exceeded the attendance target for the Fall Semester: 72% of students attended school at 96% or higher! At this month's Principals' Professional Learning Day, our leaders were recognized for their achievement with a school placard.



School leaders are encouraged to continue building attendance awareness through incentives, parent workshops, contests, and awards. Our goal: increase student attendance and reduce chronic absenteeism. Together, we can make accomplish our District's goal!

School	%	School	%	School	%
Early College Acad	85.1%	RFK New Open Wld	77.4%	Nava College Prep	74.3%
Downtown Business mag	83.5%	Monte Vista St EL	77.3%	Franklin HS	74.0%
RFK Ambdr Gbl Edu	82.4%	Liechty MS	77.3%	Adams MS	73.9%
Kim Academy	81.7%	Virgil MS	77.1%	Mt Washington EL	73.8%
Castelar St EL	80.2%	10th St EL	76.7%	Lockwood Ave EL	73.5%
Lee EL Med Hlth Mag	80.2%	RFK Ambdr Gbl Ldsh	76.5%	Eagle Rock HS	73.3%
Orthopaedic Hsp SH Mg	79.7%	Del Olmo EL	76.3%	Clifford St M/T Mag	73.1%
Kim El	79.6%	Franklin Ave EL	75.5%	Eagle Rock EL	73.1%
Cahuenga El	79.3%	Los Feliz Stemm Mag	75.3%	Clinton MS	73.0%
Berendo MS	79.1%	Ivanhoe EL	75.3%	Foshay LC	72.9%
West Vernon Ave EL	79.0%	Nava Learning Academy	75.1%	Hoover St EL	72.7%
Gratts La For Ys	78.9%	32nd St USC Pa Mag	75.0%	White EL	72.6%
Esperanza EL	78.3%	Contreras LC Bus Tr	74.6%	Alexandria Ave EL	72.2%
Macarthur Pk EL VAPA	78.1%	Castro MC	74.6%	Estrella EL	72.1%
RFK UCLA Comm Sch	78.0%	Hobart Blvd EL	74.5%	Huerta EL	72.1%
Dahlia Hts EL	77.8%	Arroyo Seco Mus/S Mag	74.3%	Buchanan St EL	72.0%
King MS Mag Flm/Mdia	77.6%				



Consolidated Charitable Campaign

This year's Consolidated Charitable Campaign has begun!

Friendly reminder to all school leaders that Local District Central will host a special training for your school's coordinator on:

- ♦ Thursday, February, 20th from 2:00-3:00 at Orthopaedic Medical Magnet High School at 300 W 23rd St, Los Angeles, CA 90007.
- ♦ Friday, February 21st from 2:00-3:00 at Irving Middle School, Room 112, 3010 Estara Ave, Los Angeles, CA 90065.

If you have any further questions, please contact Nidia San Jose at nidia.sanjose@lausd.net or Ricardo Lopez at ricardo.l.lopez@lausd.net

Sharing brings hope and together we can make a difference! Let's continue to make LD Central #1 in this campaign!

Random Metal Detector Searches



This is a reminder that Random Metal Detector Searches are to be conducted daily at selected secondary schools. Certification of the Random Weapons Searches is required monthly. A review process to ensure consistency with the implementation occurs once every semester during the months of October and March. Secondary schools in Local District Central, including co-located charters, participate in this review process.

Beginning Monday, March 2, 2020 through Monday, April 2, 2020, secondary schools are to submit the daily Metal Detection

Search Log, [Attachment A](#), on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule on right:

Administrative Search Logs March 2020	
For Searches the Week of:	Due Date:
March 2—6	March 9
March 9—13	March 16
March 16—20	March 23
March 23—27	March 30
March 30—April 3	April 6

Operation School Bell on Wheels Event Highlights Strong LD Central Collaboration



The Specialized Student Populations Program had an amazing day at the Operation School Bell on Wheels event on Friday, February 7 at Magnolia ES. We collaborated with the extraordinary Organization Facilitator Ricardo Lopez to serve 270 students experiencing homelessness (10 foster youth also were served). Nineteen SSP Counselors recruited these students representing 39 schools. An additional 7 other SSP Counselors provided transportation for these students from their school sites to Magnolia ES. We are so proud of our counselors for recruiting our most needy

students and for the collaboration that occurred amongst SSP Counselors, Principals, PSW and Healthy Start staff. Thank you to all who supported this event!!

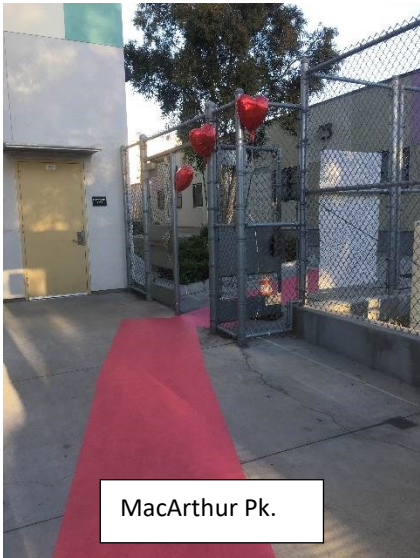


Pupil Services Updates

On February 11, 2020, we celebrated the 100th day of school. Below are a few pictures to highlight the great work happening in our schools! Please do not hesitate to reach out to the Local District Central Attendance Team if you need support, contact information below.



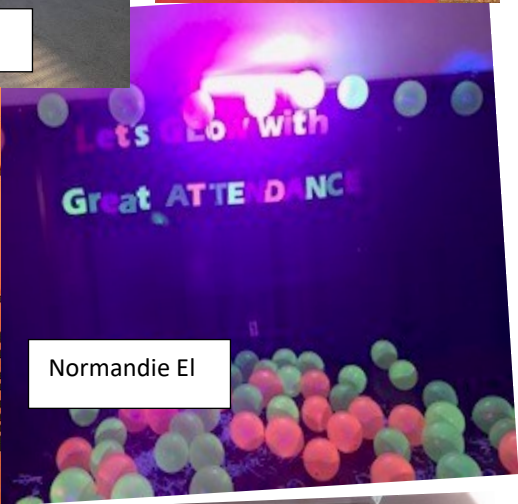
West Vernon El



MacArthur Pk.



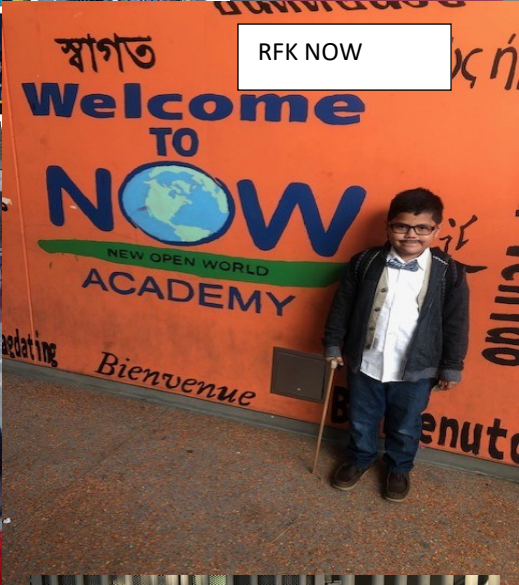
RFK ASGLA



Normandie El



Santee EC



RFK NOW



RFK



Jones PC

School Mental Health Updates

Next week is Random Act of Kindness Week. Every year more and more LD Central schools engage in activities to share kindness throughout the campus. We encourage your students and staff to participate. We have included a few ideas for your consideration below from <https://www.randomactsofkindness.org/>. Please visit the website for more ideas, handouts, and downloads.

- Kindness Activity Wall
- Kindness Jar
- Positive Sticky Notes
- Caught Being Kind
- RAK Calendar
- Custodian Appreciation
- Create a Third Party Compliments Box
- Track acts of Kindness By Grade
- Set up a *Thank You Note Station* at your School
- Start a staff meeting or your first 10 minutes of class with an inspiring video



Union Ave ES PSW, Ana Vasquez, coordinated a Kindness Quilt for Kindness Week

“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.”

-Leo Buscaglia

Restorative Justice

Increasing Communication and Strengthening Relationships Between Schools and Parents “Dialogue is the most effective way of resolving conflict.”

How often does your staff utilize preventive strategies, communicate restoratively when responding to an angry parent? The Restorative Justice Team realizes that parents sometimes push the wrong button, however, do not take it personally. We need parents as our partners.

Whereas, Research is consistent, positive, and convincing: families have a major influence in their children’s achievement. When schools and families work together to support learning, children tend to do better in school, stay in school longer, and enjoy school more:

Whereas, The Parents As Equal Partners Resolution led to the creation of the first ever Parents’ Bill of Rights and Responsibilities to assist parents and schools in forming stronger partnerships to support student achievement, and stated that parents are entitled to a welcoming environment in which parents can develop productive and personal relationships with educators and staff to support their child’s education, and that the District is dedicated to eliminating obstacles that may prevent parent involvement at home and at school.



Parent Unit Updates: Budget Development Planning 2020-2021

Recommended Promising Practices for a Transparent Budget Process

In order to support this timeline and the SPSA/Budget development process, you can find recommended promising practices that can assist your school in completing these important items. A focus on transparency is key and there are various compliance items that must be met according to Greene Act for both **ELAC** and **SSC**. Click on: [Promising Practices](#) for more information. You can also find additional supports such as sample agenda and minute templates on Schoology LDC PACE Group: **Z8GM-BK8J-PDGKG**



Helpful tips: Follow Greene Act-72 hour posting of agenda in public view, include date, time, and location on agenda, meet with officers for agenda planning and/or to schedule any non-regularly scheduled meetings, ensure you have quorum, agenda must include (ACTION) next to any item that will be voted on, have public comments sign in sheet (only to hear public, just thank them), post “recording in progress” signs for public meetings (anyone can record or videotape meetings).



If you need any assistance our PACE team is here to help, you can also contact Theresa Arreguin, PACE Administrator at (cell) 213-255-9512 or email at iarregui@lausd.net for support.

Opportunity Transfer (O.T.) - Policy and Procedures [BUL-6362.0](#)

An Opportunity Transfer (O.T.) is a carefully planned school or District initiated transfer of a student within LAUSD schools for remedial and corrective reasons, therefore, you must contact your Operations Coordinator before you issue an O.T. To minimize disruption to the academic process, an O.T. may not be issued or terminated within the last six weeks of each semester. All student transfers shall be recorded and documented in the District’s My Integrated Student Information System (MiSiS).

A student may not be issued an O.T. without being first reviewed by the school’s DRT or SST. Prior to issuing each O.T., the school must first hold a DRT and/or SST meeting to determine that the appropriate interventions, school resources, and options have been explored. This is of particular significance in instances where students have received their second O.T. and their conduct continues to be disruptive. The team shall conduct an analysis of the case particulars and also review the provisions of [BUL-6231.0, Discipline Foundation Policy: School- Wide Positive Behavior Intervention and Support](#), issued February 14, 2014, to determine the best course of action for the student. This is to activate the systematic team approach to deal with student misconduct as opposed to using the O.T. process as the sole resolution for all student misconduct. [Attachment C](#) of the O.T. bulletin is a checklist will assist teams in ensuring that appropriate steps have been addressed

A parent may appeal the O.T. to the ESC AOO or designee within three (3) school days after the Pre-O.T. conference if the parent disagrees with the school’s decision. The principal/designee shall advise the parent of the appeal process and provide the parent with the “[Opportunity Transfer \(O.T.\) Appeal Form](#)” along with instructions at the conclusion of the Pre-O.T. conference. School officials shall ensure that the student remains enrolled and continues regular attendance at the current school during the appeal period until the outcome of the appeal is obtained.

****As a reminder, it is mandatory to consult with your Operations Coordinator before you begin the O.T. process***

Student Suspensions

When addressing student behavior at our schools, students need to be afforded due process. With the exception in extreme cases involving Category One offenses, schools must establish a system of progressive discipline to support our students in adherence to the School-Wide Positive Behavior Intervention and Support policy. With this in mind, the District has provided policy guidelines, which must be followed prior to:

- Suspending student from school
- Transferring Students as Opportunity Transfers (O.T.'s)
- Revoking permits
- Changing student placements who are in the Special Education program.



All decisions involving O.T.s, Safety Permits, Suspensions, Expulsions, cancellations of permits, and change of placement for students with IEP's due to safety issues need to be made by the school principals in consultation with Local District Central Operations Unit and the respective District Division, as applies.

CLASS SUSPENSION BY TEACHER (E.C. SECTION 48910)

A teacher may suspend a student from class for any of the acts enumerated in E.C. Section 48900, **except** for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1). The teacher shall immediately report the suspension to the principal and send the student to the administrator for appropriate action. Removal of a student from a particular class shall not occur more than once every five (5) school days. For students who receive special education services, refer to the procedures stipulated in section V of [Bulletin 5655.3](#).

The teacher shall confirm by telephone with the parent the date and time of the conference to discuss the reason(s) for the suspension. This information is to be entered in the MiSiS Suspension Screen for it to be populated in the Class Suspension Notice. Prior to the close of the school day, the principal or administrative designee shall enter the Discipline Referral in MiSiS Student Support Module and generate the Class Suspension Notice, which are signed by both the principal and the teacher who issued the suspension. The principal shall give the student being suspended from class a copy of the Class Suspension Notice. In addition, the parent's copy of the Class Suspension Notice shall be mailed immediately to them. Any efforts by school personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section. Students suspended from a class shall not be placed in another regular class during the period of suspension; rather, the student shall attend the supervised suspension classroom as described in the bulletin. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended.

A teacher must provide all assignments and tests that the student will miss while suspended and may require the completion of said tests and assignments from the student upon return. Students with disabilities should be provided with supports and services as outlined in their IEP during the period of class suspension.

Staff Relations Reminder



Please review the Matrix timeline in February's Staff Relations Update to avoid missing contractual or discipline deadlines. Should any issues arise with your staff, please contact your Staff Relations Representative immediately.

- UTLA or AALA matters: Juan Alfayate, Staff Relations Field Director (213) 241-0184 / jalfayat@lausd.net or
- Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA): Chrysanthemum (Chrys) Nguyen, Senior Human Resources Representative, (213) 241-6056/c.nguyen@lausd.net

Important Dates

President's Day	2/17
Framework of Focus PD for Principals	2/19
Consolidated Charitable Campaign Coordinator Training	2/20
Consolidated Charitable Campaign	2/21
Public Schools Week	2/24-2/28
Framework of Focus PD for Assistant	2/26
Safe Passages	2/27
After the Bell	2/27
Working With Chronically Absent Student Training	2/28
Elementary Parent Conference Week	3/2-3/3
Textbook Roadshow Begins	3/2
Super Tuesday	3/3
After the Bell	3/5
SAA Meeting	3/11

Reminders

Chronic Attendance Workshop



In an effort to help schools address Chronic Absenteeism, Local District Central will be hosting the 2nd session of [Working with Chronically Absent Student & Attendance Improvement Strategies Training](#).

This training is targeted to schools with no PSA purchase and/or for all attendance team staff to be informed of best attendance and case management practices. Please share flyer with your school leaders and teams.

Should you have any questions, please contact Leilani Morales at lxm8995@lausd.net.

Budget Updates

- ◆ Budget Development is here! We will be sharing details as they become available.
- ◆ Tentative timelines and the necessary documents for school budget development process:
 - Staffing Ratios can be accessed on the School Fiscal Services website: <https://achieve.lausd.net/sfs>
 - February 24 - March 20 Schools Front End (SFE) will be available for budget data entry
 - March 20, 2020 SFE closes at 5:00 pm
 - It is imperative that pertinent school staff involved in the budget development process be available during this period and all applicable documents are ready, complete and brought to the budget session appointment.
- ◆ If you have not yet done so, please submit your December Imprest reconciliation report as soon as possible. The next quarterly report will be due on April 20th.
- ◆ Please continue to process receivers for POs as soon as you receive good/services to ensure that all receivers are processed in a timely manner and all purchase orders are charged to the current fiscal year.



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.