

Local District Central Friday's Brief

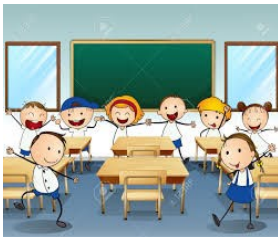
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On-Site Truancy

Ever wonder why students are walking the hallways and not in class? How do we keep students safe in class and ensure they maximize their instructional minutes?



Take on Positive Approaches

Students are out of the classroom for various reasons and it is everyone's responsibility to ensure that students are in class and engaged in learning. Students who enter class late or leave the classroom do so to hang out or chat with friends, engage in inappropriate or dangerous behaviors, or the student may feel "pushed out". A student told to get a pass or return to class with school materials may interpret this as "They kicked me out."

Positive Approaches when dealing with a student "wanderer" or "straggler"

1. Be present in hallways especially during passing periods to ensure adults are watching students as they transition. Once the bell rings teachers should close their doors and begin class instruction immediately.
2. Collect data to look for patterns to address the heavier student traffic flow times. After recess or lunch are times that may require more supervision.
3. Provide positive supervision using restorative justice practices such as:
 - Celebrate accomplishments
 - Intervene in offending behavior
 - Transform conflict
 - Rebuild damaged relationships
 - Reintegrate students into the learning environment..
4. Duplicate tardy slips allows teachers to be aware that a tardy was cleared. (One slip for office record keeping and one for teacher to ensure that student was tardy **not absent** that day or class period)
5. Use a tardy as an opportunity to "connect" with students' social and emotional well-being.
6. Check in with students and find out what is something they are into and enjoy doing. (Sports, YouTube, Clubs, reading, music, etc.)

Overall, a positive school climate will improve student's ability to become a responsible school citizen.

Year-End Coding for All 12th Grade Students

[Reference Guide 6501.5](#) provides due date and instructions for the required data entry of year-end coding for 12th grade. This data is used to determine the preliminary four-year cohort graduation rate for every comprehensive high school. Schools must finish entering the 2018-2019 year end flag (YEF) and leave reason entry codes in MiSiS for all 12th grade students by June 21, 2019. Please refer to Reference Guide for more information.



Administrator Certification Forms

School Administrators are reminded that they must submit their [Attachment H](#) certification form of Bul-2643.8 to their LD Central Administrator of Operations no later than July 31.

Calendar Dates

Memorial Day Observed	5/27
SAA Meeting	5/30
Last Day of Instruction	6/7
C Basis Ends	6/10
Father's Day	6/16
B Basis Ends	6/17
Elementary & Middle School ELOS Begins	6/19
HS Summer Term Begins	6/19
Summer Solstice	6/21
E Basis Ends	6/25
ESY Summer Term Begins	6/26

Reminders

Campus Aide Training

Please refer to the [flyer](#) for the upcoming Campus Aide Training in May 28, 29, 30, 2019.



Counting down the last 9 days of school....
keep your students "Attending 'til the End!"
Be creative, make it fun and keep them learning right up to the end.

Submission of Monthly Statistical Reports for 2018-19 SY

Schools will have until June 14, 2019 to complete their attendance updates in MiSiS. Statistical reports for school months 1 through 10 will generated by the District during the week of June 15, 2019. Therefore, updates after Friday, June 14th, will not be reflected on the reports. Refer to [MEM-072307.0](#) for details on printing the report.



LA READS: 2019 Dodgers Reading Champions Challenge



To help address the literacy crisis in Los Angeles and get children excited about reading, the Dodgers and Los Angeles Dodgers Foundation challenge youth in first through eighth grade to read 1.5 million minutes. Children can track the time they spend reading every day online and win cool incentives!

Dodgers Reading Champions opened for registration on March 1, 2019, and will take place from March 2019 - August 2019. The program's sweepstakes restarts every month, so children have an opportunity to win every month!
Please share with your students and parents and encourage them to register today!

Click here for more information: <https://www.mlb.com/dodgers/community/la-reads>. A classroom poster is also available on their website.

Commencement Guidelines

Please take the time to review [Reference Guide 1303.3](#) regarding Commencement Guidelines. Please make sure you and your team review the responsibilities and expectation for all students, staff, and parents.

If you have questions or need further guidance, please contact your Operations Coordinator.





Fiscal Updates

As our fiscal year comes to an end, we continue to remind schools to plan according to cut-off dates published in [MEM-6016.6, 2018-2019 Procurement Year-End Closing Timelines](#).

In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year, transactions must have an APPROVED status in the SAP Procurement System by the dates indicated.

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
P-Card and T-Card Reconciliations**	6/14/2019
Toshiba Ghost Account Reconciliation**	6/14/2019 (Schools) 6/21/2019 (Offices)
Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2019 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2019 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/24/2019 (12:00 pm)
Shopping Cart (STO) - Warehouse Will-Call	6/28/2019 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/14/2019
Travel Request Entries into SAP	5/31/2019
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2019
Online Goods Receipts (Receivers)	6/29/2019 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/10/2019
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/21/2019 (5:00 pm)