

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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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/absence season are:

- Coordinate activities on the days of expected high absences;
- Send letters home to remind families the day(s) students are expected to return from a school holiday;
- Promote an attendance incentive/reward for all students who are present every day for a set period of time (e.g., the weeks leading up to the November and December breaks);
- Create an attendance campaign for the month (e.g., create a bulletin board that states "Fall into Excellent Attendance" and post pictures/names of students with excellent or proficient attendance).



Congratulations for a highly successful More Than A Meal Campaign! 84 schools achieved 100% return of Household Income Forms (HIFs) with another 26 schools achieving better than a 95% return. These excellent results could not have been achieved without you and your staff's remarkable commitment and effort. Please be sure to thank and congratulate your team on our behalf! Thank You! Thank You!



Although the campaign has concluded, there are ongoing tasks that CEP schools must continue to do throughout the year in order to receive funding for the remaining three years. Please be sure to review the [Inter-Office Correspondence](#) with a list of schools and continuous tasks for More Than A Meal Campaign. Great work!

Special Education Updates

The Local District Central Special Education Unit is now able to bring you a few updates to our support and share what is new in the Division of Special Education. We are proud to soon bring you a series of support clinics to help schools establish, maintain and improve special education systems. Through the use Focus Dashboard, Welligent reports, and an IEP flow chart, your school team can effectively achieve substantial compliance.



As part of our continued support, we will also be asking assistant principals to once again complete the Pre-Planning IEP Summary sheet for second semester. Our support unit will use this information to target tiered support for each school. And finally, for schools that offer more inclusive opportunities for students with disabilities the inclusion plan is due December 6, 2019. Should your school need any support with any of the items above or need program support please reach out to me at yxb0387@lausd.net or your LRE Specialist.

Reminder for School Administrators

All schools are required to utilize the MiSiS to monitor student behavior, search and update discipline records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior. Additionally, administrators shall document all information regarding student suspension in the MiSiS as described in [BUL-5808.4](#).

For more information, contact your Local District Central Operations Coordinator.

Attendance Alerts Their Meaning and Where to Locate



Alerts

A D S SP

Do Not Accept Absence/Tardy Notes Student Alert

An Attendance Alert (AA) is attendance note that can be viewed by faculty that has access to MISIS.

Schools have the ability to add attendance alerts to students' profiles. The MiSiS roles that can add an Alert include but are not limited to: Principal, Office Manager, Pupil Services-School Based.

For a full list of description and how to access more detail information, reference the attached Student Profile Alerts.

An attendance alert is located under the student's photo. The attendance alert allows school staff to document the following four concerns:

- 1) SART contract
- 2) Excessive Parent notes
- 3) General assembly,
- 4) Suspicion of forged of notes

ATTENDANCE MATTERS October 2019 Data

Top 5 Met Excellent Goal 2019-2020

#	SCHOOL NAME	Aug	Sep	Oct
1	Early College Acad	94.3%	92.2%	90.3%
2	DBM	94.5%	89.4%	89.4%
3	Cahuenga El	94.5%	90.6%	89.1%
4	Los Feliz Mag	95.0%	91.5%	89.0%
5	Lee Med Mag	93.8%	89.9%	87.6%

Top 5 Met Chronic Goal 2019-2020

#	SCHOOL NAME	Aug	Sep	Oct
1	Early College Acad	1.3%	0.6%	1.9%
2	Los Feliz Mag	5.0%	3.1%	2.5%
3	Castelar St El	6.8%	4.3%	3.4%
4	Dahlia Hts El	5.5%	6.3%	3.8%
5	Buchanan St El	7.9%	7.2%	4.4%

Top 5 Most Improved Excellent Oct 2018 - Oct 2019

#	SCHOOL NAME	OCT 18-19	OCT 19-20	Difference
1	Early College Acad	77.5%	90.3%	12.8%
2	Angelou Comm Sh	59.1%	69.7%	10.7%
3	Elysian Hts Arts Mag	69.4%	79.7%	10.3%
4	Contreras Lc Soc Jus	66.0%	75.2%	9.2%
5	Glenfeliz Blvd El	73.0%	80.6%	7.6%

Top 5 Most Improved Chronic Oct 2018 - Oct 2019

#	SCHOOL NAME	Oct 18 -19	Oct 19-20	Difference
1	Early College Acad	10.8%	1.9%	-8.9%
2	Angelou Comm Sh	26.4%	17.6%	-8.7%
3	Sotomayor Art/Sci	21.0%	12.3%	-8.7%
4	Los Feliz Stemm Mag	9.6%	2.5%	-7.1%
5	West Adams Prep Sh	20.2%	14.1%	-6.1%

LCAP Target Comparison Rates

	AUG	SEP	OCT
LAUSD Excellent	88.7%	81.5%	76.8%
LD - CENTRAL Excellent	87.7%	80.9%	77.1%
LAUSD Chronic	11.1%	10.1%	11.4%
LD - CENTRAL Chronic	12.3%	10.9%	11.5%

RFK Campus Celebrates World Kindness Day

World Kindness Day is celebrated each year on November 13th. Through promoting good deeds and pledging to acts of kindness, it's aim is to make the world a better place for all. In LD Central, our PSWs from the various RFK academies, Debbie Bailey, Yolanda Lopez, Evelyn Ro, and Jacob Wangel-Brown collaborated on a campus-wide initiative for all middle and high schools, combining anti-bullying, kindness and gratitude themes. The various events were held throughout the week. They included events in which students participated in creating a gratitude tree, a life-sized friendship bracelets, and friendship recipe cards while listening to a curated kindness playlist. Please see images attached of the wonderful work being done at RFK.



Itinerant Teachers Placed in MiSiS - Task Assistance for Elementary Schools

Per the state, itinerant teachers at elementary schools now need to be entered in MiSiS, with their classes coded and the students who they service assigned. The screen in MiSiS to place itinerant teachers can now be accessed to input the information. **The deadline to have all itinerant teachers entered into MiSiS is January 20, 2019.**

Local District Central will be hosting an Open House for those individuals that will input the itinerant teachers in MiSiS on Thursday, November 21, 2019. The Open House will offer a step by step presentation on the process and will allow participants time to input the itinerant teachers in MiSiS. The Open House will take place at the Beaudry Building on the 11th Floor in the Collaboration Space. There will be two sessions held on November 21st; the morning session is from 8:15-11:25 a.m. and the afternoon session is from 1:00-3:00 p.m. Parking will be validated for the Visconti parking lot. To expedite building entry please RSVP to Carmela A. Bravo, LDC Counseling Coordinator at cbravo@lausd.net.

Restorative Justice: Re-Entry Circles



Re-entry circles include the harmed, and harmer, following suspension, truancy, expulsion, incarceration, or medical/personal absence with the purpose of reducing isolation and increasing safety. It is important to identify a support plan for the returning student in order to create a sense of belonging. Re-entry circles hold students responsible while not stigmatizing, they also hold the humanity of students and staff in partnership, so that they can be fully present. The support of school staff, family members, and community organizations are outlined in order to meet the needs of the students.

Parent and Community Engagement Updates



SCHOOL EXPERIENCE SURVEY 2019-2020 WINDOW PERIOD FROM OCTOBER 28-DECEMBER 6th, 2019

Parents will receive a paper survey to give voice to various items such as customer service, safety, support for home learning and much more. Survey results provide schools with important feedback from teachers, staff, students and parents. If you have any questions about the School Experience Survey, please send an email to SchoolExperienceSurvey@lausd.net or call (213) 241-5600. The parent online survey can be taken at: <https://achieve.lausd.net/Page/8397>



LD CENTRAL FALL PARENT NEWSLETTER

Check out our first LD Central Newsletter, parent engagement at LD Central schools and events are highlighted. We are looking forward to making headlines filled with parent engagement opportunities, parents as partners in their child's education and important informational updates for parents happening across LDC! You will find the link on the main page of LDC and PACE. Add the links to your school website, have some available in the front office and in the parent center, help spread the word!

LDC Website <https://achieve.lausd.net/Page/673>

LDC PACE Website <https://achieve.lausd.net/Page/4336>

LCAP Study Group #5 : Tuesday, November 19, 2019 will be held at Lanterman from 9am-12pm

Build a working understanding of the Local Control and Accountability Plan (LCAP) · Provide feedback about LCAP Programs and funding. If you are unable to send at least one parent representative for the LCAP study group the community representative will be expected to attend.

SWPBIS/ROI Update

Full implementation of the Discipline Foundation Policy (DFP) is one of the District priorities to support positive school culture and climate. As a means to continue "building a stronger multi-tiered system of support for all students", the Rubric of Implementation (ROI) is used as a self-assessment to monitor the implementation of the Discipline Foundation Policy. This school year, the Rubric of Implementation process will depend on each school's overall ROI scores from the past three years. Schools that have maintained a "Green" status based on the guidelines outlined in the Discipline Foundation Policy for the past three years will provide documentation by ROI key feature into Discipline Foundation Policy platform located in the Principals' Portal. Schools that may have scored in the "Yellow" or "Red" within the past three years will conduct its self-assessment with their assigned Operations Coordinator and School Director as in prior years. The school visit will conclude with documentation upload into the Discipline Foundation Policy platform located in the Principals' Portal. Administrators will receive detailed information via email from their Operations Coordinator.



Important Dates

LCAP Study Group #5	11/19
Framework of Focus PD for Assistant Principals	11/20
EAPD, MSAPO & SHAPO Meetings	11/21
Thanksgiving Recess	11/25-11/29
Thanksgiving Day	11/28
New Principals' Meeting	12/2
Operation's Assistant Principals Meeting	12/4
Safe Passages	12/5

What's Due

School Experience	12/6
Workplace Harassment Training	12/1

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.

Reminders

Mandated Workplace Harassment Training for Supervisors



To meet the legal mandate of 100% compliance, principals and all worksite supervisors must complete the mandated workplace harassment prevention training by **December 1, 2019**. Please monitor your school site to make sure all supervisors complete the training by the due date.

Imprest Reconciliation Workshop

SAA's, if your Imprest is not balanced, there is still time to sign-up for the Local District Central School Fiscal Services [Hands-on Imprest Reconciliation Workshop](#). For more information, contact your Fiscal Specialist.



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.

Custodial Duties: Week of Thanksgiving Break



What?
The kids are Out of School?
What will we do?

All custodial staff at schools (PM, B & G Workers) are assigned "A" basis. Your custodial staff is scheduled to work on Monday, 11/25, Tuesday, 11/26, and Wednesday, 11/27. This is a good time to have your custodial staff deep clean

restrooms, sweep, mop classrooms, and catch upon any projects. Please meet with your Complex Project Manager to discuss hours and work that can be done when students and staff are not on campus. Feel free to call your Operations Coordinator if you should have any questions.

Securing your School Campus for the Week of November 25-29, 2019

Securing your School Campus Sample Correspondence for the Week of November 25-29, 2019.

The [sample interoffice correspondence memo](#) on school security that can be distributed to staff before holidays.

