

# Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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## Happy Thanksgiving, From the Local District Central Operations Team!

Local District Central staff is always happy when Thanksgiving approaches because this festive occasion gives us the opportunity to express our appreciation and gratitude to school leaders and their teams for working together in our school communities. The Local District Central Family is very thankful to have the best employees in the District. Wishing you and your family a great Thanksgiving Holiday!

*Enjoy your well deserved time off!*



## Safe Passages Updates

**Safe Passages addresses safety concerns around the immediate perimeter of the school**, specifically an hour before and after school. Safe passages also address school and community safety issues. Due to recent incidents near neighborhood schools your **active involvement** is important in continuing the effective collaboration with **LAPD, LASPD**, and other community stakeholders, including Los Angeles District Attorney's Office, and City Council members' offices.

Please refer to the date below for this month's Safe Passages meeting. If you have any questions, please feel free to contact **Ricardo L. Lopez** at (213) 241-0163/[ricardo.l.lopez@lausd.net](mailto:ricardo.l.lopez@lausd.net) or **Jeremy McDavid** at (213) 241-8699/[jam5543@lausd.net](mailto:jam5543@lausd.net). We **highly encourage** all principals to send a representative. You may send your community representative, coordinator, assistant principal and/or pertinent school staff. We look forward to seeing you there on **Thursday, December 5, 2019**:

**Newton 9 AM -10 AM:** Newton Police Station—Davis Community Room,  
3400 S. Central Avenue, LA, 90011

**Northeast 9 AM-10 AM:** Hathaway-Sycamores child and Family Services,  
Multi-Purpose Room, 840 n. Avenue 66, LA 90042

**Olympic 11AM – 12 PM** Virgil Middle School, Parent Center,  
152 N. Vermont Avenue, LA 90004

**Rampart 11 AM – 12 PM** Rampart Police Station Community Room,  
1401 W. 6<sup>th</sup> Street, LA 90017



## Attendance Before and After the Holiday Break

**A few best practices to promote positive attendance during this time:**



Send a letter out before Thanksgiving and again in the weeks before the longer winter break urging students and families to avoid absences.



Stress that teachers will be teaching every day and that children will miss out on instruction if they do not show up. Remind them that a homework packet does not take the place of classroom learning and interaction.



Encourage teachers to talk to students about the importance of showing up in the days before and after the holiday break.



Plan a special event for the first day after the holiday break. If possible, create a contest or find ways to recognize good attendance. If the school or teachers are equipped to text parents, send a text right before school starts again to remind them of special plans.



Create and promote 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).

Please review the [Holiday Messaging](#) from AttendanceWorks.com

## School Matters!



**Attend Today, Achieve Tomorrow**

## Enhancing School Climate at Carver Middle School

Carver Middle School PSW, Brooke Thomas, coordinated a Bullying Awareness program for all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Brooke coordinated multiple assemblies through the Kaiser Permanente educational theatre program that covered the topic Bullying Awareness. The play performed was called “Don’t Forget to Like” and covered the following key concepts on cyberbullying:

- ⇒ Cyberbullying can injure self-worth and create emotional trauma
- ⇒ There are steps that can be taken to prevent the spread of cyberbullying
- ⇒ Trusted adults can support young people when reporting bullying or navigating a crisis
- ⇒ Limiting social media is a form of self-care and protection
- ⇒ Having a network of friends that celebrate diversity and tolerance is healthy

Brooke also sponsored an anti-bullying pledge activity during lunch time for students. Students participated in the discussion portion of the performance and were eager to sign the Carver Cougar Pledge to Stop Bullying. For more information on the [Kaiser Permanente Education Theatre Program](#).



Kaiser Permanente Theatre:  
“Don’t Forget to Like” Photo



## Special Education Updates

### **Overdue IEP Performance Rate**

Thank you to all Local District Central School Leadership Teams for your efforts towards holding IEP meetings on time. The majority of our schools have fewer than 5 overdue IEPs. For a system this large, this is a commendable performance rate. As you know, student who don't have a current IEP are at risk of not receiving appropriate instructional supports and services. Holding IEP meetings on time is no easy task, and the Division of Special Education knows how much energy and effort it takes from all levels to ensure that our students are receiving timely IEPs and that families are served with



professional customer service. As we move forward into the 2019-2020 school year, the Division of Special Education has exciting enhancements and tools in development designed to make holding IEP meetings on time more efficient and meaningful. Stay tuned for these exciting releases scheduled to come:

- *Action Driven IEP Reports/Portal* – dynamic, drill-down Welligent dashboards that you can customize
- *Whole Child Integrated Data: Special Education* – Broadening access to our general education partners
- *Year-to-Date IEP Compliance Report* - a new way to measure your effectiveness
- *oneAccess for school site staff* – instant Welligent access (already live) <https://oneaccess.lausd.net/>

During the LDC AP meeting, assistant principals had the opportunity to review IEP timeline data for the local district and district wide. We also discussed the upcoming IEP pre-planning summary sheet due on December 13<sup>th</sup>. This summary sheet will help us strategizing for the support we'll be providing during second semester. We also heard from Mary Kellogg, Assistant General Counsel for LAUSD. She presented to the APs on the different aspects of offering a Free and Appropriate Public Education (FAPE) at IEP meetings including preparatory activities, Prior Written Notice, Least Restrictive Environment, and placement considerations. The placement considerations include academic rationale, social emotional benefit and student behavior and impact on the setting. Should you or your staff have questions let your LRE or myself know. We are here to support you. Additionally, if you'd like to review our professional development information and PowerPoints are on the LD Central APs 2019-2020 Schoology code.

**Join us on Schoology with the Group access code: MTZV-VZWJ-42N3X.** Then click on Resources to see all of the professional development materials.

### ***The Special Education Support Unit would like to wish you a wonderful Thanksgiving Break!***

We'd also like to thank all of the Assistant Principals and APEISs for attending the LDC AP Meeting on November 20, 2019 at Lanterman. Our goal is to equip the IEP team to be able to offer a sound offer of FAPE to include supports and services that result in meaningful progress for students with disabilities. We assist IEP teams in various ways throughout the year.





### Restorative Justice Strategies and Practices – Schoolwide Implementation

Integrating Restorative Justice Strategies and Practices into your Schoolwide Positive Behavior Support and Intervention (SWPBIS) plan involves careful planning and ongoing monitoring, assessment and adjustment, on a continual and repeating basis. Broadly speaking, use these five steps:

- **Training:** Use your LD-Central Restorative Justice Advisor to provide needed Tier 1 Community-Building training via PDs, individual training support to new teachers, campus aides, TAs, and classified staff. Make sure your Tier 2 support staff (Repairing the Harm/Re-Entry) are trained and ready to go for Tier 2 support and interventions.
- **Planning:** Plan for RJ Implementation at the school-site. When do you expect to see circles or check-ins in the classroom? How will SEL practices/curriculum be integrated? How is RJ evident outside of classrooms? Do SWPBIS meetings include review of RJ practices?
- **Implementation (Turn Plans Into Action):** Ongoing training as necessary, SWPBIS meetings, RJ Integrated into School Discipline Plan, classroom and school-wide activities and signage, student leadership, parents... everything and everyone has a part to play.
- **Monitoring (How Will We Know?):** Is RJ evident in the following?
  - \*SWPBIS Meetings and Agendas
  - \*PD & ILT (Calendars/Meetings)
  - \*Schoolwide and classroom behaviors (all stakeholders)
- **Sustainability & Capacity-Building (Keep it Going):** RJ infused in existing structures; annual RJ training(s) to all stakeholders; RJ lead teacher and/or RJ integration into SWPBIS, PD, ILT calendars; RJ Leadership group/activities; RJ/Parent Center link.

Your local district RJ Advisor is available to help and support you. Call **(213) 241-1919**.



### 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.



## Parent and Community Engagement Updates

### **CONVERSATIONS WITH LD CENTRAL STAFF— DR. KITAYAMA'S NETWORK ON 12/04/19**

Dr. Chiaie Kitayama's Network of Schools will hold their first session of "Conversations with Local District Central Staff" on Wednesday, December 4, 2019 at Virgil MS from 5:30-7:00 pm in the school auditorium located at 152 N. Vermont Ave., Los Angeles, CA 90004. Show your school spirit and organize a team of parents to attend, wear your school gear and cheer your school on! Community Reps. have been asked to recruit parents, have a sign up for parents that can commit to attend.

#### **Participating schools invited to attend include:**

Alexandria ES, 32nd St. /USC Performing Arts Magnet, Cahuenga ES, Commonwealth ES, Dayton Heights ES, Del Olmo ES, King MS, LaFayette PC, Lanterman SH, Lockwood ES, Marshall SH, Micheltorena ES, Roybal Learning Center, Salvin SEC, Dr. Sammy Lee Medical & Health Science Magnet, Virgil MS, White ES, Widney CTC, Alexandria EEC, & Dayton Heights EEC



### **TITLE I STUDY GROUP #3 : TUESDAY, DECEMBER 3, 2019 WILL BE HELD AT LANTERMAN SH FROM 9am-12pm**

Sessions are designed to help families learn about the parent and family engagement strategies outlined in the District's Title I Parent and Family Engagement Policy and Local Control and Accountability Plan Federal Addendum. If you are unable to send at least one parent representative for the LCAP study group the community representative will be expected to attend.

### **SCHOOL EXPERIENCE SURVEY 2019-2020 WINDOW PERIOD FROM OCTOBER 28-DECEMBER 6<sup>th</sup>, 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](mailto: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**

If you haven't already done so, check out the LD Central Parent Newsletter!

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

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



## Important Dates

Thanksgiving Recess	11/25 - 11/29
Thanksgiving Day	11/28
New Principals' Meeting	12/2
Operation's Assistant Principals	12/4
Safe Passages	12/5
Framework of Focus	12/11
Winter Break	12/23 - 1/10

## Reminders

### School Experience Survey



This year's School Experience Survey (SES) window is from **October 28 to December 6, 2019**. That means we only have one week left. Please be sure to encourage parents, students and staff to complete the survey. For more information, please go to the Research and Reporting Branch website:

<https://achieve.lausd.net/Page/8397>. Complete details and instructions can be found in REF-5714.8 2019-20 School Experience Survey.

The School Experience Survey results are available via the School Experience Survey Dashboard. In addition, The School Experience Dashboard allows users to download and print a PDF document with results data. Schools also have access to download any or all results from previous years from the Survey Data Files link.

## What's Due

School Experience	12/6
Workplace Harassment	12/1
ROIs Due	12/13

### 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](mailto:bx2865@lausd.net) and copy Tony Cortez at [tony.cortez@lausd.net](mailto:tony.cortez@lausd.net). Please remember that we always recommend having a campus aide 30 minutes before and 30 minutes after school.



### 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).

### Winter Recess and District Shutdown Days

The winter recess includes a shutdown period for most District staff from **December 25, 2019 – January 1, 2020**. Schools will not be in session during Winter Recess as follows:

**Single-Track Schools: December 23, 2019 – January 10, 2020**

**Early Education Centers: December 23, 2019 – January 1, 2020**

**December 25, 2019, December 31, 2019 and January 1, 2020** are paid legal holidays for regular employees. December 26, 27, and 30, 2019 are shutdown days. For additional information please refer to MEM-061107.1 and Have a great Winter Recess!

*Woo-hoo!*  
**IT'S ALMOST  
WINTER  
BREAK!**