

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 13

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Reflections



This past Wednesday, school leaders had the opportunity to inform their practice on the Framework of Focus through the lens of Multi-tiered Systems of Support for all students. It is our goal to assist you with refining your established practices in the areas of Restorative Justice, Student Support and Progress Team, Develop Common Practice, Threat Assessments and Student attendance.

Our schools leaders made the following request, "Provide a variety of learning opportunities for building leaders." We will continue to offer differentiation during our Principals Meetings. As you begin to assess and determine next steps for Multi-Tiered Systems of Support, I offer the following two reflection questions: **1) What components of Multi-tiered systems of support you are implementing within your school academics and behavior? 2) How might you improve school-wide systems and structures to ensure you are meeting the needs of all students?**

In practicing our Theory of Action—"Implement with fidelity our Framework of Focus. Provide tiered support for our school communities. Hold ourselves accountable, then **student outcomes will improve.**"

Have a great three-day holiday weekend. Rest and enjoy your family!

DACA Rally on November 12, 2019

On November 12, 2019, the Supreme Court will hear arguments on whether to end the program in Spring 2020. National walkouts in support of the Deferred Action for Childhood Arrivals (DACA) policy have been planned across the country. The Los Angeles events are scheduled to start at 10 a.m. on Tuesday, November 12, 2019. Social media postings refer to the following schedule:

10:00 a.m.	Walkouts begin and participants converge at 255 E. Temple Street (Edward R. Roybal Federal Building and U.S. Courthouse)
10:00 a.m. - 11:15 a.m.	Poster Making Party and Rally at Molecule Man Monument
11:15 a.m. - 1:30 p.m.	March to MacArthur Park
2:00 p.m. - 7:00 p.m.	Large Rally at MacArthur Park



The District supports efforts to educate students about the facts regarding DACA; therefore:

- If a parent/guardian checks a student out of school to participate in the *National Walkouts for DACA*, the absence should be considered excused, code 5, due to the educational component, and not count towards truancy notification or against perfect attendance awards.
- Normal school procedures are to be followed if a student decides to leave campus without parental permission.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against that student. Once students are off campus, school site administrators do not have a legal obligation to protect the safety and welfare of the students. If the student demonstration or walk-out causes a disruption to the general public, local law enforcement may respond to the situation.

For questions regarding operational protocols, please contact your Local District Operations Coordinator or Zsuzsanna Vincze, Interim Administrator of Operations, Division of District Operations, at (213) 241-5337, or email: zsuzsanna.vincze@lausd.net.

For additional information about instructional resources, please contact Christina Rico, Director of Instructional Operations, Division of Instruction at (213) 241-4822 or christina.rico@lausd.net.

Attendance Updates

50th Day of School Celebrations

RFK New Open World celebrated the 50th day of school with a 50s theme morning rally.



Newmark High School celebrated the 50th day of school by giving a raffle ticket for a chance to win a surprise gift card to each student who arrived to school by 8am.



Commonwealth Elementary celebrated the 50th day of school by welcoming students to school with a red carpet entrance.



Maya Angelou Community HS celebrated the 50th Day with Dia de Los Muertos, an opportunity to honor family members who have passed by attending school everyday

and graduating. Students made beautiful "ofrendas" and we show cased them on our main quad lawn.

Santee High School students had an opportunity to answer questions about attendance goals, policies and expectations to strengthen awareness and knowledge! Students received a treat just for playing!

Students welcomed teachers to the 50th Day of School as they enjoyed cookies made by our Advanced Culinary students in Chef Mike's period 4 class.



School Mental Health Updates

The Local District Central Annual School Site Crisis Team Training for elementary schools was held on November 1st, 2019 at Lanterman High School. We had an impressive turnout with 94 schools represented and a total of 160 participants. This year, the training focused on best practices around threats and violent behavior at schools. The guest speaker was Jesus Solis, a PSW with the Crisis Counseling and Intervention Services program. His presentation, Best Practices in Threat Assessment and Management ([BUL-5799](#)) highlighted the importance of a thorough threat assessment. Mr. Solis delved into the key concepts of threats and the crisis team members' role as it relates to threat management and risk assessment at school settings. A main point he wanted to communicate was a quote from renowned Threat Assessment expert Kevin Cameron, *The biggest problem in the aftermath of high-profile school violence was originally thought to be overreacting but experience dictates that the biggest problem is actually underreaction to often blatant indicators that a student is moving on a pathway to serious violence.*



Our very own Principals Maria “Maya” Rosas, 49th St ES and Irene Worrell, Norwell ES participated in a threat assessment panel that focused on best practices. Ms. Rosas and Ms. Worrell presented complicated high-risk cases involving students who struggled with aggression, threatening behavior and violence toward others. They highlighted the importance of collaboration and accessing resources within the District and in the greater community. We are grateful to them for sharing their expertise and the creative interventions they implemented to address their students' needs.

Local District Central School Mental Health can provide crisis response consultation and conduct mental health presentations for school site staff. Please contact Myrna Reynoso Torres, Local District Central School Mental Health Coordinator at (213) 241- 1278 or email myrna.reynosotorres@lausd.net if you have questions or would like to request a presentation for your school.

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.



Local District Central School Experience Response Rates 2019-2020



In an effort to keep you up-to-date regarding your schools' response rates in this year's administration of the **School Experience Survey**, the Office of Data and Accountability will be sending weekly updates throughout the Survey window, which closes on Friday, December 6th, 2019. Below are two quick updates **as of 11/5/19**:

1. Only 2 LDC schools have a **STUDENT** participation rate above 75% while 123 of LDC schools have had less than 25% of students complete the survey.
2. Only 3 LDC schools have a **STAFF** participation rate above 75% while 166 of LDC schools have had less than 25% of staff complete the survey.

The following four reports are for your immediate review.

1. [Report 1](#) includes the latest student response rates for the School Experience Survey for each school.
2. [Report 2](#) includes the latest staff response rates for the School Experience Survey for each school.
3. [Report 3](#) is a summary of the latest student response rates.
4. [Report 4](#) is a summary of the latest staff response rates.

If you have questions about the attached documents or about the Survey, please contact the School Experience Survey Team by sending an email to SchoolExperienceSurvey@lausd.net or calling 213-241-5600.

Restorative Practices with Parents



Using restorative practices with parents is when the school community engages parents and all school stakeholders in understanding what Restorative Justice practices are and how they promote school climate.

Ideas: Discuss and provide parents and community stakeholders access to the Discipline Foundation Policy and School Climate Bill of Rights. Provide Restorative Justice parent workshops to reinforce restorative practices with their child(ren) in the home setting. Invite

parents to volunteer and join the School Wide Positive Behavior Intervention & Support (SWPBIS) team or School Site Council.

Custodial Duties: Week of November 25-November 29th 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.



Parent and Community Engagement Updates

*****New Format for “Coffee with the Superintendent” for the 2019-2020 school year:**



Mr. Titus Campos’ Network of Schools will host the first session of **“Conversations with Local District Central Staff”** on Thursday, **November 14, 2019 at Franklin SH 6:00-7:30 pm**. Participating schools include: Aldama ES, Annandale ES, Arroyo Seco Span, Buchanan ES, Burbank MS, Bushnell Way ES, Dahlia Heights ES, Delevan Drive ES, Dorris Pl. ES, Eagle Rock ES, Eagle Rock Span, Franklin SH, Garvanza ES, Highland Park SH, Monte Vista ES, Riordan PC, Rockdale ES, San Pascual ES, Yorkdale ES, Meridian Early Education Center and Monte Vista St. Early Education Center.



ELAC Study Group #2: Tuesday, November 12, 2019 will be held at Lanterman from 9am-12pm

Parents will study the 2018 Master Plan for English Learners and Standard English Learners. Learn about teaching and learning strategies used in LAUSD classrooms and build leadership and advocacy skills.

Please note that for the ELAC study group if your school does not have at least one parent participant the community representative will be expected to attend.

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.

Staff Relations Reminder: Vacation Scheduling and Vacation Cap



Principals should inform Classified employees before approving their vacation requests during the school year that they may have insufficient vacation days left to avoid going unpaid during Winter and Spring Recesses. Principals should notify Classified employees at risk for losing vacation hours by exceeding their vacation cap at end of year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code ZTMRVACBAL.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees’ vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year.

Imprest Reconciliation Workshop

Local District Central School Fiscal Services offering a [Hands-on Imprest Reconciliation Workshop](#). For more information, contact your Fiscal Specialist.

Important Dates

ELAC Study Group #2	11/12
Conversations with Local District Staff	11/14
EPO Meeting	11/15
LCAP Study Group #5	11/19
Framework of Focus PD for Assistant	11/20
EAPO, 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

Workplace Harassment Training	12/1
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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 31, 2019**. Please monitor your school site to make sure all supervisors complete the training by the due date.

Secondary Crisis Team Training

Local District Central's Secondary Crisis Team Training was postponed to a later date. Notices will be sent out as soon as a date has become available.



Extended Leaves of Absence (Workers' Comp or Illness)

It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Comp coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with an employee, a current claim, or return to work procedures, contact the Integrated Disability

Management office, at (213) 241-3138. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted. Employees who have not submitted required doctor-approved leave documentation should be time-reported as unpaid after their 20th consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments from unpaid should be strongly considered.



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.