

Friday's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 8

October 4, 2019



National Principals Month is a month-long event that occurs each October, where school leaders are put in the spotlight for their endless commitment to the principalship.

We celebrate our heroes of education and recognize their need for the continued support of the communities they serve.

National Principals Month seeks to honor our principals for their significant impact on the success and well-being of our Local District Central's students.

For Tips and Ideas on how to celebrate National Principals' Month go to:
<https://www.alphabest.org/5-tips-for-celebrating-school-principals-day/>.

Thank you for your Leadership!

Local District Central School Site Crisis Team Training

Per [BUL-5800.0](#), *Crisis Preparedness, Response and Recovery Bulletin*, "each school site under the direction of the Principal or designee shall establish a Crisis Team." On November 1, 2019, Local District Central will be providing an informative and interactive training on building the capacity of the school site crisis team. Each school's participation in this training is vital. An invitation with the confirmed training location and link to RSVP will be sent to all LD Central principals before the end of October. Principals may designate three School Site Crisis Team Members listed in their Safe School Plan Volume 3 to attend. It is suggested that the training attendees include a site administrator, a Student Health and Human Services staff member (Nurse, PSW, PSA Counselor) and other support services personnel (School Psychologist, Dean, Academic Counselor, etc.).



Thank you for your commitment to promoting a safe and positive learning environment for all. If you have any questions, please contact your Operations Coordinator.

Random Metal Detector Search Log



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.

Administrative Search Logs October 2019	
For Searches the Week of:	Due Date:
September 30 - October 4	Monday, October 7, 2019
October 7 – October 11	Monday, October 14, 2019
October 14 – October 18	Monday, October 21, 2019
October 21 – October 25	Monday, October 28, 2019
October 28 – November 1	Monday, November 4, 2019

Beginning Monday, September 30, 2019 through Monday, November 4, 2019, 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:

Have your Student Attendance Review Team (SART) ready!



LAUSD's LCAP goal this school year is to reduce chronic absenteeism to 7%. Schools Leaders can hit the ground running by establishing their SART teams and SART calendar. Prioritizing this task not only prioritizes the need for early intervention but also demonstrates that attendance is at the forefront of student achievement.

School Attendance Review Teams (SARTs) are established at local school sites to identify and intervene on behalf of students who exhibit problems with attendance. The goal is to address the barriers preventing regular school attendance at an early stage before the situation escalates. The parent or guardian is a vital part of the team and is encouraged to participate in the resolution. SART meetings must be held as a **precursor** to a School Attendance Review Board (SARB) referral. Please anticipate September's Attendance Data in the next Operations Brief for October 11, 2019.

COMPOSITION

The School Attendance Review Team can include, but is not limited to, the following members (members denoted with * must be in attendance):

- Parent/s*
- Student*
- School Administrator or designee*
- PSA Counselor or designee*
- Nurse
- School Counselor
- Psychiatric Social Worker

The team may be composed of any individual who is working with the family and has a viable interest in the student's school attendance.

Develop your team, identify targeted students, and calendar your SART meetings.

RESOURCES

- [SART Overview](#)
- [SART Quick Guide For Schools](#)
- [SART Invite Letter](#)
- [SART Contract \(Bilingual\)](#)



School Mental Health Updates



Please join LD Central in welcoming new leadership for School Mental Health. Myrna Reynoso Torres is the new LD Central School Mental Health Coordinator. Myrna has worked with LD Central in years past as a CCIS PSW and within various school sites, building strong relationships with leadership and Principals. In her most recent role as Field Instruction Lead she advanced a large-scale program district-wide, across School Mental Health. Jeanne Davis is the new LD Central School Mental Health Specialist. Jeanne has worked within School Mental Health in the past, most recently she spent several years within Psychological Services as their Specialist. She directly supported and mentored staff in the field. Please feel free to contact Myrna or Jeanne should

you have any questions related to School Mental Health.

Myrna Reynoso Torres, myrna.reynosotorres@lausd.net, 213-241-1278

Jeanne Davis, jeanne.davis@lausd.net, 213-241-1337

Restorative Justice: Community Building Circles



Community Building Circles (CBC's) are the Key Practice #4 of Restorative Justice. They are also part of a school's Tier I, or universal intervention support practice.

Why do we sit in circle? This is one of the questions routinely asked when speaking about Restorative Justice and its practices. When we sit in circle, rather than behind desks or in rows, we are able to see everyone's face without having to lean forward or turn backwards. When we sit in circle we experience a stronger sense of community because every person involved, shares the responsibility for its function.

The other added benefits of CBC's are as follows:

1. They allow students and staff the opportunity to get to know one another.
2. Allow for all participants to practice listening and speaking skills, respect and empathy.
3. They give students a voice.
4. Add to the development and exploration of common values.
5. Foster coping skills, goal setting and conflict resolution.

Reasonable Accommodations

The Organizational Excellence Classified Training Branch is offering a training on [Reasonable Accommodations](#).

This class will provide you with the knowledge and tools necessary to fulfill your legal obligations in providing reasonable accommodations to employees with disabilities. It covers the requirements for employers of the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA).



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.

Union Representation on School Site Campuses

Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Reasonable union access to District facilities includes contacting employees during their duty-free lunch period and before or after their hours of service. Representatives shall not interrupt any employee's duties or assignments. General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Representative should provide proper identification and notify the administrator of their presence upon arriving to a work site along with stating their intended purpose.
- C. Representative should complete a visitor's permit and obtain the principal/designee's approval before proceeding with their visit.
- D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
- E. Utilize non-duty time or break times to meet with employees.
- F. Ensure employees are not late returning from breaks or lunch meetings.
- G. Representative should notify the visiting department of their departure and return their visitor's permit before leaving the work location.



For Household Income Forms, questions, or assistance contact your designated More Than A Meal support person. May Arakaki (marakaki@lausd.net) or m.s.martinez@lausd.net

Staff Relations Update

It is advisable that principals periodically remind their Certificated employees of the following:

ABSENCES AROUND HOLIDAYS – REQUIRED NOTICE

Employees that are absent on days immediately preceding or following a holiday will need to provide acceptable verification of absence upon their return to work.

Employees should keep in mind that personal necessity days, for other than emergencies, must be approved by the administrator five days in advance and the employee must provide verification of the valid reason for the absence upon their return. This includes employees who plan to be absent for any religious observance.



Safe Riding Practices Program

All students at one time or another will travel on a school bus for field trips, athletic contests, etc. The Transportation Services Division has developed a video program entitled, “Bus Safety: Safe Riding Practices and Bus Evacuation.” The video program is approximately six minutes long and should be shown to all students and assigned adult riders who assist in supervising transported students. The video is available and can be downloaded at: <http://achieve.lausd.net/Page/1797>. Schools must show it within the first ten weeks of the first semester and document its completion.



The certification document should be sent by **Friday, October 18, 2019** to:

**Transportation Services Division, Safety Center
115 N. Beaudry Avenue
Los Angeles, CA, 90012**

Foundations Implementation

Thanks to all of our Middle Schools that participated in two years of Safe & Civil Schools Training. At our final training on September 25, 2019 schools had the opportunity to self assess school implementation using a rubric. The activity also asked teams to find objective evidence that the described work is truly taking place. Next steps for schools is to review the rubric; if any items are rated less than “In-Place,” work through the Implementation Checklist for that module. For Module B, evaluate separately the common areas and schoolwide policies that you have implemented. Be sure that you have taught students the behavioral expectations for each common area, so that we are structuring for success!



Eaton Canyon Nature Center Associates Partners in Nature School Bus Grant Program

Each year thousands of school children and their teachers from around the Los Angeles County visit Eaton Canyon Nature Center in northeast Pasadena for an introduction to the wild outdoors. Eaton Canyon Natural Area is a 190-acre zoological, botanical, and geological nature preserve situated at the base of the San Gabriel Mountains. Some children have never been in a natural setting before. The experience can change a life. Eaton Canyon Nature Center Associates have created a grant program to encourage school visits by helping schools pay for transportation. A limited number of grants are available each year for up to \$800 per grant. [Click here](#) for more information.

Parent and Community Engagement Updates



Change in Date & Format-Welcoming Environments Summit

Please rescind the original Save the date for October 11th from your calendars for LDC's Welcoming Environment Symposium. Principals, AP's, SAA's, and Community Reps. will have an opportunity to review this important subject matter during an upcoming regularly scheduled professional development. Each participant will identify how to further support the overall welcoming environment experience for parents.

Study Groups: Title 1, Local Control Accountability Plan (LCAP) and English Learner

Three Study Groups are offered to parents at LD Central. Each school is requested to send 2 parents to each of the study group dates. If you are unable to send at least one parent representative **for each study group date then the community representative will be expected to attend.** This is an opportunity to encourage parent participation in order to gain diverse perspectives from each school community. All meetings are held at Lanterman SH from 9-12.



Title I Study Group: (Meeting #1-Series Begins Soon: October 8th, 2019)

- 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 Local Control and Accountability Plan Federal Addendum. Register at bit.ly/TITLE1StudyGroup

LCAP Study Group : (Next Session #3 October 15, 2019)

- Build a working understanding of the Local Control and Accountability Plan (LCAP) · Provide feedback about LCAP Programs and funding Have the opportunity to serve on the District-level Parent Advisory Committee Register at bit.ly/LCAPStudyGroup



English Learner Advisory Committee Study Group (First Meeting Series Starts: October 25, 2019:

- Study the 2018 Master Plan for English Learners and Standard English Learners Learn about teaching and learning strategies used in LAUSD classrooms Build leadership and advocacy skills ELAC members are encouraged to participate-Register at bit.ly/ELACStudyGroup

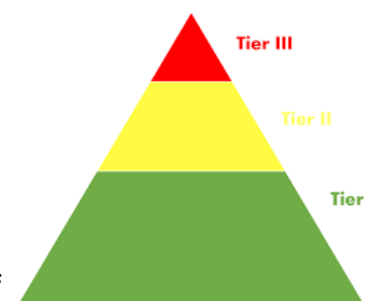
Multi-Tiered Systems of Support (MTSS)

According to [REF-43782](#) every P-12 school will meet the educational needs of all students through access to high quality Tier 1 instruction and a layered continuum of interventions and evidence-based practices. The term "all" applies to all students, including those who are either high achieving, underachieving and/or struggling to meet grade level content, English Learners (ELs), Standard English Learners (SELs), students with disabilities (SWD), expelled students, students in foster care and/or experiencing homelessness, students who experience socio-economic disadvantages, and gifted/talented learners.

Essential Elements of Multi-Tiered Systems of Support (MTSS) include:

- Strong and Engaged Leadership
- Evidence-Based Practices
- Data-Based Problem Solving and Decision-Making
- Layered Continuum of Supports
- Student, Family, School and Community Engagement

As such, your operations coordinator will provide you with school data for you to determine your area(s) of focus. In an effort to implement a **Multi-Tiered Systems of Support (MTSS)** your operations coordinator will schedule a meeting with you to discuss your established systems of support within the next week.



Unassigned Day	10/9
After the Bell Training—Evaluations for Classified	10/10
District-Wide Radio Test	10/15
District-Wide Earthquake Drill	10/17
School Site Council Training	10/19
Framework of Focus PD for Assistant Principals	10/23
SAA Meeting	10/24
School Site Crisis Team Meeting	11/1

Random Metal Search Logs	10/7
Random Metal Search Logs	10/14
Random Metal Search Logs	10/21
Random Metal Search Logs	10/28
Safe Riding Practices	10/18
Suicide Prevention Awareness Training	10/31
Random Metal Search Logs	11/4
Workplace Harassment Training	12/1

Reminders

Under new law (Government Code section 12950.1), and pursuant to District policy as supported by policy bulletins [BUL-6612.1](#) and [BUL-6689.0](#), **ALL** District employees are required to undergo workplace harassment prevention training by the due date of **December 1, 2019**.

All L.A. Unified employees will be auto-enrolled and required to complete the Suicide Prevention and Awareness Training and assessment annually. The course is available on My Professional Learning Network (MyPLN). The training must be completed no later than October 31, 2019. After completing this training: Please refer to [MEM-6910.3](#).



Administrators at secondary schools where the school curriculum includes chemistry or science laboratory classes are required to appoint a Chemical Safety Coordinator (CSC). The CSC must be a certificated employee, preferably a science/chemistry teacher.

If your CSC has not scheduled their appointment letter for the 2019-2020 school year, they can do so online at csc@lausd-oehs.org or they can fax the letter to (213) 241-6816. Should you have any questions, contact the OEHS Call Center at (213) 241-3199. See training schedule below.

<u>North</u>	<u>Central & East</u>	<u>West</u>	<u>South</u>
October 16, 2019 4:00-5:30 pm Monroe High School (MPR/Auditorium) 9229 Haskell Avenue North Hills, CA 91343	October 22, 2019 4:00-5:30 pm Cortines LC (Student Dining Hall) 450 N. Grand Avenue Los Angeles, CA 90012	October 23, 2019 4:00-5:30 pm Wright Middle School (Auditorium) 6550 W. 80th Street Los Angeles, CA 90045	October 24, 2019 4:00-5:30 pm Gardena High School (Social Hall) 1301 W. 182nd Street Gardena, CA 90248