

Friday's Brief



LOCAL DISTRICT CENTRAL

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Thank you for your hard work in preparing your school to welcome staff, families, and students on the first day of instruction. School leaders, please take the time to personally thank your custodial crew for preparing your school to look its best for the first day of school.

Begin the 2019-2020 school year being resourceful and resilient! Through the collective efforts of administrators, certificated, and classified staff, you can address your challenges head on. Although the beginning of a new school year is exciting, it can also be stressful. Step back when you feel yourself overwhelmed and take a moment to reflect upon the great work that you do. Most of all, let your staff, families, and students know that you are ready and focused to provide them an exciting school year.

Local District Central is here to assist your school community. Through our collective efforts, we can create an optimal space for learning and build a culture of academic ability for all.

Let's have a successful year and remember to BELIEVE, BEHAVE, and BECOME!

Student Enrollment ETK-12th Grade



The principal is responsible for the immediate registration and enrollment of all students under his/her supervision. School personnel shall, without delay, register and enroll all known non-enrolled students residing within the school's attendance boundaries and those with special circumstances.

For students who reside outside of the school boundaries, principals must ensure that appropriate permits are submitted and approved.

Our office has received a number of phone calls from parents who are saying that their home school is filled and that children have been turned away and sent to a neighboring school.

A child cannot be turned away due to space. We realize that it is difficult to start the school year with over normed classrooms but, we must make every effort to accommodate children who live in our attendance area. There are no waiting lists.

Important Dates

First Day of Instruction	8/20
After the Bell	8/21
Operation's Assistant Principals' meeting	8/28
Admissions Day	8/30
Labor Day	9/2
Elementary Operation's Principals' Meeting	9/4
Secondary Operation's Principals' Meeting	9/12

OPENING DAY

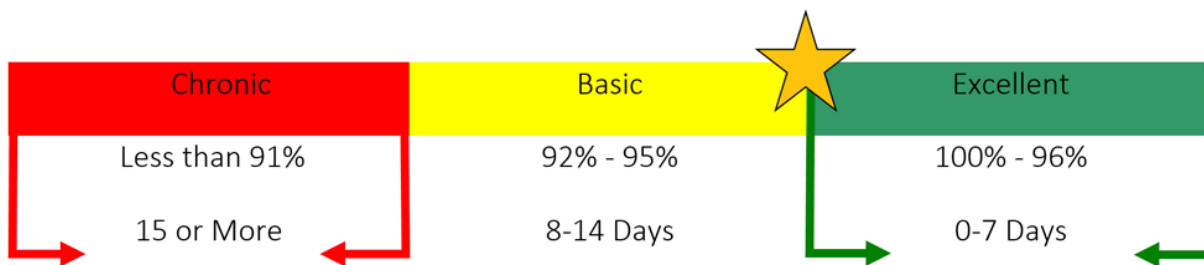


Opening Day Procedures and Attendance Goals

Welcome to the **2019-2020** School Year! The LAUSD strategic Plan is 100% attendance. As we strive to increase student attendance and reduce the number of students who are chronically absent, the following initiatives will assist us in attaining our goal:

- 1) Promote the value school attendance.
- 2) Increase enrollment and improve school attendance
- 3) Create a partnership with all stakeholders to reinforce the importance of school attendance



The 2019-2010 LAUSD Attendance Targets are:



For students who attend the entire 180-day school year:

Students cannot miss more than **7 days** all year to maintain Excellent Attendance (96% or more)

Students who miss **15 days or more** are considered chronically absent.

 Reduce Chronic Absenteeism: The District's target is <u>no more than 7%</u> of students with chronic absenteeism (91% or lower attendance rate)	 Improve Attendance The District's target is 72% of students with no more than 7 absences per year (96% or higher attendance rate)
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LAUSD Attendance Metrics Goals are:

2019-2020 Enrollment and Attendance Procedures: Supplemental Guides and Updates Reference Guide-6554.4)

- Policy has been updated and awaiting final approval for publishing in the e-library.
- Please refer to [REF-6554.3](#) until the updated policy is published in the e-library.

No Show Procedures

- Please refer to the attached document [No Show 2019-2020](#) for a quick guide and update on the no show procedures.

To plan for a successful opening of the school year, please refer to the 2019-2020 Opening Day Procedures Supplemental Guide and Updates (Ref. 6554), which aligns the attendance policies with My Integrated Student Attendance Information System (MISIS) requirements.

Remember that it takes a village to help make the Opening Day a success!

May you have a productive and exciting 2019-2020 School year!

Administrative Searches

Although you may have heard that the Board voted in favor of eliminating Random Searches, this will not take effect until the 20-21 school year. Therefore, please plan to conduct Random Searches on all secondary campuses.



District policy [Bulletin 5424.2, Administrative Searches to Ensure School Safety](#) mandates that all secondary schools implement random metal detector and locker searches on a daily basis and provides all District administrators with guidelines to ensure 100% compliance.

The following procedures must be adhered to:

- ♦ Administrators are to conduct searches on a daily basis and at various hours of the school day to avoid predictability.
- ♦ A minimum ten lockers a day must be searched.
- ♦ Random Search logs will be kept by the administrator in charge and a logbook must be kept for the entire school year. Logs must be filed and maintained for three (3) years and available for inspections.
- ♦ Signs must be posted in several prominent locations and visible to all visitors advising persons that they are subjected to searches for weapons by metal detector.
- ♦ Parents must be informed in writing at the beginning of the school year that their child may be searched. This is in addition to the notification provided in the Parent Student Handbook. Parents of students who enroll after the start of the school year must be informed as well.
- ♦ Search team is composed of male and female certificated staff members.
- ♦ All search team members, including the administrator in charge, annually must complete STEPS course 215, "How to Conduct a Random Metal Detector Search" via the Learning Zone, *prior* to conducting any search.
- ♦ Secondary schools must have search wands that are operable and used at every search. Schools with fewer than 1000 students must have at minimum two (2) metal detector wands. Schools with an enrollment of 1000 or more must have a minimum of four (4) wands.

Don't hesitate to contact your Operations Coordinator should you have any questions.

Integrated Safe School Plan



The 2019-2020 Integrated Safe School Plan (ISSP) is now open for editing. There are no major changes to the plan this year. Emergency Services Coordinator Claudia Lara and Jill Barnes are available to answer questions and assist you and your schools with the ISSP and other emergency needs.

The ISSP is due by Tuesday, October 1. The plan can be accessed through the Principal's Portal or directly at <http://issp.lausd.net> and resources supporting the ISSP, including job aids on frequently asked questions, can be found at <http://achieve.lausd.net/isspresources>.

Please remember to schedule annual Emergency Drills with your Safety Committee. Please refer to [Attachment G, Conducting Emergency Drills Chart](#).

MiSiS Opening of School Year Checklist 2019-2020

Please find and share with your SAA and office technicians the attached [MiSiS Opening School Year Checklist](#). The checklist will help to ensure that all beginning of the year tasks are attended to. A variety of topics are listed in alphabetical order.

School Mental Health (SMH) Reminders



Per [BUL – 962.1 Organizing for Crisis Intervention](#), “Under the direction of the principal or designee, every school shall establish a crisis team, which has primary responsibility for providing necessary assistance after all types of crisis. The responsibilities of the crisis team shall be included in the Integrated Safe School Plan.”

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:

- * All employees will be aware of the risk factors and warning signs for suicide.
- * All employees will know whom they can go to at their school site or the District for support, as well as what mental health supports and resources they can access.

Please refer to [MEM-6910.3](#).

Restorative Justice Guiding Principles

Local District Central Operations Unit looks forward to working with you this year to continue building on your efforts with the implementation of Restorative Justice at your school. With this in mind, our local district has committed to these efforts with the funding of six Restorative Justice Teacher Advisors. The Restorative Justice Teachers have been provided a “family” of schools to support school teams for this school year. Your Restorative Justice Teacher Advisor will contact you via email to introduce themselves and schedule a time to meet with you and/or your team to discuss Restorative Justice practices at your school. We look forward to supporting your communities in building strong school cultures.



- ♦ Restorative Justice is a way of thinking and responding to conflict. Restorative Justice is concerned with making things as right as possible for all involved.
- ♦ Restorative Justice recognizes that responding to conflict is important and a way of building safe and healthy school environments.
- ♦ Restorative Justice is not permissive. It promotes that school communities work cooperatively and constructively with conflict at the earliest possible time before it escalates.
- ♦ Restorative Justice recognizes that violations of rules are also indicators of transgressions and offenses against person, relationships and community.
- ♦ Restorative Justice addresses the harms and needs created by and related to conflict, disputes and misconduct.
- ♦ Restorative Justice holds the harmed and the harmer accountable to recognize harm, repair wrongdoing as much as possible and creates trust in the community.

Local District Central RJ Advisors:

Tiffanee Brown, RJ Advisor
Alana Burton, RJ Advisor
Raphael Lieberman, RJ Advisor
Lataska Pittman, RJ Advisor
Claudia Rojas, RJ Adiser

Email: tmb5032@lausd.net
Email: axb0402@lausd.net
Email: rxl8749@lausd.net
Email: lpitt1@lausd.net
Email: cxr3246@lausd.net