

Friday's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 5

September 13, 2019



E-CAR 2019 opened to Principals, Assistant Principals and other authorized school-based representatives on September 9, 2019. During E-CAR 2019 each Principal will have the opportunity to verify the number of classrooms at their school, edit information related to how their classrooms are being used, and review their

school's capacity assessment. Participation in E-CAR is mandatory for all schools on the E-CAR Participating Schools List. Here is what you can do to prepare for E-CAR participation:

1. E-CAR Website- Principals should review E-CAR's Pre-Requisite Reference Documents, Timetable, Participating Schools List and complete details at www.laschools.org/ecar.
2. E-CAR Online Training- E-CAR 2019 training is now available on MyPLN. The training is optional, but highly recommended, especially for Principals new to E-CAR. <https://achieve.lausd.net/mypln>.
3. Appointments for One-On-One Preparation Assistance (optional) – Principals who want additional support may make an appointment to receive live, one-on-one expert assistance by telephone while they work on their E-CAR application online by calling E-CAR Customer Service at 213-241-8044 x9 or email mpd@lausd.net with their name, contact information and preferred date and time to schedule an appointment. Highly recommended for Principals new to E-CAR.
4. Questions about E-CAR? Call E-CAR customer service at 213-241-8044 press #9.

Chemical Safety Coordinator (CSC) Fall 2019 Meeting

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

More than a Meal Dashboard Update

The More Than a Meal Dashboard is now available for all CEP schools. To access the Dashboard:

- * Go to the More than a Meal Website at <https://MTAM.LAUSD.net>. Scroll down and click the link for the MTAM Dashboard. Note: Recommended browsers are Google Chrome and Mozilla Firefox.
- * Enter your complete LAUSD email address (including @lausd.net) and password. Sign In
- * Run the list of students "Missing Household Income Forms"

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

Setting Attendance Goals and Expectations



Clearly stating the attendance goals and expectations throughout the year serves as a constant reminder on the importance of daily attendance and ensures that students and staff are working towards the collective goal of improving and maintaining excellent attendance.

Here are some strategies school leaders can implement:

- Create a morning chant to start the day: Students and teachers begin each morning with a chant or mantra i.e. “My Attendance is Important to me; My Attendance helps me Succeed!” “Come to school, every day, on time!”

- Include an informative flyer filled with Attendance Expectations to disseminate in enrollment packages and on the first day of school.
- Increase signage-an attendance bulletin board is a great place to start!
- Create or make changes to senior contracts using senior activities as an incentive
- Create a system where students are able to self- monitor their attendance each month
- Post reminders to Schoology and attendance bulletin boards, social media outlets (school’s Instagram and Facebook page)



First Truancy Notification Letter REF-5464.8

Initial NOTs are generated and mailed monthly from the Central Office to each qualifying student’s parent/guardian. The first central automation is scheduled for **September 18, 2019 for the 7/1/19-8/31/19 evaluation period. Schools will be accountable for generating truancy letter 2 and 3.**

Best Practices

Designate staff to clear all absences in a timely manner (within 10 instructional school days of receiving the valid excuse)

It is recommended that designated staff clear absences on a daily or weekly basis throughout the school year to ensure that only students who qualify receive a NOT letter. Regularly generate the MiSiS Uncleared Absence Report to identify students with uncleared absences and attempt to obtain verification for absence from parents/guardians. Schools should also generate a qualifying list of students eligible for an Initial NOT through the Student Truancy Report screen to help identify students with absences that qualify them to receive an Initial NOT letter.

Staff Relations Reminder

School administrators are encouraged to contact their assigned Staff Relations Field Director should they have teachers that may receive a Below Standard Evaluation (BSE) this year. By this time, these teachers should have received at least one conference memorandum based on instructional observations. At the time of the required Mid-Year warning, it is highly recommended that two conference memos have been issued to specify concerns and recommendations for improvement.

Schools should identify their lowest performing teachers in each grade level or department and document the support, assistance, and guidance that administration provides throughout the year.



9 Key Restorative Justice (RJ) practices



This week's focus on restorative strategies examines how affective statements can improve our communication skills and positively affect our relationships with our peers.

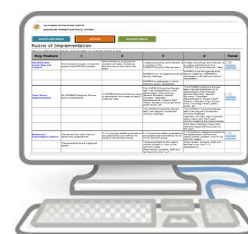
Affective statements ("I" statements) help us express our feelings about how other people's actions affect us, as well as explaining why. Affective statements improve emotional literacy, communication skills, and also build empathy.

Example:

- It hurts my feelings when you talk about my weight because it makes me feel like you don't value my other qualities.
- I don't like it when you yell at me because it hurts my ears and also it scares me a little bit. I wish you would use a lower voice.

SWPBIS/ROI Update

Best Practices for Conducting School Wide Positive Behavior, Intervention, and Support (SWPBIS) Team Meetings



- Calendar all of your monthly meetings for the year now, and provide these dates to your team members
- Create a Sign-In sheet that includes Administrator, General Ed Teacher, Special Ed Teacher, Classified Staff, Support Staff, Parent, and Student (high school only.)
- Create an agenda template for your SWPBIS meetings that includes MiSiS/other Data Review, and Action Plan
- At your first SWPBIS meeting, be sure to review the team members' roles and responsibilities as part of the SWPBIS Team
- Create a plan for annually teaching the behavior expectations and a plan for monthly/weekly review of behavior expectations with students
- Create a plan for how SWPBIS efforts will be communicated to the rest of school staff and parents. (include on every Faculty Meeting agenda)
- Please use the [SWPBIS Handbook](#) as a reference and guide for your SWPBIS implementation

Campus Aides

The District's job description for campus aides reads that campus are to "assist in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on a school campus and bus loading points at the direction of a school administrator or teacher". Some of the typical daily functions of campus aides include patrolling the campus, gathering and reporting suspicious activity, clearing the campus of unauthorized visitors and assisting certificated personnel in counseling individual students or groups of students.



To maximize the health and safety of your campus, it is strongly recommended that campus aides are scheduled 30 minutes before the beginning of school and 30 minutes after dismissal. Campus Aides are also required to wear vest. You can complete the [Requisition Form for Campus Aide Vest](#) and purchase through the District Warehouse.

Please inform Tony Cortez, Operations Coordinator should you have a vacant campus aide position. He can be reached at (213) 241-0167 or at tony.cortez@lausd.net.

Unassigned Day, Monday, September 30, 2019

Reminder, "A" basis employees (Building & Grounds, Plant Managers) are scheduled to work. This is a great time to have them deep clean restrooms or complete any special project. Please call Operations if you have any questions.

District-wide 2019 Earthquake Drill and Radio Test



The annual ShakeOut earthquake drill is right around the corner; October 17, 2019. The ShakeOut earthquake exercise is an opportunity for all LAUSD schools to practice their response to a large earthquake and evaluate their school site's emergency plan. The Radio Test will be conducted two days before the drill on October 15, 2019. Now is the time to get prepared!

Pre-Exercise Activities:

- ◆ Review the school's 2019-2020 Integrated Safe School Plan (ISSP) with key staff to become familiar with their responsibilities
- ◆ Distribute a memo to all staff with drill specifics and procedures
- ◆ Issue letters to inform parents about the ShakeOut drill
- ◆ Encourage staff and parents to download the LAUSD emergency plan app
- ◆ Update and review emergency procedures with students and staff
- ◆ Inspect and inventory emergency supplies and equipment
- ◆ Ensure that school radios are fully functional
- ◆ Remind staff that in a real emergency, employees may be designated as "Disaster Service Workers" and all employees should have a comprehensive home emergency preparedness plan
- ◆ Remind students to talk to their parents about their home emergency preparedness plan
- ◆ Incorporate additional employees who work with students into your drill plans
- ◆ Be sure to discuss the drill with representatives from all schools on campus including charter schools
- ◆ Provide earthquake information and resources to teachers and parents
- ◆ Practice submitting a School Emergency Status Report (SESR)

For more detailed information, please refer to [REF-5216.11](#). In next week's Brief, we will highlight ShakeOut Exercise standards.

School Fiscal Services Updates and Reminders

- **100% Carryover** for FY19-20 is reflected in your Current Modified Budget Carryover amounts from programs 10400 and 10405 are rolled into program 10552.
- For the 2019-20 school year, **Norm Day is Friday, September 20, 2019.**

Reminders:

- ◇ If the enrollment count captured for Norm Day is incorrect, schools may submit a corrected enrollment count for review and approval. The request must be submitted by **Friday, September 27, 2019**. For more details, refer to [REF-1819.17](#), Norm Day and Classification Reports-Instructions and Schedules of Electronic Capture.
- ◇ Schools may be one (1) teacher over on Week 4. However, schools must be on norm by Norm Day.
- ◇ Norm Day enrollment may be captured several times after September 20, resulting in multiple versions of the schools' Norm report (e.g., capture code N, N1, N2, or N3). Schools are reminded that retroactive changes may impact their final norm enrollment counts.
- **Imprest/Bank Reconciliation Due Date:**
(Must submit to Fiscal Specialist)
 - ◇ **August 16: For quarter ending in June 2019**
 - ◇ (If you have not submitted, please submit now.)
 - ◇ **October 16: For quarter ending in September 2019**
 - ◇ January 16: For quarter ending in December 2019
 - ◇ April 16: For quarter ending in March 2020
- **Coming Soon:** School Front End (SFE) hands on training in October.





Safe Passages

Safe Passages addresses safety concerns around the immediate perimeter of the school, specifically an hour before and after school. Safe passages also addresses school and community safety issues. 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 or concerns, please feel free to contact Ricardo L. Lopez at (213) 241-0163/ricardo.l.lopez@lausd.net or Jeremy McDavid at (213) 241-8699/jam5543@lausd.net. We highly encourage all principals to send a representative. You may send your community rep., coordinator, assistant principal or other school staff. We look forward to seeing you there on Thursday, September 19, 2019:

- * Newton 9:00 am-10:00 am Newton Police Station—Davis Community Room
- * Northeast 9:00 am-10:00 am – Northeast Police Station Community Room
- * Olympic 11:00 am – 12:00 pm Olympic Police Station—Community Room
- * Rampart 11:00 am – 12:00 pm at Esperanza Elementary

Integrated Safe School Plan

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>. As of September 10, 2019, 43 LD Central schools have logged in and have a working draft started. However, 106 LD Central schools have not even logged in yet. We encourage you to start your ISSP early, as effective safety planning takes time.



Please remember to schedule annual Emergency Drills with your Safety Committee.



Safe Routes to School

Safe Routes to School (SRTS) is your one-stop shop for safety education and school neighborhood street improvements to enhance the safety of our youth who walk, bicycle, scooter, and take transit to/from school.

Safety education matters for all who walk, bicycle and drive in our school neighborhoods! Please encourage teachers and parents to review the year-round SRTS Programs Poster and the features of the new SRTS website that include:

- Easy drop-down menus for SRTS education, encouragement and enforcement activities
- Streamlined Walk to School Day application and planning materials
- Interactive maps and searchable database for all SRTS Plans Street Safety projects

Here is the link to **New Safe Routes to School Website**: <https://ladotlivablestreets.org/programs/safe-routes-to-school>

All LAUSD Schools in the City of Los Angeles are receiving a **Welcome Back to School Packet** that includes:

- **SRTS Programs Poster**: Identify programs best suited for elementary, middle and high schools. Brighten up school hallways or classrooms with our bright and colorful reminder of why safety programs are important in keeping everyone safe!
- **Walk to School Day 2019 Flyer**: Register today for Walk to School Day 2019. Registrants receive Walk to School Day banners and reflective zipper-pulls for participating students.
- **SRTS Zipper-Pulls**: Hang reflective pulls on backpacks and handbags, reminding friends and family to travel safely in our city.

Important Dates

Student Recovery Day	9/18
Framework of Focus PD for Principals	9/18
Safe Passages	9/19
Norm Day	9/20
Operation School Bell on Wheels	9/20
Foundations Training (selected school)	9/25
Framework of Focus PD for Assistant	9/26
Unassigned Day	9/30

What's Due

Online Child Abuse Training	9/30
ECAR Information	10/1
Integrated Safe School Plan	10/1
Suicide Prevention Awareness Training	10/3



Article to Consider

Gen Z spends 75% of their free time online, so it's important to have robust social media platform to reach your new parents: <https://www.business.com/articles/gen-z-social-media-marketing/>

On-Line Child Abuse Training



The on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.

Suicide Prevention Awareness Training

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](#).



Safe Gun Storage

Please be reminded that on June 25, 2019, the L.A. Unified Board of Education adopted [Resolution 046-18/19](#), Protecting Our Children from Preventable Gun Violence. One of the resolves requires that a letter be sent home to parents and guardians, in English and Spanish, to inform them about laws pertaining to safe gun storage. Since the 2019-20 Student Parent Handbook was in print already when the resolution was adopted, we were not able to include this information

If you have not yet distributed the handbook, please insert a copy of the attached letter prior to sharing with families. If you have already distributed the handbook, please include a copy with your upcoming communication. The acknowledgment of receipt returned by parents should be kept on file in a central location for three years.

If you have any questions, please contact the Division of District Operations at (213) 241-5337.

Operation School Bell on Wheels

Reminder to Elementary and Primary Center Principals to sign up for our Operation School Bell on Wheels by September 18, 2019. The event will be at **Jones Elementary School** on September 20, 2019.

Should you have any questions, please contact Ricardo L. Lopez, LD Central Organization Facilitator at (213) 241-0137.

