

Friday's Brief



LOCAL DISTRICT CENTRAL

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Immunization Awareness Campaign: School Winners

Last year, the District promoted an Immunization Awareness Campaign. A financial incentive of \$500.00 was offered to the top schools in each Local District that had the highest number of 7th grade immunization compliant students. The top Local District Central school winners are:

Mt. Washington Elementary
Liechty Middle School
Virgil Middle School



Safe Routes to Schools Program Annual Walk to School Day October 2, 2019

What is Walk to School Day?

It is a way for parents, students, school personnel and other community members to accompany students as they walk to school and experience the route students take every day. It often generates wider teachings about the importance of physical activity, awareness of the benefits of walking, and early identification of safety concerns. Safe Routes to School Program goals include:

- Reduce traffic around schools and improve air quality
- Build stronger school and community partnerships
- Build awareness for safer ways to school
- Help students live healthy lifestyles
- Explore ways to solve safety concerns

Safe Routes to School is here to help schools organize Walk to School Day events:

- * [Register Here!](#) All registered schools will receive two Walk to School Day Banners and Reflective Zipper-pulls for students
- * [Citywide Walk to School Organizer Manual](#): step-by-step guide provides all you need to know when planning an event
- * [Walk to School Day website](#): has a library of support resources
- * [Phone Help Line](#): (323) 942-98773

To receive your participation gifts in time, please register a minimum of 1 week in-advance of your event. Registration will remain open through October 9th to support Walk to School events throughout the month!

Integrated Safe School Plan Clinic

All Principals, Assistant Principals, and ISSP Designees are invited to attend 2-hour clinic focused on the Integrated Safe School Plan. Participants will be provided with an opportunity to enter ISSP data, ask questions, and receive guidance in completing the ISSP. **The Integrated Safe School Plan is due Tuesday, October 1st!**



Collaboration: Creating an Attendance Team

Attendance is everybody's business and should be a focus at your school!

Reaching and maintaining the LAUSD attendance goals (7% Chronic Absenteeism and 72% attending 96% of the time) will take strategy, buy-in and follow up.

Assembling an attendance team helps to divide the work load and responsibility.

Increasing attendance and decreasing the chronic attendance rates at your school is possible, with help from a dedicated team focused on the attendance goals.



Attendance teams can review attendance data, implement incentive plans, and help raise awareness on campus. If you are the principal of a small school, you may want to consider aligning the attendance team with the School Climate and Culture Committee or other related group. Also, consider implementing a student led attendance club that reviews attendance and helps to come up with attendance challenges and incentives.



Attendance Matters Day



Attendance Matters Day kicked off at West Adams High School on September 18, 2019. It was a warm welcome from Principal Erica Nava, Superintendent Austin Beutner, and Mayor Eric Garcetti as 57 volunteers were placed into teams focused on phone calls, home visits, and community canvassing. The message was clear, Attendance Matters! Phone bank teams placed over 300 calls to families congratulating students on Excellent Attendance and reminding student with Chronic Absenteeism the importance of school. Community Canvassing visited 64 different business to gain support. Home visit teams focused on re-engagement of students that have not returned to school and students struggling with regular attendance, over 80 homes were visited. Read the [article](#) for more information.



9 Key Restorative Justice (RJ) Practices: Restorative Questions

Restorative Questions invite a discussion of what prompted the incident, and its effect on the community, rather than a focus on what happened and assigning blame.

1. What happened?
2. What were you thinking at the time of the incident?
3. What have you thought about since?
4. Who has been affected by what happened and how?
5. What about this has been the hardest for you?
6. What do you think needs to be done to make things as right as possible?

Restorative questions allow students time to reflect on their actions without worrying primarily about consequences. These questions encourage reflection and accountability, promoting the likelihood of better decisions in the future.

School Fiscal Services Updates and Reminders

- For the 2019-20 school year, **Norm Day is Friday, September 20, 2019.**
- **Reminder on the appeals to norm day count**
 - ◊ 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**. See Reference Guide [REF-1819.17](#), Norm Day and Classification Reports-Instructions and Schedules of Electronic Capture, for details.
 - ◊ The school may submit appeals via email to AttendanceEnrollmentSection@lausd.net with a copy to the LD Administrator of Operations. In the subject line, the school should enter "Request for Norm Day Correction" and include the following information in the email:
 - Student's name
 - Student's District ID
 - Grade Level
 - Details of the error or issue
 - Reason for appeal
 - Supporting documents
- School Front End (SFE) hands on training. See attached flyer.
Registration: http://bit.ly/FY20_SFE_Training
 - When:** Monday, October 7, 2019
Monday, October 21, 2019
 - Time:** Morning Session: 8:15 – 11:30 AM
Afternoon Session: 1:00 – 4:00 PM
 - Place:** Beaudry Building, 10th Floor, Room 10-102

Staff Relations Update

If you have any questions about the Collective Bargaining Agreement (CBA) between UTLA and LAUSD, please contact the Staff Relations Field Director assigned to your school. Your Staff Relations Field Directors are also available to train your school's administrative team on topics of your choice. Schedule one at your convenience.

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.



Dashboard Update

A reminder to schools that the More Than a Meal Dashboard is available for all CEP schools. It is continually updated and school can access their data at any time.

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



Parent and Family Center Improvement Program

The application due date has been extended until September 27, 2019. You may scan and email your completed application with attachments to risa.rose@lausd.net.

Eligibility Requirements:

- Classroom-sized room with exclusive use for parent and family activities
- Parent and family center staff
- Agree to provide parent education linked to student learning
- Not a previous recipient of the program

View and download the application and program overview at <http://achieve.lausd.net/families>



ITD School Project



Over the course of the next two years AT&T and AT&T representatives will be scheduling site visits at your location. The scope of the visit will include an assessment of the existing internet service provider (ISP) technology infrastructure at your site as well as various equipment and/or cabling installs leading to a subsequent upgrade of your ISP service. The project team overseeing the surveys and work being done at your site is composed of District and Contracted personnel including ITD and AT&T Project Managers and Network Engineers.

If you have any questions or concerns please feel free to e-mail Dan Castle at dan.castle@lausd.net or Tom Castillo at tom.castillo@lausd.net.

District-wide 2019 Earthquake Drill and Radio Test Part 2



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!

Last week we reviewed Pre-Exercise Activities. This week we will have a look at the Exercise Standards:

- A. The drill must be long enough to determine the effectiveness of the school's emergency plan. The following elements must be practiced to ensure that skills are mastered and everyone understands the procedures and protocols.
- B. In the event of inclement weather, the outdoor portions of the drill can be modified or rescheduled, but should not be cancelled. While the event may be rescheduled to accommodate individual school needs, the drill must take place during the week of the standard drill date. If you have a special circumstance, please contact your operations coordinator.
- C. Every effort should be made to make the drill as robust as possible. Refer to [REF-5216.11](#) for a full list of suggestions.

For more detailed information, please refer to [REF-5216.11](#). In next week's Brief, we will highlight ShakeOut Emergency Team Log Procedures and Evaluation Procedures.

Important Dates

Foundations Training (selected school)	9/25
Framework of Focus PD for Assistant Principals	9/26
Operation's Principal & Asst. Principal Make-up Meeting for selected administrators	9/26
Unassigned Day	9/30
Walk to School Day	10/2
Unassigned Day	10/9
After the Bell Training	10/10
District-Wide Radio Test	10/15
District-Wide Earthquake Drill	10/17
Framework of Focus PD for Assistant	10/23
SAA Meeting	10/24

Mandatory Workplace Harassment Training

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 District employees (both supervisors and non-supervisors) are required to take at least one (1) hour of interactive workplace harassment prevention training (Abbreviated Training). The Abbreviated Training is required even if the employee was already trained before January 1, 2019.

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](#).

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.

What's Due

Online Child Abuse Training	9/30
ECAR Information	10/1
Integrated Safe School Plan	10/1
Suicide Prevention Awareness Training	10/31

North	Central & East	West	South
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