

Friday's Brief



LOCAL DISTRICT CENTRAL

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September 27, 2019



On behalf of Local District Central, we want to thank our school leaders for all of their hard work. With ECAR, Child Abuse, and ISSP, all due around the same time, we understand that meeting these deadlines and operating a school can be a little hectic. We appreciate your dedication and efforts in providing our students the safest and positive school experience possible.

Suspensions, Opportunity Transfers, and Change of Placement

With only 6 weeks into the school year, LD Central has lost 17 instructional days to suspensions. Of those 17, only 5 days were due to Category 1 offenses. With the exception of extreme cases involving Category 1 offenses, schools must establish a system of progressive discipline to support our students in adherence to the School-Wide Positive Behavior Intervention and Support policy. When addressing student behavior at our schools, students need to be afforded due process. With this in mind, the District has provided policy guidelines, which must be followed prior to:

- ◆ Suspending student from school
- ◆ Transferring Students as Opportunity Transfers (O.T.'s)
- ◆ Revoking permits
- ◆ Changing student placements who are in the Special Education program.

All decisions involving O.T.s, Safety Permits, Suspensions, Expulsions, cancellations of permits, and change of placement for students with IEP's due to safety issues need to be made by the school principals in consultation with Local District Central Operations Unit and the respective District Division. Please remember to consult with your operations coordinator prior to issuing any student suspensions.

Correction to Norm Day Classification Report

After the September 20 capture, if a correction to the Norm Day Classification Report is necessary, the principal should send via e-mail a request to submit a corrected or revised norm enrollment. The request should be submitted by Friday, September 27, and should include the student's name, grade level, ID number, and details of the error. E-mail the request to AttendanceEnrollmentSection@lausd.net with a copy to the LD Administrator of Operations. In the Subject line, enter "Request for Norm Day Correction." Please refer to [REF-1819.17](#) for details.



The request will be reviewed, and supporting documents may be requested from school staff, if necessary. Subsequently, the request will be sent to the Director of Budget Services & Financial Planning for consideration. If approved, the corrected data will be used as the basis for teacher allocation. The Principal and the LD Administrator of Operations will be informed of the status of the request.

Student Attendance Procedures During Student Walkouts

Friday, September 20th was Global Climate Change Awareness Day. Absences under these circumstances pose student safety concerns, as well as result in the loss of valuable instruction time and Average Daily Attendance.

Please reference the following attached documents:

- [REF- 6554.4](#) *2019-2020 Opening Day Procedures: Supplemental Guide and Updates*
 - ◇ *Attendance Accounting Procedures (page 35)*
- [Inter-office memos regarding walk-outs and frequently asked questions.](#)

For additional questions or further information please contact Local District Central Pupil Services at 213-241-0101.



Promoting Attendance Before and After Holidays

Before and after holiday breaks, there may be a drop-in student and staff attendance.

In order to reduce the number of absences during this time, it is crucial to **communicate** attendance expectations. Remind staff and families of the importance of being at school each and every day.

A few ways to promote attendance before and after holiday or unassigned day are:

Upcoming Unassigned Days off (September 30 & October 9)

- * Coordinate fun and engaging activities on the days of expected high absences.
- * Send letters home to inform families that family trips and traveling cannot be excused and will show as “unexcused” on student’s attendance records.
- * Remind families the date students are expected to return from a school holiday.
- * Promote an attendance incentive/reward for all students who are present every day for a set period of time (e.g., the days or weeks leading up to the Winter break or Spring Break)
 - These incentives can be for individual perfect attendance (individual incentive examples: pencils, stickers, coupons, gift certificate, free dress pass, homework pass, entered into a raffle) or class perfect attendance (group incentive examples: individual incentives for each class member, class party, dance party, extended recess or lunch)
- * Create and promote an attendance campaign for the month (e.g., create a bulletin board that states “Fall into Excellent Attendance” and post pictures/names of students with excellent or proficient attendance).





25th Day of School Celebrations

RFK Attendance Squad came out to welcome students on the 25th day of school. Students received a warm welcome with a treat for making it to school on time. The RFK Ambassador School of Global Leadership rewarded students with perfect attendance.



Students taking the pledge that ATTENDANCE MATTERS at Newmark High School.



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.

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:

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

9 Key Restorative Justice (RJ) Practices

Restorative Language refers to words and expressions that are positive, non-judgmental, respectful and clear. Using Restorative Language helps when people are having difficult conversations, and when people have different points of view. Restorative Language promotes speaking and listening skills and encourages open dialogue. The language is non-judgmental, respectful, specific, and clear. Examples of Restorative Language may be as simple as



- Greeting students at the door by name each morning (ex. “I appreciate you coming to school each morning.”)
- Not blaming the individual, but instead, expressing dislike of the behavior when acknowledging a wrongdoing (ex. “I don’t like being around you because you hurt my feelings with the things you say.”).

School Fiscal Services Updates and Reminders

- [School Front End \(SFE\) Hands on Training](#) date changed.
Registration: http://bit.ly/FY20_SFE_Training
When: Monday, October 7, 2019
Thursday, October 17, 2019
Time: Morning Session: 8:15 – 11:30 AM
Afternoon Session: 1:00 – 4:00 PM
Place: Beaudry Building 10th Floor Room 10-102

- FY2019-2020 Low-Performing Student Block Grant (LPSBG)

Attached are documents that will help you complete your plan and access the funding:

1. [Attachment D](#) is the School-level plan
2. [Attachment E](#) are Guiding Questions that will be used to approve your plan. Please be sure that the plan meets these criteria before submission
3. [Attachment F](#) is a Estimated Rate Sheet for 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



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

Parent and Community Engagement Updates



A HUGE thanks to all schools that have completed the formation of School Site Council-Officer Elections and ELAC. Uploads are due on the Principals' Portal on Friday, Sept. 27, 2019. Please contact Theresa Arreguin if you need support at iarregui@lausd.net

The Title 1 Study Group will be commencing on Tuesday, Oct. 8th starting at 9:00 am at Lanterman HS. Sessions are designed to help families learn about the Parent and Family Engagement Strategies outlined in the District's TI PFEP Policy. Ensure that your school's voice is represented. Only a few schools have signed up. Encourage your parent leaders to attend. Please sign up 2 parent representatives on bit.ly/TITLE1StudyGroup.



October 11-Message from Supt. Martinez

Please mark October 11th on your calendars for LDC's Welcoming Environment Symposium. You will be expected you to bring the SAA and a parent or School Community Representative. Time of morning or afternoon session will be sent soon, contingent on your network.

District-wide 2019 Earthquake Drill and Radio Test Part 3

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 focus on Emergency Team Log Procedures, Evaluation Procedures, and Radio Test:



Emergency Team Log Procedures: Perhaps the most forgotten ShakeOut Drill Procedure is the completion of the Emergency Response Team Log forms. These forms are used to document events for evaluation. In a real emergency, these forms would be used to document costs the District may claim for reimbursement from State and /or Federal agencies. If you have never used the forms before, be sure to practice this year!

Evaluation Procedures: Often school site personnel neglect to debrief the ShakeOut Drill once completed. The best way to improve our school's emergency response is to talk about what went well and what could be improved. Use the Emergency Drill Evaluation Worksheet to guide your discussion. Be sure to take minutes and share them with the Safety Committee next year when preparing for the ShakeOut Drill. Use the completed Evaluation Worksheet to log on to <http://emergencydrills.lausd.net> and enter the information from the worksheet to officially log completion of the ShakeOut Drill. A completion certificate will be automatically generated and emailed. Print out the certificate and keep it in your school's drill log for proof of drill compliance during an inspection. Keep the evaluation worksheet too to use when planning next year's drill.

Radio Test: The fall radio communications test is scheduled for Tuesday, October 15, 2019 at 10:00 am. Schools are expected to conduct a test of all back-up school communication systems such as:

- Internal campus radios
- Cell phone contact list for staff
- E-mail distribution list for staff

After concluding the test be sure to log the drill at <http://emergencydrills.lausd.net>

Reminders

Important Dates

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