Grant High School
Pupil-Free Day Agenda

Monday, August 14, 2017

8:00 – 11:00am (Grant Hall)

✓ Welcome and Introduction of New Staff Members
✓ Focus for 2016-2017
  ◦ Attendance
  ◦ SBAC Scores
  ◦ ELA Textbook Adoption
  ◦ Inclusion
  ◦ New Magnet
  ◦ Restorative Justice
  ◦ High Quality Instruction
  ◦ LAUSD Teaching and Learning Framework, Focus Elements
  ◦ Data
    ▪ Attendance Data
    ▪ AP Scores Data
    ▪ SBAC
    ▪ Graduation Rate
    ▪ Pass/Fail Rate, Summer School and Summer Graduation, Credit Recovery
    ▪ FAFSA
  ◦ Administrative Roles and Responsibilities
✓ Opening Procedures
✓ Textbook Distribution
✓ Attendance and MISIS
  ◦ Attendance Submission
  ◦ Expectations for Teachers
  ◦ New Procedures for Attendance
  ◦ Parent Communication Logs
✓ Course syllabi—due to Ms. McMurrin by Friday, August 18th
✓ Professional Development Calendar, 2017-2018
  ◦ PD Calendar
  ◦ SLC Assignments
✓ Website, Grant HS App, Schoology, PASSport
✓ School Policies
  ◦ Field Trips
    ▪ All paperwork completed & submitted minimum 30 days in advance
    ▪ Non-routine: All paperwork completed & submitted minimum of 45 days in advance
  ◦ Instructional Expectations & Classroom Visitations/Observations
  ◦ Movies: submit approval forms and relevant lesson plans for approval prior to showing the audiovisual material
  ◦ Parent Communication—Connect Ed, Schoology, PASSport, Parent Communication Logs, etc.
  ◦ Certification of absence forms (BUL—6307.2)
  ◦ Signing in and out every day
  ◦ Staff Attendance
  ◦ Absence Reporting Procedures
  ◦ Absences preceding/following holidays
  ◦ Substitute lesson plans/folders
  ◦ Administrator pre-authorization required for extra hours and/or
reimbursement for school expenses
✓ Student Organizations and Fundraising Guidelines
✓ Special Education
  o IEPs Accommodations and MISIS
✓ Addressing Student Discipline/Referrals/Schoolwide Positive Behavior Support
✓ Room needs, modernization project, physical plant update, technology
✓ District Mandates
  o Code of Conduct with Students: BUL—51567.0
  o Sexual Harassment Policy: BUL—1893.1 and BUL—3349.0
  o Complaint Managers for Grant HS
  o Child Abuse Reporting: BUL—1347.2 (certificates due by 9/30)
  o Discipline Foundation Policy
  o Bullying and Hazing Policy: BUL—5212.1
  o Ethics Policy: BUL—4748.0
  o Illness and Injury Prevention Program
  o Uniform Complaint Procedures: BUL—5159.5
  o Internet Safety for Students; Social Media Policy; Acceptable Use Policy
  o Random Metal Detector Searches: BUL—5424.2
  o Safe School Plan, Volumes 1, 2, and 3
  o Williams/Valenzuela Complaint Procedures: BUL—4759.0
  o Internet Safety/Social Media Policy for Employees: BUL—999.11 and 5688.1
  o Abolition of Corporal Punishment: BUL—5747.0
  o Family Medical Leave Act (fmla.lausd.net)
  o Reasonable Accommodations: BUL—4569.1
  o Suicide Prevention: Threat and Crisis Intervention: BUL—2637.0
  o Employee Attendance: Board of Education Report 393-0304
  o Special Education
  o 504 Plan
  o Student Body Policies: LAUSD Publication 465
  o Student Employee Safety: BUL—2368.1
  o Hate Motivated Incidents: BUL—2047.0
  o Nondiscrimination Statement: MEM—4695.3
  o Respectful Treatment of All Persons: BUL—5798.0
✓ UTLA Update
11:00am – 12:00pm
✓ Department Meetings
✓ Counselors (APSCS Office)

12:00pm – 1:00pm
✓ Lunch (on your own)

1:00 – 3:15pm
✓ Classroom preparation
✓ Special Education Assistants (Room 201)

1:00 – 2:00pm
✓ New Teacher Meeting (Room 224)

2:00 – 3:00pm
✓ First day of School Procedures for all out of classroom personnel and RSP teachers (Grant Hall)
Handouts:

- Teaching and Learning Framework Focus Elements
- District mandated policy documents
- Administrative Roles and Responsibilities
- Professional Development Calendar, 2017-2018
- Grant High School Calendar—Important Dates
- Opening Bulletin
- Counselor Assignments
- Grant HS Movie Approval Form