



GRANT HIGH SCHOOL PUPIL-FREE DAY AGENDA

Monday, August 14, 2017

8:00 – 11:00am (Grant Hall)

- ✓ Welcome and Introduction of New Staff Members Vicky Damonte
- ✓ Focus for 2016-2017 Vicky Damonte
 - Attendance
 - SBAC Scores
 - ELA Textbook Adoption
 - Inclusion
 - New Magnet
 - Restorative Justice
 - High Quality Instruction
 - LAUSD Teaching and Learning Framework, Focus Elements
 - Data Rebecca McMurrin
 - 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 Adriana Maldonado
- ✓ Textbook Distribution
- ✓ Attendance and MISIS Rebecca McMurrin
 - Attendance Submission
 - Expectations for Teachers
 - New Procedures for Attendance
 - Parent Communication Logs
- ✓ Course syllabi—due to Ms. McMurrin by Friday, August 18th Rebecca McMurrin
- ✓ Professional Development Calendar, 2017-2018 Rebecca McMurrin
 - PD Calendar
 - SLC Assignments
- ✓ Website, Grant HS App, Schoology, PASSport Rebecca McMurrin
- ✓ School Policies Rebecca McMurrin
 - 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 Norik Simonian
- ✓ Special Education
 - IEPs Accommodations and MISIS
- ✓ Addressing Student Discipline/Referrals/Schoolwide Positive Behavior Support Norik Simonian
- ✓ Room needs, modernization project, physical plant update, technology Norik Simonian
- ✓ District Mandates Norik Simonian
 - Code of Conduct with Students: BUL—51567.0
 - Sexual Harassment Policy: BUL—1893.1 and BUL—3349.0
 - Complaint Managers for Grant HS
 - Child Abuse Reporting: BUL—1347.2 (certificates due by 9/30)
 - Discipline Foundation Policy
 - Bullying and Hazing Policy: BUL—5212.1
 - Ethics Policy: BUL—4748.0
 - Illness and Injury Prevention Program
 - Uniform Complaint Procedures: BUL—5159.5
 - Internet Safety for Students; Social Media Policy; Acceptable Use Policy
 - Random Metal Detector Searches: BUL—5424.2
 - Safe School Plan, Volumes 1, 2, and 3
 - Williams/Valenzuela Complaint Procedures: BUL—4759.0
 - Internet Safety/Social Media Policy for Employees: BUL—999.11 and 5688.1
 - Abolition of Corporal Punishment: BUL—5747.0
 - Family Medical Leave Act (fmla.lausd.net)
 - Reasonable Accommodations: BUL—4569.1
 - Suicide Prevention: Threat and Crisis Intervention: BUL—2637.0
 - Employee Attendance: Board of Education Report 393-0304
 - Special Education
 - 504 Plan
 - Student Body Policies: LAUSD Publication 465
 - Student Employee Safety: BUL—2368.1
 - Hate Motivated Incidents: BUL—2047.0
 - Nondiscrimination Statement: MEM—4695.3
 - Respectful Treatment of All Persons: BUL—5798.0
- ✓ UTLA Update Alaina Kommer
- 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) Maria Ortiz
- 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