



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Back-to-School and Open House Activities
for 2021-2022

NUMBER: MEM-5787.9

ISSUER: Alison Yoshimoto-Towery
Chief Academic Officer
Division of Instruction

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Director, Instructional Operations
Division of Instruction

DATE: May 24, 2021

PURPOSE: The purpose of this memorandum is to provide guidelines for the scheduling of Back-to-School and Open House activities.

In accordance with District policy, the Local School Leadership Council (LSLC) schedules the dates and times for appropriate Back-to-School and Open House activities. To maximize attendance, school administrators shall collaborate with other administrators within the same feeder pattern to schedule activities to accommodate parents and guardians that have children in multiple schools. Scheduling dates outside of the windows indicated in this memorandum require notification to the Local District Principal Supervisor. School and Local District office staff should work together to ensure that information regarding Back-to-School and Open House activities and schedules are readily available to parents/guardians.

MAJOR CHANGES: This memorandum replaces MEM-5787.8 of the same subject issued on March 2, 2020. The dates are updated to reflect the 2021-2022 school year. Back-to-School and Open House dates will now be submitted and approved through the Online Bell Schedule system available through the Principals' Portal at principalportal.lausd.net.

INSTRUCTIONS: I. BACK-TO-SCHOOL ACTIVITIES

To provide schools flexibility in scheduling Back-to-School activities, schools may schedule the fall Back-to-School event within the following window: August 30 through September 17, 2021.

II. OPEN HOUSE ACTIVITIES

Schools may schedule the spring Open House event within the following window: March 14, 2022 through May 27, 2022.

ROUTING

Local District Superintendents
Administrators of Instruction
Administrators of Operations
Community of School
Administrators
Operations Coordinators
School Site Administrators
UTLA Chapter Chairs
School Administrative Assistants



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III. SCHEDULING CONSIDERATIONS

- A. School administrators should work to avoid Back-to-School/Open House scheduling conflicts that would prevent parents with children in more than one school level (e.g., elementary, middle, high school) from participating in Back-to-School/Open House activities at each school. School principals within a feeder pattern shall collaborate to schedule Back-to-School/Open House activities.
- B. Senior High Schools and Options Schools in the same Local District should work together in scheduling their Back-to-School/Open House activities to avoid scheduling conflicts.
- C. The school principal must submit Back-to-School and Open House dates on the Online Bell Schedule system. If a school wishes to schedule the Back-to-School or Open House event outside of the window listed in this memorandum, the school principal must inform the school's Principal Supervisor through the same link on the Bell Schedule portal.
- D. If Back-to-School and Open House activities are scheduled on the same day as a banked-time Professional Development day, professional development must still be held. The Local School Leadership Council should take this into consideration prior to scheduling. Any school wishing to move a banked-time Tuesday must inform the school's Principal Supervisor and must work with L.A. Unified School Transportation and other impacted services (e.g., food services, crossing guard services, after-school care services) to accommodate changes in the schedule, as well as reflect the change in the Online Bell Schedule system. Schedule changes impacting banked-time Tuesdays must remain cost neutral to the District. For more information, see MEM-6015.9, *School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2021-2022)* and MEM-5788.12, *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2021-2022)*.

IV. INSTRUCTIONAL FOCUS

A. Back-to-School Night

The Back-to-School Night event is an important opportunity for teachers to:

1. Share the California Content Standards (CCS) expectations for the specific grade level. Grade-level brochures specifically for parents can be found on the CCS website at <http://bit.ly/CCSSParent>. These brochures can be purchased from reproduction services using the order form found at <http://ccsspublications.com/>.



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2. Inform parents of their ability to open an account in the L.A. Unified Parent Portal and access online learning opportunities for students at home at PathBlazer for Kindergarten through 6th grade and MyPath for 6th through 12th grade.
3. Share information on A-G, graduation requirements, and the importance of learning keyboarding.
4. Display grade level curriculum including sexual education instructional materials used in Grade 5, 7, and 9.
5. Teachers of English Learners should also share the ELA/ELD standards with parents and explain the reclassification criteria including implications of the English Language Proficiency Assessment of California (ELPAC) that is online this year.

B. Open House

For Open House, teachers should display student work which demonstrates the students' learning of the California Content Standards and California English Language Development Standards throughout the school year.

RELATED RESOURCES:

MEM-6015.9, *School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2021-2022)*.

MEM-5788.12, *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2021-2022)*.

REF-068500.2, *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2021-2022*.

ASSISTANCE:

For assistance, please contact your Community of School Administrator, or Caroline Walden, Coordinator, Division of Instruction, at (213) 241-6444 or caroline.walden@lausd.net.