



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Back-to-School and Open House Activities for 2019-2020

**NUMBER:** MEM-5787.7

**ISSUER:** Frances Gipson, Ph.D., Chief Academic Officer  
Division of Instruction

**DATE:** March 29, 2019

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

**ROUTING**  
Local District Superintendents  
Administrators of Instruction  
Administrators of Operations  
Directors  
Operations Coordinators  
School Site Administrators  
UTLA Chapter Chairs  
School Administrative Assistants

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 director. 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-5787.6 of the same subject issued on April 23, 2018. The dates have been updated to reflect the 2019-2020 school year.

**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: September 3 through September 13, 2019.

**II. OPEN HOUSE ACTIVITIES**

Schools may schedule the spring Open House event within the following window: March 9, 2020 through March 27, 2020.

**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.



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- B. Senior High Schools and Options Schools in the same Local District should work together in scheduling their Back-to-School/Open House activities in order to avoid scheduling conflicts.
- C. The school principal must request approval of Back-to-School and Open House dates from the school's Local District director using Attachment A.
- D. 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 director using Attachment A.
- E. 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. 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 director and must work with LAUSD School Transportation and other impacted services (e.g., food services, crossing guard services, after-school care services) to accommodate changes in the schedule. Schedule changes impacting banked-time Tuesdays must remain cost neutral to the District. For more information, see MEM-6015.7, *School-Site Professional Development Priorities-Banked Time Days for Elementary Schools (2019-2020)*, dated March 19, 2019. and MEM-5788.9, *School-Site Professional Development Priorities-Banked Time Days for Middle and High Schools (2019-2020)*, dated March 19, 2019.

#### 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 expectations for the specific grade level during Back-to-School night. 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/>.
  - 2. Inform parents of their ability to open an account in the LAUSD Parent Portal.
  - 3. Share information on A-G and graduation requirements.
  - 4. Teachers of English Learners should also share the ELA/ELD standards with parents and explain the reclassification criteria including implications to ELPAC.



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5. Parent toolkits for the above topics are provided in the School Toolkits at <http://achieve.lausd.net/Page/9653>. Single Sign-On Required.

B. Open House

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

**RELATED  
RESOURCES:**

Schools requiring police services for these events should refer to the *School Police Services at Special Events* memorandum that is updated in July of each school year.

MEM-6015.7, *School-Site Professional Development Priorities-Banked Time Days for Elementary Schools (2019-2020)*, dated March 19, 2019.

MEM-5788.9, *School-Site Professional Development Priorities-Banked Time Days for Middle and High Schools (2019-2020)*, dated March 19, 2019.

**ASSISTANCE:**

For assistance, please contact the school director, or Caroline Walden, Coordinator, P-12 Instruction, at (213) 241-6444 or [caroline.walden@lausd.net](mailto:caroline.walden@lausd.net)

