



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Back-to-School Activities and Public Schools' Month

NUMBER: MEM-2555.1

ISSUER: Maria E. Wale, Assistant Superintendent Instructional Support Services

DATE: June 23, 2006

PURPOSE: This memorandum provides guidelines for all schools regarding the scheduling of Back-to-School and Public Schools' Month activities.

ROUTING

Local District Superintendents
Local District Administrators, Instruction
Local District Directors, School Services Administrators
Principals
UTLA Chapter Chairs
School Administrative Assistants

Local School Leadership Councils schedule the dates and times for appropriate Back-to-School and Open House activities. Local Districts should work with schools and schedule these activities to accommodate parents and community members in order to maximize attendance. Local districts should post these scheduled dates on their website. This will give parents and community a central place to quickly find open house information on the web.

If a secondary school and an adult school share the same campus, the principals of the two schools should jointly plan for Back-to-School and Open House activities.

The schedules indicated in this memorandum should be followed to accommodate the parents and guardians of children attending different school levels.

INSTRUCTIONS: BACK-TO-SCHOOL SCHEDULE

A. Single Track Calendar Schools

Back-to-School activities should be scheduled between September 18 and October 27, 2006. The following schedule should be observed:

- Elementary Schools/
Children's Centers.....Tuesday (Sept. 19, Sept. 26, Oct. 10, or 17)
- Middle Schools..... Thursday (Sept. 21, Sept. 28, Oct. 19, or 26)
- Senior High Schools/
Options High Schools..... Thursday (Oct. 5) or Tuesday, (Oct. 17)



B. Multitrack Schools

Multitrack year-round schools should schedule Back-to-School activities between July 5 and October 20, 2005, on the days listed below:

- Elementary Schools/Children’s Centers.....Tuesday
- Middle Schools..... Thursday
- Senior High Schools/Options High Schools Thursday

Middle schools and senior high schools in the same Local District should work together in scheduling their Back-to-School activities.

PUBLIC SCHOOLS’ MONTH - APRIL

Open House activities should be scheduled as follows:

A. Single Track Calendar Schools

Activities should be scheduled between March 26 and April 27, 2007, according to the following schedule:

- Elementary Schools/
Children’s Centers.....Tuesday (April 10, April 17, or 24)
- Middle Schools..... Tuesday (March 27) or Thursday (April 12)
- Senior High Schools/
Options High Schools..... Thursday (March 29, April 19, or 26)

B. Multitrack Schools

Multitrack Year-round Schools should schedule Open House activities between January 29 and May 11, 2007, on the days listed below:

- Elementary Schools/Children’s Centers.....Tuesday
- Middle Schools..... Thursday
- Senior High Schools/Options High Schools Thursday

Open House activities should be scheduled as close as possible to Public Schools’ Month in April. Senior High Schools and Options Schools in the same Local District should work together in scheduling their Open House activities.

RELATED RESOURCES:

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

ASSISTANCE:

For assistance, please call your Local District Director, School Services.