



LOCAL DISTRICT CENTRAL

Miguel Saenz

Administrator Supporting Operations

Important Dates

Operations	11/4
After the Bell	11/12
Thanksgiving Break	11/23- 11/27



School Front End Training

When: October 27, 2020

Time: 8:30—11:30 am
12:30—3:30 pm

Integrated Safe School Plan

Due date has been extended
to November 2, 2020.

Friday Operation's Brief

Volume 8, Issue 12

October 23, 2020

Suicide Prevention Training



In March 2020, all District employees were enrolled in a mandatory MyPLN course titled Suicide Prevention and Awareness Training and received an email from MyPLN regarding the auto-enrollment. This online course includes an overview of warning signs and risk factors for suicide and self-injury, as well as information and resources for how to support students in crisis. The deadline to complete and pass the assessment for this course is **October 31, 2020**. Should you have employees that have not had the opportunity to complete this training, please ensure to provide time during school hours for them to complete.

Information regarding the mandated course can also be found in [MEM-6910.4](#) Suicide Prevention and Awareness Training.

Symptomatic and Suspected Exposure Testing:

LAUSD Covid-19 Testing Program now offers testing to Staff and Students who are feeling symptomatic or believe that they may have been exposed to a person with Covid-19. When scheduling your appointment at <http://achieve.lausd.net/covidtestingappt>, you will need to answer "yes" to exposure or having symptoms. This will prompt the user to make an appointment at a site that has the capacity to test Symptomatic and Suspected Exposure cases.



Student Testing

Please continue to encourage families to have students tested for Covid-19. Please refer to the [Principal's Student Testing Campaign Packet](#) for resources and templates to promote testing. Parents are to use the same portal to make their child's appointment.

Important Update Regarding Census 2020 Funds

School site funds that were not spent by the school site by October 17, 2020 will be collected centrally and returned to LACOE/State of California. We are waiting to receive guidance from the state and LACOE with how they wish for us to return unused funds. Please reconcile purchases for these funds ASAP.



The deadline for submission of Household Income Forms is this week--Thursday, October 29. To see funds for your new enrollees reflected in your TSP budget next year, forms must be submitted by this week's deadline. Remember to check the More Than A Meal dashboard daily since new students are still being added. Local District Central has 4,632 new enrollees this year and we still need to collect 95 outstanding forms. We can do it!!

Any forms collected should **not** be placed in school mail. To arrange for pick-up of forms, contact your assigned MTAM liaison either John Gamboa at john.gamboa@lausd.net or Maria Martinez at m.s.martinez@lausd.net

Attendance Achievement by Instructional Day 25-Day Milestones

The 50th day of school is quickly approaching and will be celebrated on October 29th! School Leaders are encouraged to share the **Digital Attendance Achievement by Instructional Day Calendar** with all stakeholders. These tools help reinforce attendance expectations and promote a culture of positive school attendance.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 • Fall 2020 Kick-off • Parent/Teacher Conferences • 9th & 10th students • Update Attendance/Engagement • Connect to Message Center • Connect to Engagement	College Awareness Month	1	2	3	4	5
Week 2 • Check in with non-engaged students • Connect to Engagement	5	6	7	8	9	10
Week 3 • Focus on non-engaged students with 10th & 11th engagement • Monitor classroom engagement challenges	12	13	14	15	16	17
Week 4 • Connect to Engagement • 10th Day of School (if possible) • Start 2nd Engagement	19	20	21	22	23	24
Week 5 • 10th Day of School • Virtual Recognition • Connect to Engagement • Daylight Saving	26	27	28	29	30	31



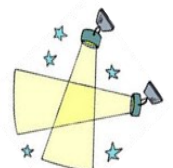
- * Prep for 50th Day of School
- * Send Digital Certificates to students achieving excellent attendance and engagement
- * Organize a Movie Event (virtual)
- * Conduct class zoom presentations,
- * Send parent newsletter/post on website/email
- * Conduct absence prevention activity for Halloween
- * Review engagement expectations
- * Review cases with Attendance Team

For more helpful tools and resources, visit the links below.

- * [Digital Attendance Achievement by Instructional Day](#)
- * [50th Day Certificate](#)
- * [Flyer-50th Day Art Challenge](#)

- * [Sample Planning Calendar](#)
- * [Flyer-50s Rock and Roll Party \(virtual\)](#)
- * [Promoting Engagement by Month \(Aug-Dec\)](#)

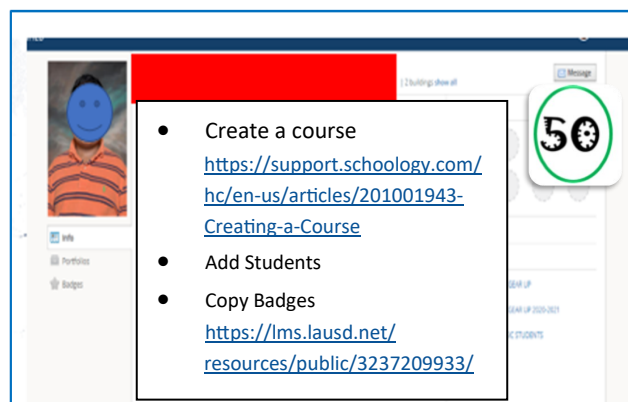
SPOTLIGHT ON OUR SCHOOLS



In an effort to increase student's motivation and promote a culture of positive school engagement, Toni Banuelos, PSA Counselor, at Obama Global Prep, Adams MS, RFK Arts/Hum, and Poindexter-La Motte ES, is utilizing Schoology Badges for each milestone day. Below is the 25th day badge awarded to a student with a 96% or better attendance rate. Students can collect up to 8 badges and can be viewed on their profile page. The best part is, these badges can be customized and included in attendance challenges. It is not too late to get started! Click the links below to get step by step instructions on creating your customized Schoology Badges.

CREATING SCHOOLOGY BADGES

For more information on how to customize badges see [Creating Schoology Badges Guide](#).



- Create a course
<https://support.schoology.com/hc/en-us/articles/201001943-Creating-a-Course>
- Add Students
- Copy Badges
<https://lms.lausd.net/resources/public/3237209933/>

School Mental Health Updates



As we all continue to manage the daily stressors of the pandemic, community unrest, and working remotely, and in recognition of October as National Depression and Mental Health Screening Month it is important to remind you of the newest LAUSD mental health resources specifically for staff. The LAUSD Employee Assistance Program is back!!! You can access the Anthem Employee Assistance Program (EAP) by calling 800.999.7222 or visit www.AnthemEAP.com and enter the code: LAUSD.

Which employees have access to EAP services?

This short-term support is available to all employees and family members, including part-time employees who are not eligible for District-paid benefits. Retirees are not eligible for EAP, as they are no longer employees.

What does the Anthem EAP offer?

- Three counseling visits per issue (via LiveHealth online)
- 24/7 telephone consultation and referral services
- Financial consultation with a certified consumer credit counselor
- Free 30 minutes telephone legal consultation, legal referrals, and 25% discounted legal fees after free consultation
- Unlimited child and elder care referrals; web-based self-search
- Identity theft recovery and credit monitoring services
- Online articles, FAQs, seminars, agencies, and other resources

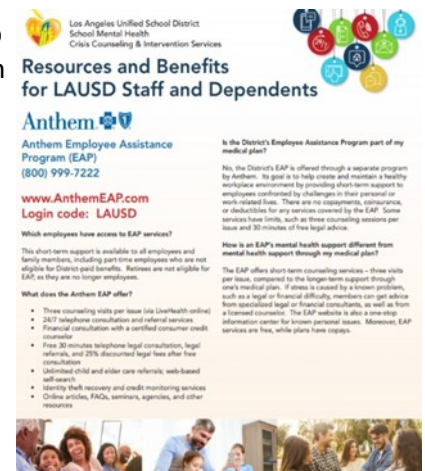


Is the District's Employee Assistance Program part of my medical plan?

No, the District's EAP is offered through a separate program by Anthem. Its goal is to help create and maintain a healthy workplace environment by providing short-term support to employees confronted by challenges in their personal or work-related lives. There are no copayments, coinsurance, or deductibles for any services covered by the EAP. Some services have limits, such as three counseling sessions per issue and 30 minutes of free legal advice.

How is an EAP's mental health support different from mental health support through my medical plan?

The EAP offers short-term counseling services—three visits per issue, compared to the longer-term support through one's medical plan. If stress is caused by a known problem, such as a legal or financial difficulty, members can get advice from specialized legal or financial consultants, as well as from a licensed counselor. The EAP website is also a one-stop information center for known personal issues. Moreover, EAP services are free, while plans have copays. Please click on the flyer to have an electronic copy to share with your staff. Additionally, the flyer also includes information on behavioral/health services available with our LAUSD medical plan. Please reach out to me at myrna.reynosotores@lausd.net if you want to consult about mental health support for students, staff or parents.



Parent Unit Updates

Parent Center Staff Important Informational Presentation & Training on COVID 19 Testing Program: MONDAY, October 26, 2020 from 9:00-10:00 am

This is an employee training for Parent and Family Center Staff. This presentation/training has been confirmed for Monday, October 26, 2020. Thank you for your consideration to this additional meeting.

Fall 2020 School Experience Survey Window

The School Experience Survey administration window this year will be Monday, October 26th through Friday, December 11th, 2020.

To protect the health and safety of everyone in the LAUSD school community, all parents are highly encouraged to complete their survey online. Parents can access the ONLINE Parent Survey by:

Going to <http://lausd.net/schoolexperiencesurvey>. Clicking on the appropriate Parent Survey button

Choosing their child's school from a drop-down menu to begin the survey. NOTE: Parents can do 1 survey for each of the schools that they have a child attending (one per school).

Note: No login required to access the online Parent survey. You will not be able to see who has completed the online surveys.

Only a limited number of paper surveys will be shipped to schools. Paper surveys will be reserved for those households with limited or no internet connectivity. Parents who need a paper copy of the survey should contact their child's school. Those parents who receive a paper survey will mail it back directly to our vendor rather than return it to the school. Postage-paid envelopes will be provided with each paper survey.

Last Chance: Office Hours 7:00 am-8:00 am with Ms. Frances Baez, Interim Superintendent LD Central

Feel free to join on Zoom on Thursdays in the month of October at <https://lausd.zoom.us/j/8834913123>

Parents and staff are also invited to attend Office Hours. Hear directly from Ms. Baez and be able to get to know her, converse, ask questions, and provide some feedback.

School Site Council Training: Saturday, October 31st, 2020 8:30-11:30 am

SSC Certificated and Classified staff members will be compensated for their attendance at their training rate. Administrators must submit their Extra Duty Pay forms to their COS Administrator for initial approval, then processed for final approval of LD Supt. Once forms are signed, please submit to Vilma Monzón at vlm3436@lausd.net. Administrators, please ensure this is processed and approved before the day of the event. For time reporting purposes, school staff please register at: <https://bit.ly/3jZKz91>.

Parents, students, and community members that comprise your SSC Membership can register at the following link: <https://bit.ly/SSC2020Parents>

School staff please note: When attending the plenary and workshop sessions the day of the training, you will need to join using your lausd.zoom.us account; we will use the Zoom usage reports to verify your attendance. If you need support or have questions about these directions, please email Vilma Monzón at vlm3436@lausd.net. The itinerary for the Training is as follows: 8:30 am- 9:00 am- Plenary Session – Format: Zoom Webinar 9:00 am-9:10 am-Transition 9:10 am-10:15 am- Session 1: 6 different workshops- Format: Zoom Conference 10:15 am-10:30 am- Break and Transition 10:30 am- 11:30 am- Session 2: 7 different workshops- Format: Zoom Conference

WEEK OF OCTOBER 19th, 2020: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: "Dyslexia Awareness: Structured Literacy" Wed. October 28, and "Centering Ourselves for Health and Wellness" on Friday, October 30 both sessions will be conducted from 3:00-4:00 pm. The Tech Talks & More Schedule will be posted on the LDC webpage & Schoology. Please have your parents join us, we are glad to support!

<https://lau--sd.zoom.us/j/95673676024> Zoom ID: 956 7367 6024.

Parent Unit Updates (con't)

LD Central's Unified Enrollment Virtual Fair THIS WEEK! October 29th, 2020 4:30-6:30

On time application window starts October 1 thru November 13th. Magnet, Schools for Advanced Studies, Dual Language, Affiliated Charter and Admission Criteria Schools will be showcasing their schools. Thank you to schools that will be participating in the Virtual Fair:

Click on UE image for participating schools' descriptors:



Town Halls:

Jefferson/South Central: October 27, 2020. Time: 5:00-6:00pm Zoom Webinar ID: 953 2650 6201

How to Foster SEL Using Practical Strategies

Social-emotional learning empowers students to navigate and overcome barriers that impede academic and personal growth. It is important to equip students with tools that encourage a growth mindset, as well as, increase students' social-awareness, self-efficacy and self-management skills.

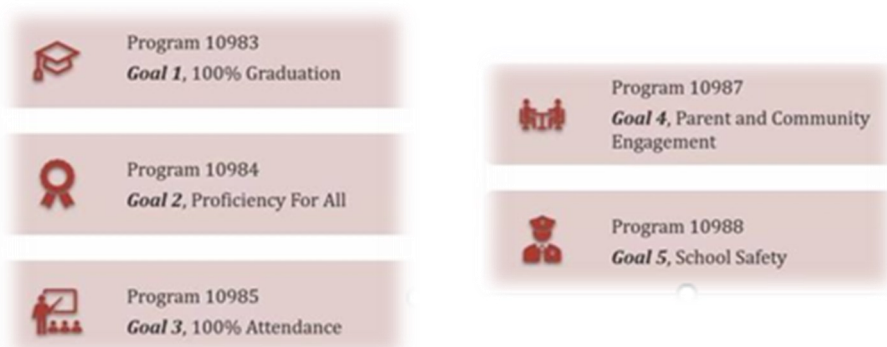
Some simple strategies/techniques that foster SEL are as follows:

- Whole Body Listening: 1) Eyes—look at the person talking; 2) Brain—think about what is being said; 3) Ears—both ears are ready to listen; 4) Mouth—no speaking, humming or making noise that would interrupt someone else; 5) Heart—care about and respect what is being said.
- VTS (Visual Thinking Strategies)—VTS is an inquiry-based teaching method that uses art/pictures to teach visual literacy, thinking and communication skills. Choose a meaningful picture or piece of art and ask students three inquiry-based questions (Examples: What's going on in this picture? What do you see? What makes you say that? What more can we find?).

Resources: https://www.educationworld.com/a_lesson/teaching_visual_thinking_strategies.shtml
<https://www.socialthinking.com/social-thinking-methodology>

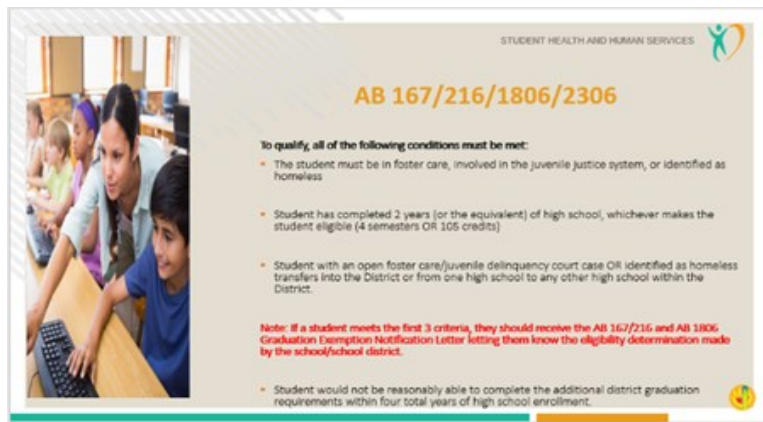
Fiscal Updates

Please be informed that the transfer of selected budget items from SENI Program 10552 to the new LCAP programs 10983, 10984, 10985, 10987, and 10988 has been processed. The transfer was made to align the TSP allocations to LAUSD's LCAP goals. These 5 program codes are now available for use in SFE.



Educational Rights for Students in Specialized Populations Make a Difference in Their Success

With the many obstacles facing our students in foster care, experiencing homelessness, and involved in the juvenile justice system, [Bulletin 6718](#) guarantees their educational rights. AB 167/216/1806/2306 enables a student identified in a specialized population at the time of the transfer to a school after completion of the 2nd year of high school to be exempt from earning 210 credits and instead qualify for CDE requirements of 130. The Academic Counselor and SSS Counselor can work together to determine eligibility and inform the educational rights holder. The length of the eligibility is indefinite as once a student qualifies, they continue to remain eligible.



STUDENT HEALTH AND HUMAN SERVICES

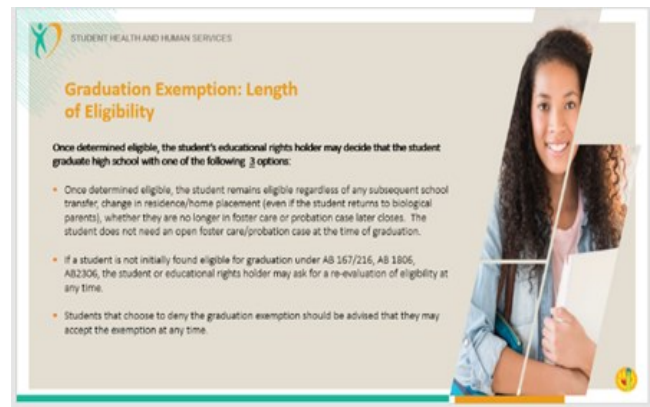
AB 167/216/1806/2306

To qualify, all of the following conditions must be met:

- The student must be in foster care, involved in the juvenile justice system, or identified as homeless
- Student has completed 2 years (or the equivalent) of high school, whichever makes the student eligible (4 semesters OR 105 credits)
- Student with an open foster care/juvenile delinquency court case OR identified as homeless transfers into the District or from one high school to any other high school within the District.

Note: If a student meets the first 3 criteria, they should receive the AB 167/216 and AB 1806 Graduation Exemption Notification Letter letting them know the eligibility determination made by the school/school district.

- Student would not be reasonably able to complete the additional district graduation requirements within four total years of high school enrollment.



STUDENT HEALTH AND HUMAN SERVICES

Graduation Exemption: Length of Eligibility

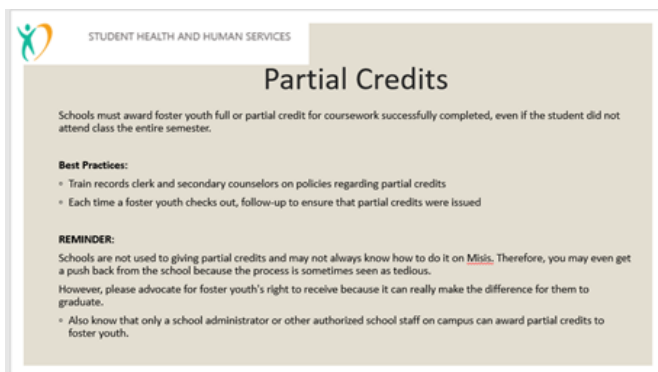
Once determined eligible, the student's educational rights holder may decide that the student graduate high school with one of the following 3 options:

- Once determined eligible, the student remains eligible regardless of any subsequent school transfer, change in residence/home placement (even if the student returns to biological parents), whether they are no longer in foster care or probation case later closes. The student does not need an open foster care/probation case at the time of graduation.
- If a student is not initially found eligible for graduation under AB 167/216, AB 1806, AB2306, the student or educational rights holder may ask for a re-evaluation of eligibility at any time.
- Students that choose to deny the graduation exemption should be advised that they may accept the exemption at any time.

Immediate school enrollment is another educational right. Students are able to enroll without presenting immunization records, prior school records or IEP documentation. SSS Counselors can assist with obtaining records from the student's social worker, probation officer or other source.

School of Origin is another right granted to our students. There are varying durations for the right of attending the school of origin and the subsequent schools of matriculation based on whether they were in foster care, experiencing homelessness or on probation, but the SSS Counselor can assist with determining the length of eligibility.

Partial credits and timely release of records are also pertinent educational rights. Working with a student's prior school to ensure all classes partially completed are entered on the transcript can make a difference in a student's ability to be on-track for graduation. Conversely, students who transfer schools mid-semester have earned partial credits and these should be reflected on their transcript for their subsequent school.



STUDENT HEALTH AND HUMAN SERVICES

Partial Credits

Schools must award foster youth full or partial credit for coursework successfully completed, even if the student did not attend class the entire semester.

Best Practices:

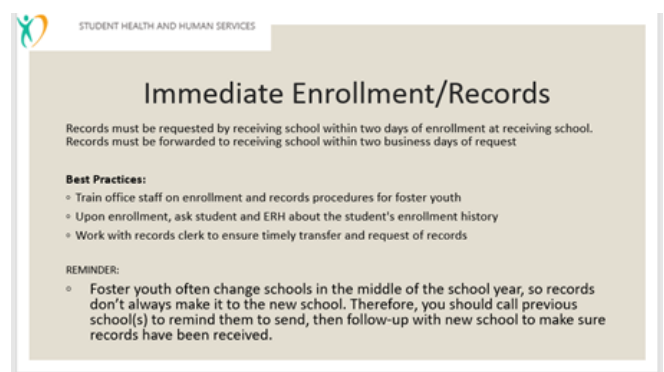
- Train records clerk and secondary counselors on policies regarding partial credits
- Each time a foster youth checks out, follow-up to ensure that partial credits were issued

REMINDER:

Schools are not used to giving partial credits and may not always know how to do it on Misís. Therefore, you may even get a push back from the school because the process is sometimes seen as tedious.

However, please advocate for foster youth's right to receive because it can really make the difference for them to graduate.

- Also know that only a school administrator or other authorized school staff on campus can award partial credits to foster youth.



STUDENT HEALTH AND HUMAN SERVICES

Immediate Enrollment/Records

Records must be requested by receiving school within two days of enrollment at receiving school. Records must be forwarded to receiving school within two business days of request

Best Practices:

- Train office staff on enrollment and records procedures for foster youth
- Upon enrollment, ask student and ERH about the student's enrollment history
- Work with records clerk to ensure timely transfer and request of records

REMINDER:

- Foster youth often change schools in the middle of the school year, so records don't always make it to the new school. Therefore, you should call previous school(s) to remind them to send, then follow-up with new school to make sure records have been received.

For more information on educational rights, please consult [Bul-6718.0](#) and/or email Traci Williams, SSS Coordinator at traci.williams@lausd.net.



Student Learning Device Requests (iPads, Chromebooks, or Windows Laptops)

If your inventory has been updated and you are requesting devices, please fill out the following Google Form [\[HERE\]](#). Your school inventory will be assessed and depending upon whether your school has a deficit or surplus, the LD look at Remedy information to better support your needs. Please ensure your inventory is completely updated and accurate in [Remedy](#).

Instructional Device Management - Unverified Devices

An asynchronous IDM training has been added for Instructional Devices Managers that were not able to attend the in-person training on 09/17/20 or 09/21/20.

- To take the IDM asynchronous course, participants should join our LDC IDM Schoology [Group](#)-Access Code: [Access code-ZT8Z-842Q-K68Fj](#)—Asynchronous course is in Resources tab.

Instructional Device Managers have been doing phenomenal work with their instructional device inventories. Many schools, however, are still showing high numbers of devices with the status of “received” or “transferred.” Please note that unless your school has just received a shipment of devices and it is waiting on the loading dock, you should have zero devices showing either of these as their status.

Be sure to update the status for each device in your school’s inventory to show whether it is

- a. on campus
- b. assigned to a student or staff member

You can check the latest numbers for your school by going to achieve.lausd.net/itam and clicking on Reports & Dashboards.

At achieve.lausd.net/itam, you will also find a wealth of how-to materials; including job-aids, videos, and FAQs your staff can use to ensure everything is correctly updated. Local District Central created a Schoology Group that will post resources and a recorded IDM training and power point presentation. To access the LDC IDM Schoology group please use access code: ZT8Z-842Q-K68FJ.

Instructional Device Managers (IDMs) for Early Education Centers

Devices are now being sent to Early Education Centers. These devices will first need to be received by IDMs in inventory and then checked out to individual students. Early Education Centers should identify an IDM per school to maintain the technology inventory.

Device Inventory Audits

The Office of the Inspector General will be scheduling on-going audits to ensure that schools are keeping track of devices.

Zoom Best Practices

When creating a new Zoom meeting, please ensure that the proper security controls are in place to keep your meetings secure. This includes enabling:

- Meeting Password/Passcode
- Waiting Room (you will need to allow each attendee into the session)
- Only authenticated users can join

To setup Zoom meetings in Schoology securely, please visit: <http://bit.ly/PLSZoomGSG>. Additional resources on video conferencing are also available at <https://achieve.lausd.net/videoconferencing>.