Volume 5 Issue 19

LOCAL DISTRICT CENTRAL

December 15, 2017

Believe ♦ Behave ♦ Become

Friday Operation's Brief

Happy Holidays!

On behalf of Local District Central's Staff, we want to wish all school staff a joyous and restful holiday season!

Rest and we will see everyone back on Monday, January 8, 2018.

Calendar Dates

Winter Break	12/18-1/5
Second Semester Begins	1/8
After the Bell	1/11
Martin Luther King Jr's Birthday	1/15
SAA Meeting	1/18
Principals' Meeting	1/22

What's Due

Water Flushing Certification	12/1
On-line Metal Detection Certification	12/1
Uploading of ROI Evidence Extended	1/31

Special Communication: Winter Shutdown Safety and Security

As you prepare your schools for winter shutdown, it is important to consider the safety and security of the technology on your campuses. The Los Angeles School Police have created a list of safety tips that will assist you in this process (Attachment 1).

Making a U-Turn on Attendance:
Supporting Students in the *Below-Basic* and *Far-Below Basic* Attendance Bands

Many schools' attendance incentive programs tend to focus on rewarding either 100% attendance (advanced attendance band) or those attending school at least 96% (proficient attendance band), leaving those students in the lower attendance bands with little motivation to improve *if* they've already accumulated 7 or more absences.

Recognizing and incentivizing *improved* attendance helps motivate students who have been absent more days than they've attended. Even though they won't be able to reach proficient status *this* school year, it is important to help them take a different path *now*, so that they reach the proficient or advanced attendance status next school year and maintain it. Below are some examples of strategies schools can implement to recognize and incentivize *improved* attendance and to motivate students with excessive absences to continue to improve.

Examples:

- Send parent/student a positive letter or phone call for consecutive days of attendance, beginning with attending consecutive days and gradually raising the bar for the student as he/she attends greater number of consecutive days.
- Recognize students with a full week of attendance and holds weekly raffles for those students.
- Teachers can assist students feel welcome when they do attend and let them know they are missed.
- Teachers may send "We miss you, when you're out" postcards, when these students are absent for a few or more consecutive days.

Local District Central Attendance Data: November

YTD % of Students at/ above 96% (goal=>75%)	School
89.1%	Lee El Med Hlth Mag
87.4%	DBM
87.2%	King MS Mag Flm/Media
86.7%	Cahuenga ES
86.4%	Castelar St ES
86.2%	Jones ES
86.0%	Esperanza ES
85.9%	Franklin Ave ES
85.8%	Macarthur Pk El VAPA
85.6%	Kim Academy
85.6%	Orthopaedic Hsp SH Mg
84.7%	West Vernon Ave ES
84.6%	Hobart Blvd ES
84.4%	Virgil MS
84.3%	White ES
84.1%	Adams Ms
84.0%	Kim ES
83.9%	Liechty MS
83.8%	Arroyo Seco Mus/S Mag
83.5%	Ivanhoe ES
83.3%	RFK Ambsdr Glbl Edu
83.0%	Nava LA Sch Bus&Tech
82.9%	RFK UCLA Comm Sch
82.6%	Dahlia Hts ES
82.5%	Foshay LC
82.4%	10th St ES
82.3%	Franklin HS
82.3%	Gratts LA For YS
82.1%	32nd St USC Pa Mag

YTD % of Students at/ above 96% (goal=>75%)	School
82.0%	Delevan Drive ES
81.8%	28th St ES
81.8%	Politi ES
81.6%	Toland Way ES
81.6%	RFK Ambsdr Glbl Ldsh
81.5%	Nevin Ave ES
81.4%	RFK New Open Wld
81.2%	Ascot Ave ES
81.2%	Hoover St ES
81.0%	Clinton MS
81.0%	Monte Vista St ES
80.7%	San Pedro St ES
80.7%	Dayton Heights ES
80.5%	Burbank MS
80.4%	Los Feliz STEMM Mag
80.3%	Allesandro ES
80.2%	Irving MS MME Mag
80.1%	Berendo MS
79.9%	Trinity St ES
79.7%	Aragon Ave ES
79.6%	Del Olmo ES
79.6%	Studio School
79.4%	Aurora ES
79.3%	Marshall SH
79.0%	Contreras LC Bus Tr
79.0%	Union Ave ES
78.9%	Rockdale VAPA Mag
78.8%	Magnolia Ave ES

YTD % of Students at/ above 96% (goal=>75%)	School
78.8%	Lexington Ave PC
78.8%	Elysian Heights ES
78.7%	Eagle Rock HS
78.7%	24th St ES
78.3%	Micheltorena St ES
78.3%	Estrella ES
78.2%	Huerta ES
78.2%	Carver MS
78.1%	Los Angeles Acad MS
77.9%	20th St ES
77.6%	Clifford St M/T Mag
77.5%	Nava LA – Art & Cult
77.4%	RFK Sch Vis Arts/Hum
77.3%	Hooper Ave ES
77.2%	Atwater Ave ES
77.0%	Obama Glbl Prep
77.0%	Alexandria Ave ES
76.7%	Norwood St ES
76.6%	Weemes ES
76.3%	Lockwood Ave ES
76.1%	San Pascual ES Steam
76.0%	Castro MS
76.0%	Logan Academy
75.7%	Rosemont Ave ES
75.4%	Los Angeles ES
75.2%	49th St ES
75.2%	Vermont Ave ES
75.0%	Lafayette Park PC

Finders Keepers Clothing Closet

Economic hardship is a reality for many of our LAUSD students. Approximately 80 percent of our students meet the federal definition of living in poverty. For many parents/guardians paying rent and feeding their family comes first to clothing needs. In efforts to address this need, Santee Education Complex Psychiatric Social Workers (PSWs) Nicole Marroquin and Olga Jurado coordinate a bi-annual clothing give away event called "Santee's Finders Keepers" clothing giveaway.

Santee's Finders Keepers Clothing Giveaway happens at the end of every semester. Students look forward to shop till they drop for FREE!

Clothing and item donations come from teachers, staff, LA Partnership as well as school based community programs. Teachers donate all year long. PSWs coordinated the donations through emails and flyers. A multi-disciplinary team of Santee staff that includes academic counselors, the Pupil Service and Attendance Counselor, and Teacher Assistants sort out the donations and display them conveniently and attractively for students in one of the classrooms.

Approximately 400 students participated in this year's December 2017 event. The enthusiasm was exhilarating as students were lining up outside in the hallway eager to shop and come back for more. PSWs Marroquin and Jurado are already planning the Spring2018 event!

Restorative Justice: Class circles build sense of community Part 2

The root idea of Community Circles is the notion that almost any societal problem can be solved by better communication. Teachers who use this idea proactively and not just during times of behavioral crisis can help create a safe space for students and often reduce bullying. The more students talk to one another, the more they find commonalities and the more they see one another as people, rather than objects or victims.

These dialogue circles can become an important tool in classroom management. The practice can also help students improve their social-emotional learning by learning to express their feelings and developing a sense of empathy toward others. It also helps students who are facing trauma in their lives, an event that is all too common in some schools.

In the realm of discipline, such restorative justice practices can lower the number of suspensions and help keep students in the classroom. This, in turn, can impact the school-to-prison pipeline.

Schools Telephone Auto-Attendant

In an effort to provide personalized customer service, all secondary schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.

More than a Meal

More Than a Meal Household Income forms are due year round. Should you need any blank forms, please contact Beatriz Campos at 213-241-0167.

The Social Express: An Educational Curriculum

The Social Express is an engaging, educational curriculum for children and young adults with social learning challenges. The curriculum is designed to teach students how to think about and manage social situations, helping them to develop meaningful social relationships, and succeed in life. Social Express accounts are available for all staff members in the LAUSD to use in assisting students gain the skills they need to be successful. The program is best for elementary, but may be relevant for some middle and high school students.

Currently, accounts are set up for all alternate curriculum teachers to use, and more licenses are available for core and general education teacher use. Licenses may also be appropriate for service providers to use with students. Access to the curriculum can be through desktop computers, laptops, tablets, or the iPad app.

Please see attached flyer for more information about the program (Attachment 2).

If you are interested, you can request access through the following link: http://tinyurl.com/socialexpress. For more information, contact James Koontz at jck6411@lausd.net.

Rampart PAL Martial Arts

The Rampart Police Activities League is offering Martial Arts Classes to kids ages 5 to 18. Please see attached flyer for more information (Attachment 3).

Tax Season is right around the corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the Employee Self Service (ESS) as soon as possible. Attached is a job aid detailing how to access the ESS (Attachment 4).

Safety First!
Keep your devices safe over the winter break

With the storage of extra technology on your campus, the concern for security of the devices, and of your school arises. Here are a few tips to remember when securing your devices for Winter Break:

- ✓ Make sure that storage carts are locked and secure and that the wheel lock is in place.
- ✓ Double check to assure that the classroom or designated storage room is securely locked (door is latched, lock is intact). Secure any windows and inspect security grates to ensure that they are properly affixed to the window.
- ✓ If using classrooms for storage, store carts out of sight (i.e.; push cart up against a wall that does not have windows, or cover windows)
- ✓ If there are alarmed areas on your campus, use these areas for storage
- ✓ Double check that alarms are turned on before the closing of school each day and prior to going on long school breaks.
- ✓ Speak with your staff about properly securing their class room devices inside of the storage carts, and properly securing the carts (i.e.; checking that lock is secure and affixing wheel lock)
- ✓ Itemize the Serial Numbers of each device contained in each storage cart and place a copy of the inventory inside the cart
- ✓ When possible utilize your designated “Safe Room” to secure devices.
- ✓ If you decide your Safe Room should be relocated, contact LASPD to arrange for a site survey.
- ✓ Please use only your approved Safe Room for storage.

Please share these tips with your staff to ensure that theft in minimalized and that the safety of your campus is optimized.

THE SOCIAL EXPRESS™

The Fun Way to Learn Social Skills!

Social Skills Learning Made Easy... For Students & Teachers!

The Social Express is a fun, easy-to-use, engaging online program for children with social learning challenges. Each Webisode lesson addresses important social-emotional skills students need to successfully navigate our social world. The Social Express teaches children how to think about and manage social situations to help them develop meaningful social relationships and succeed in life.

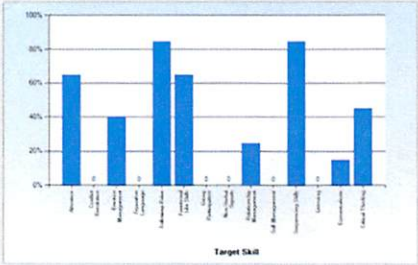
Flexible Teaching Options

- 1:1
- Small Groups
- Classrooms
- Self-Directed

Interactive Animated Webisodes

- Aligns with IEP Goals
- Tiered Levels
- Multiple Choice Quizzes
- Relatable Characters

Powerful Reporting Tools



- Progress Reports
- Usage Reports
- Group Reports
- Exportable

How Students Benefit

The Social Express provides students with a safe, controlled and familiar learning environment. Students have the opportunity to become more socially competent by learning and practicing successful social interactions. Potential benefits include the ability to:

- Identify feelings in others
- Understand the importance of "eye contact"
- Read non-verbal social cues
- Identify appropriate coping strategies
- Learn how to start conversations
- Learn how to be part of a group

For more information visit our website: www.TheSocialExpress.com

RAMPART POLICE ACTIVITIES LEAGUE

Martial Arts Classes
Instructed by
Professor Frank DeGourville, 9th degree Black Belt

Enroll Now!

Ages 5 to 18

Monday and Wednesday Classes:

6:00pm - 7:00pm - Beginners

7:00pm - 8:00pm - Advanced

@The LAPD Rampart Station
1401 West 6th Street, LA 90017

$20.00 per month

Sign up and pay for 3 months and get a free uniform.

Helps build self-esteem and promotes exercise!

<u>Applications available at the front desk</u>

RAMPART POLICE ACTIVITIES LEAGUE

Clases De Arte Marciales
Instruidas por
Professor Frank DeGourville, Cinturon Negro 9 grado

Inscribase Hoy!

Edades 5 a 18

Clases Lunes y Miercoles :

6:00pm – 7:00pm – Principiantes

7:00pm – 8:00pm – Avansados

@The LAPD Rampart Station
1401 West 6th Street, LA 90017

$20.00 por Mes

Inscribase hoy pague por 3 meses y obtiene un uniforme gratis.

Ayuda al autoestima y promueve el ejercicio!

<u>Applicasiones disponibles en el escritorio de enfrente.</u>

1712

Introduction

Purpose of this document is to provide you a general guideline for using new employee self-service (ESS) portal. With new ESS you will be able to view paystub, time statement, W2's, enrolled benefit plans and personnel profile.

System Requirements

Following is the supported configuration

	Browser
Windows	IE version 10.0.9 Chrome version 56 Firefox version 51
MAC	Safari version 10.0.2

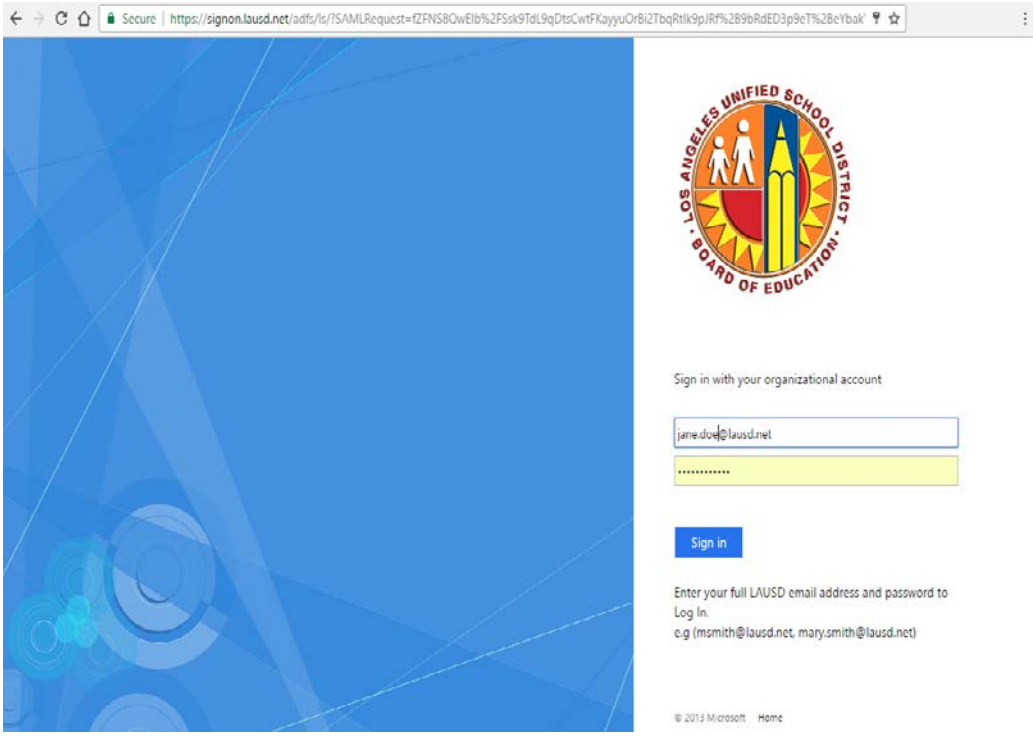
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

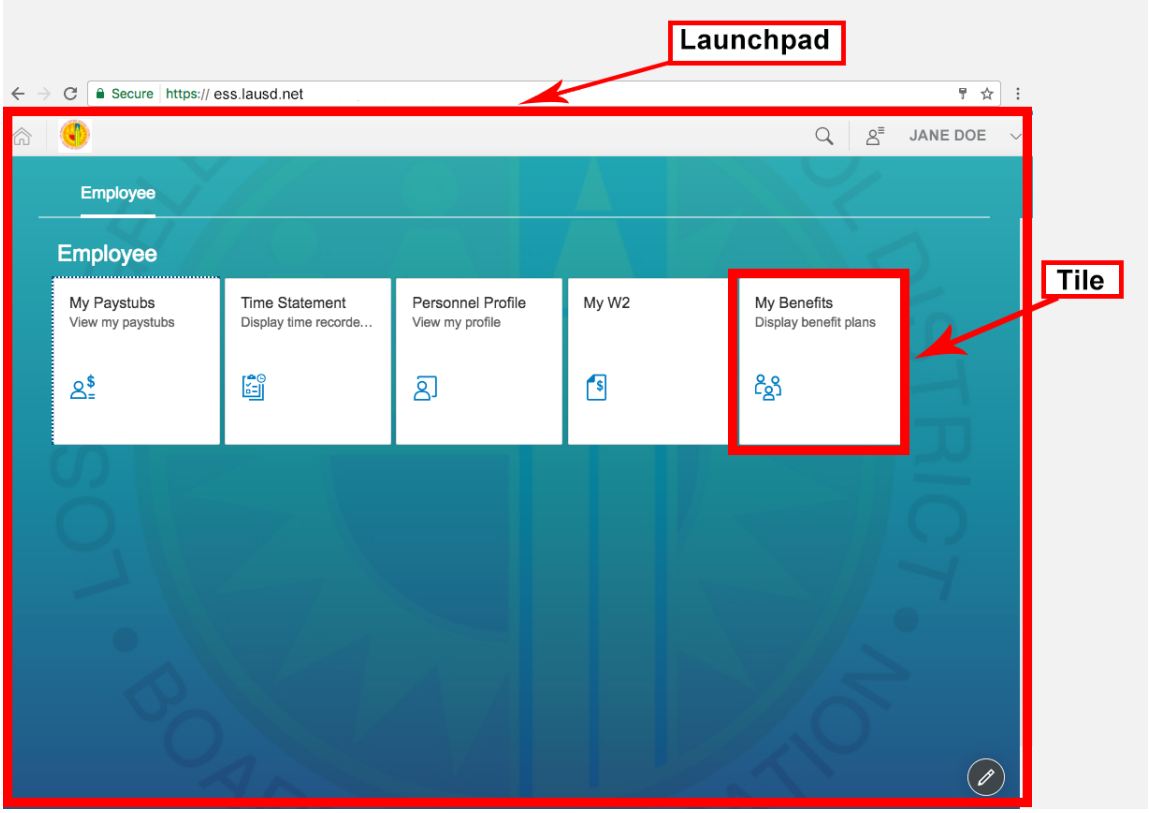
Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net

Details

Type the following URL https://ESS.lausd.net in your browser to access new ESS, you will see a login screen.

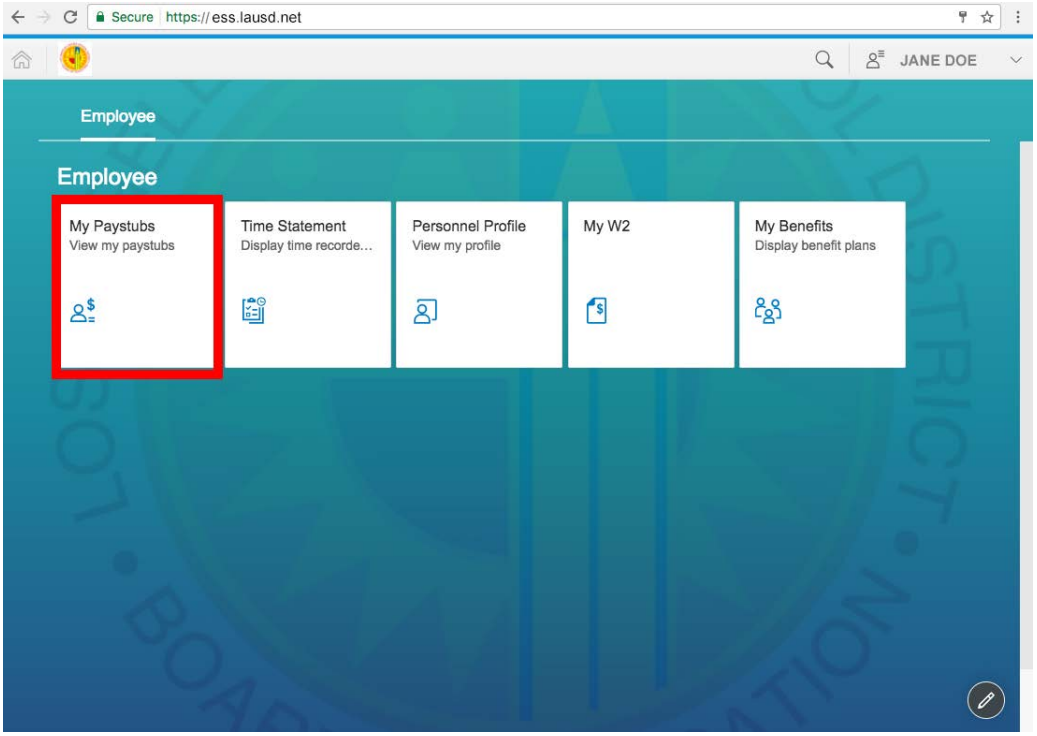


Enter your LAUSD email address and password, then click Sign in.

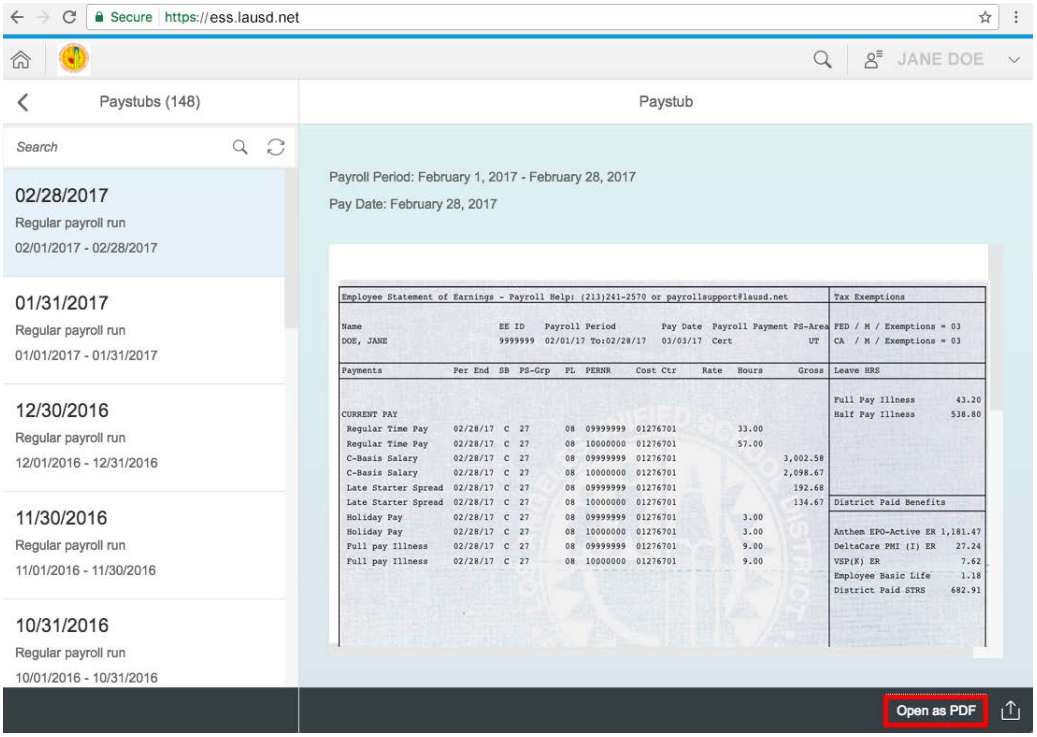


Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.



The screen is divided into two sections. Left side of the screen displays a list of pay dates. Right side of the screen displays the paystub. Latest pay date is displayed on top. To view additional paystubs you can scroll down the list and click more. To view a paystub, click pay date.

To view the entire paystub, click on Open as PDF button. It displays the paystub in new window.

Secure | https://ess.lausd.net

Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net

Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area
DOE, JANE	9999999	02/01/17 To:02/28/17	03/03/17	Cert	UT

Tax Exemptions

FED / M / Exemptions = 03
CA / M / Exemptions = 03

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross
CURRENT PAY									
Regular Time Pay	02/28/17	C	27	08	09999999	01276701		33.00	
Regular Time Pay	02/28/17	C	27	08	10000000	01276701		57.00	
C-Basis Salary	02/28/17	C	27	08	09999999	01276701			3,002.58
C-Basis Salary	02/28/17	C	27	08	10000000	01276701			2,098.67
Late Starter Spread	02/28/17	C	27	08	09999999	01276701			192.68
Late Starter Spread	02/28/17	C	27	08	10000000	01276701			134.67
Holiday Pay	02/28/17	C	27	08	09999999	01276701		3.00	
Holiday Pay	02/28/17	C	27	08	10000000	01276701		3.00	
Full pay Illness	02/28/17	C	27	08	09999999	01276701		9.00	
Full pay Illness	02/28/17	C	27	08	10000000	01276701		9.00	

Leave HRS

Full Pay Illness	43.20
Half Pay Illness	538.80

District Paid Benefits

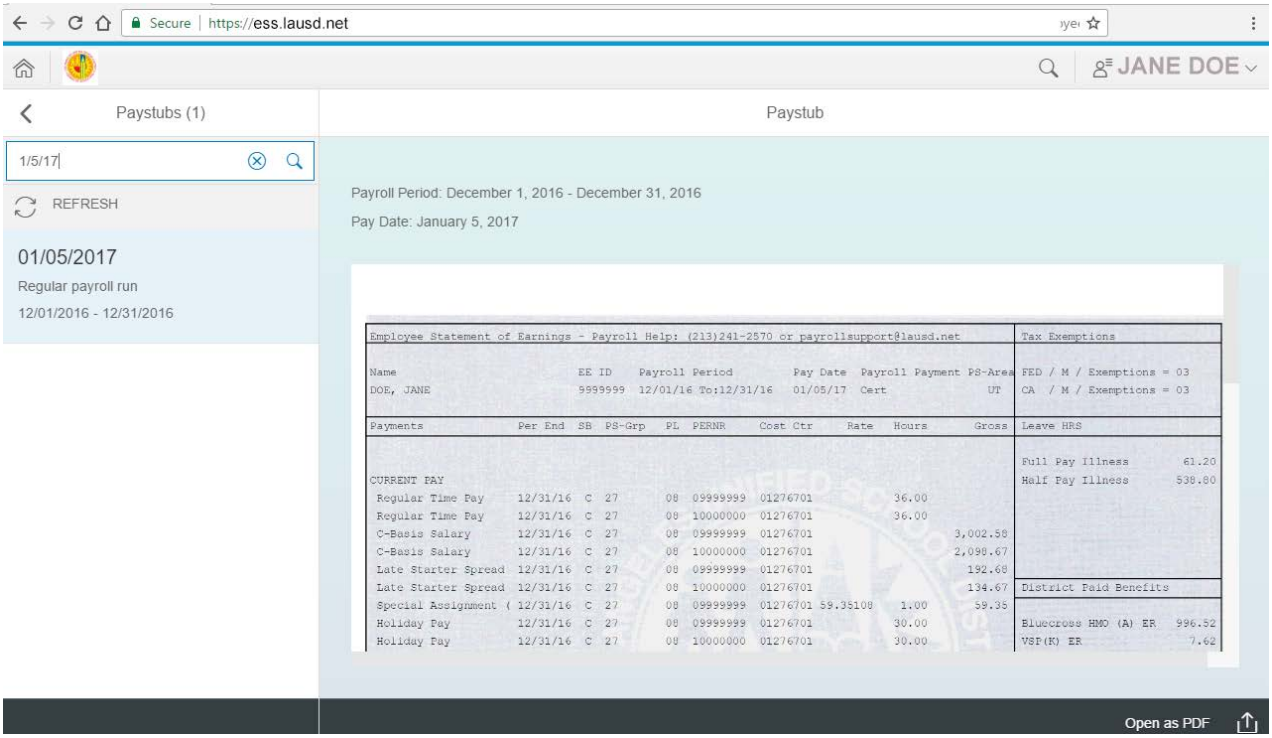
Anthem EPO-Active ER	1,181.47
DeltaCare PMI (I) ER	27.24
VSP(K) ER	7.62
Employee Basic Life	1.18
District Paid STRS	682.91

Annualized Status

Earned Amt	36,696.31
Paid Amt	37,400.08
Difference	703.77-

Hours Summary

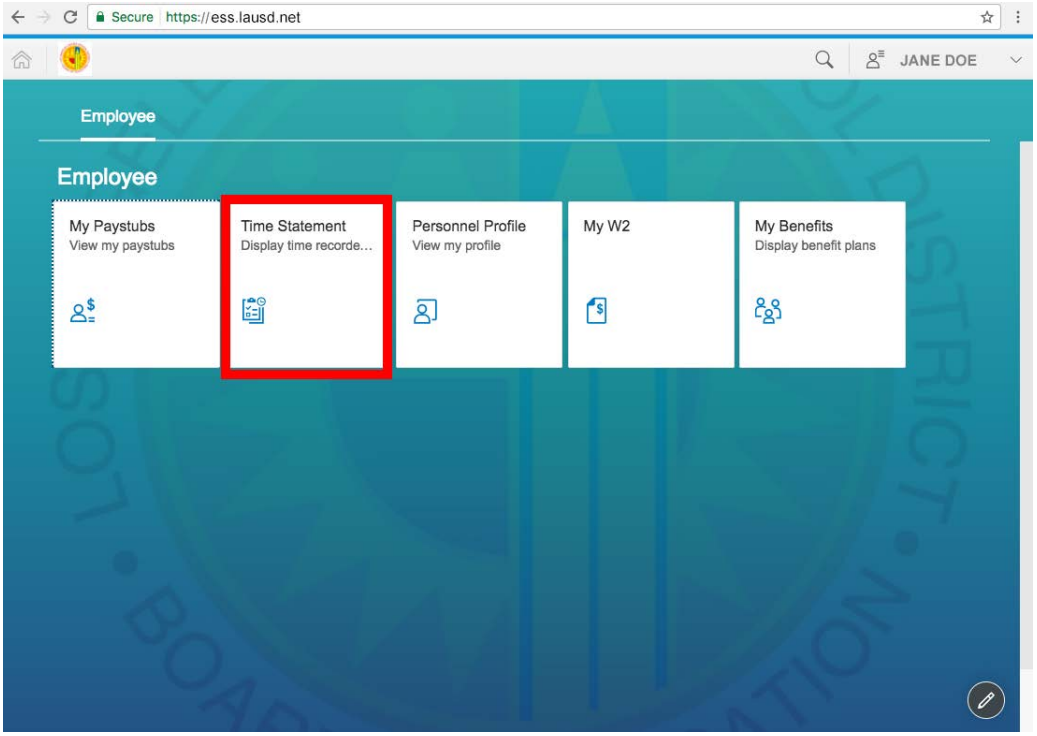
You can save or print paystub.



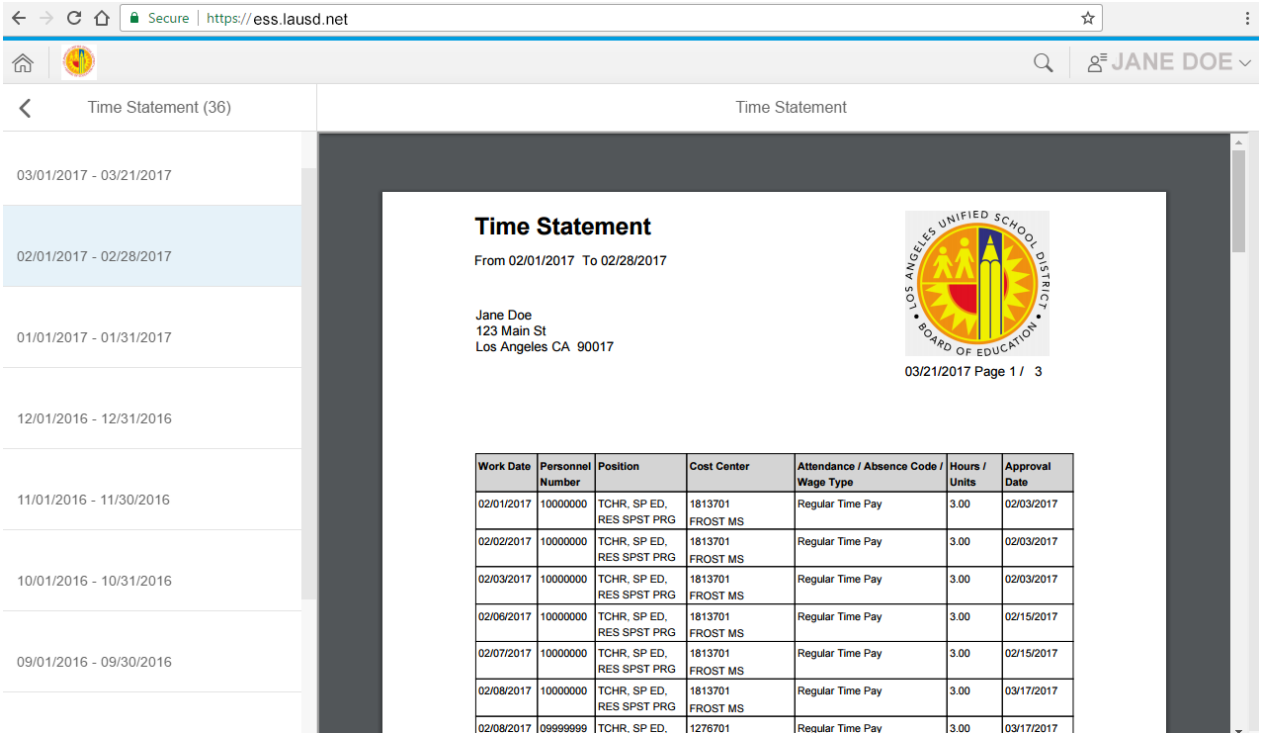
You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

Click to go back to Launchpad.

Time Statement



To view your time statement, click Time Statement tile.



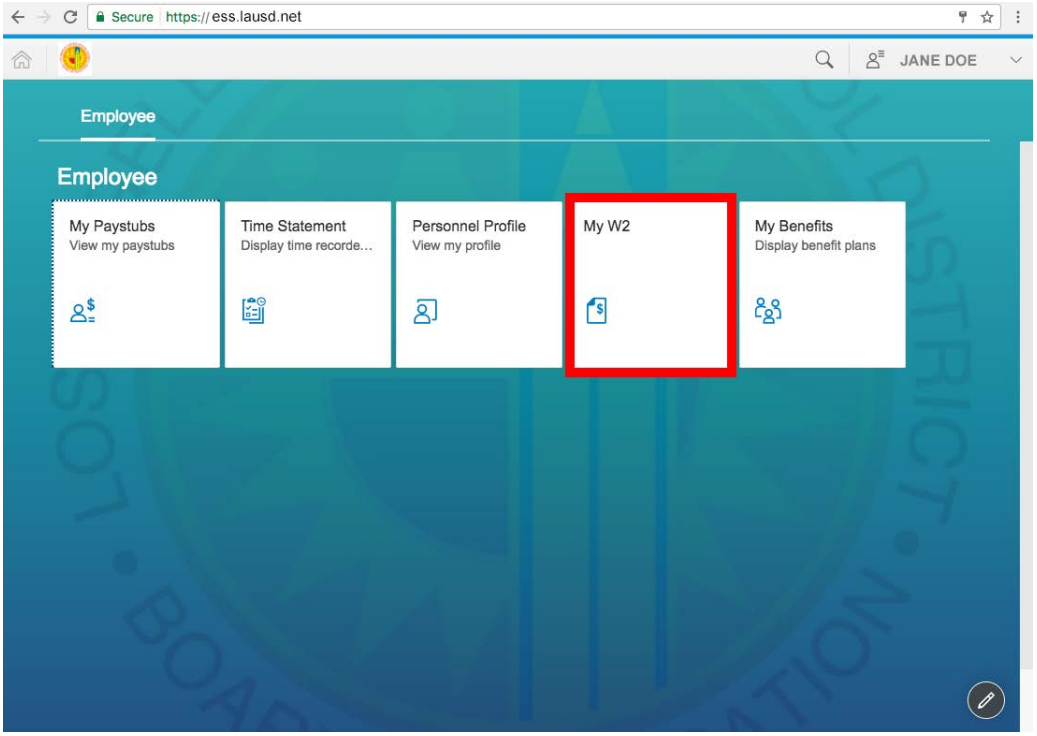
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/03/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/06/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/07/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/08/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	03/17/2017
02/08/2017	09999999	TCHR, SP ED,	1276701	Regular Time Pay	3.00	03/17/2017

The screen is divided into two sections. Left side of the screen displays a list of months. Right side of the screen displays the time statement. Latest month is displayed on top. To view additional months you can scroll down the list. Up to last 36 months of time statements can be viewed. To view a time statement, click month.

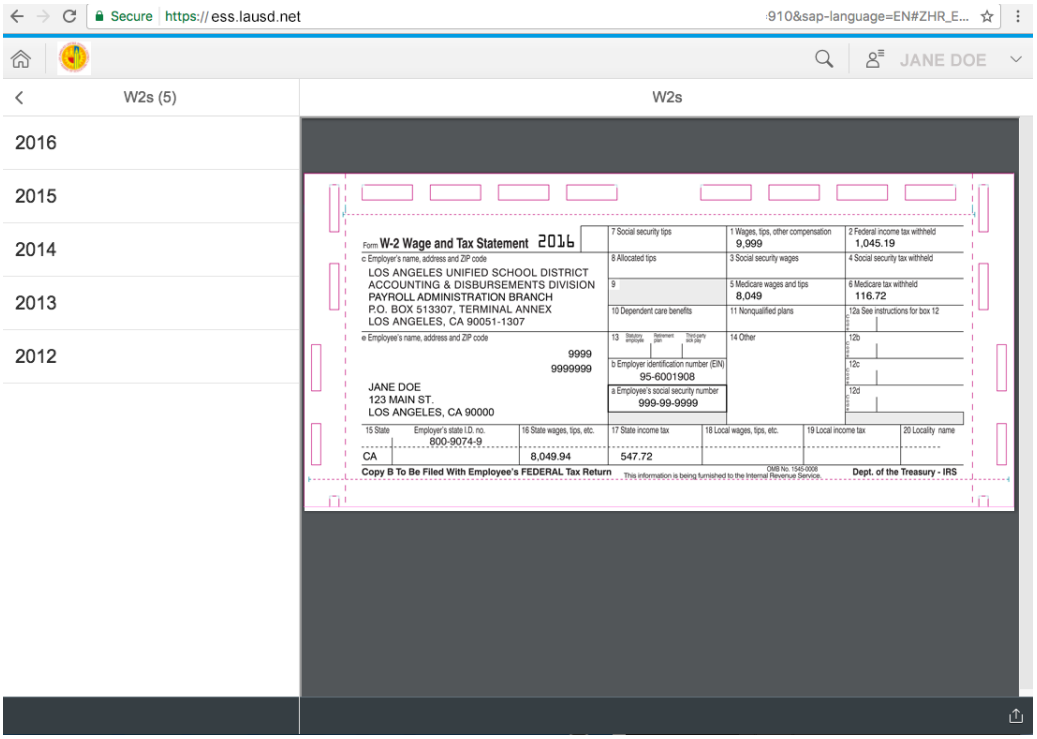
You can save or print time statement.

Click to go back to Launchpad.

My W2



To view your W2's, click My W2 tile.

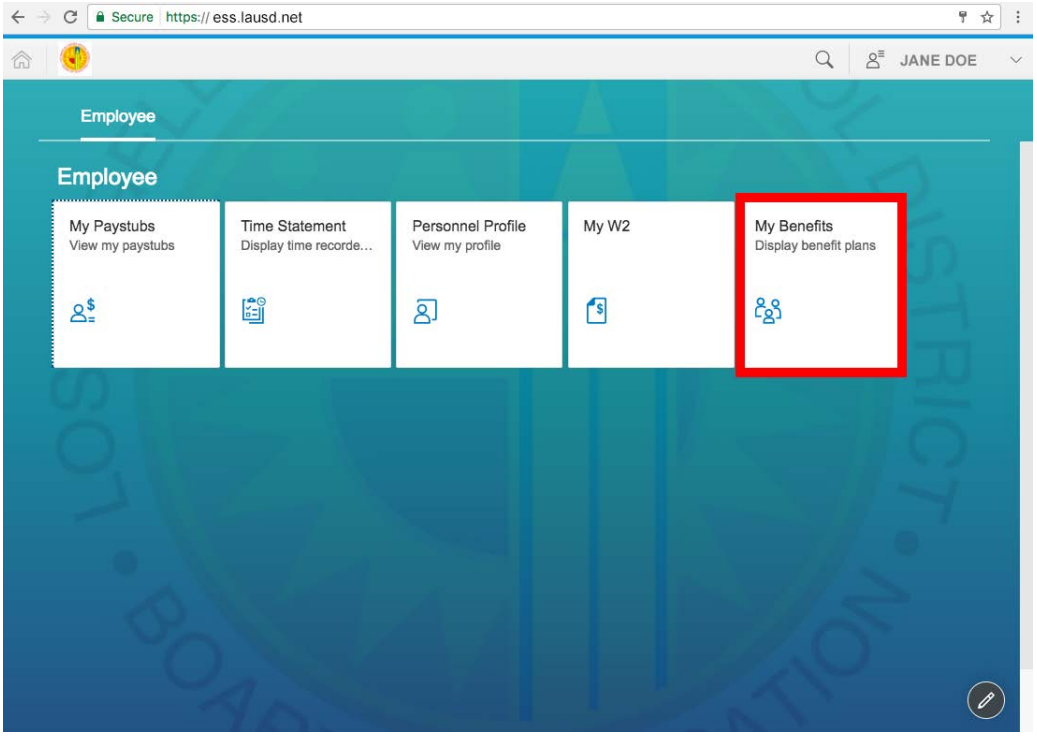


The screen is divided into two sections. Left side of the screen displays a list of years. Right side of the screen displays the W2. The last 5 years of W2's can be viewed. To view a W2, click on the year of your interest.

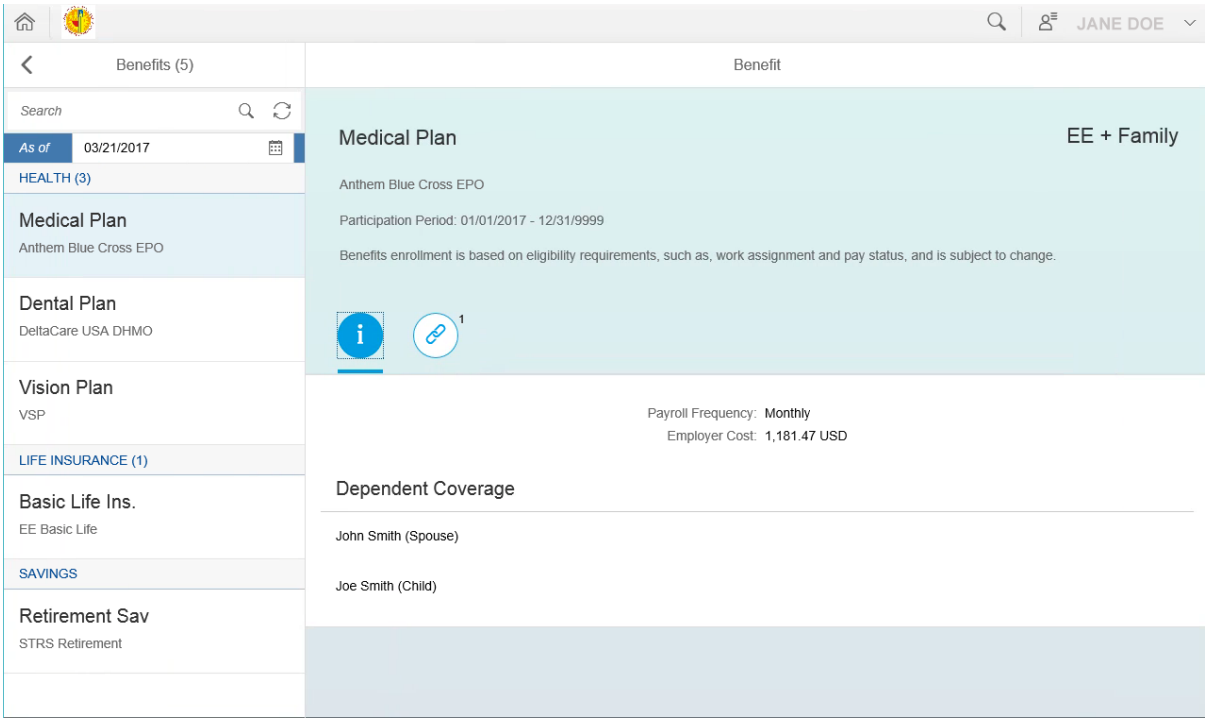
You can save or print W2.

Click to go back to Launchpad.

My Benefits

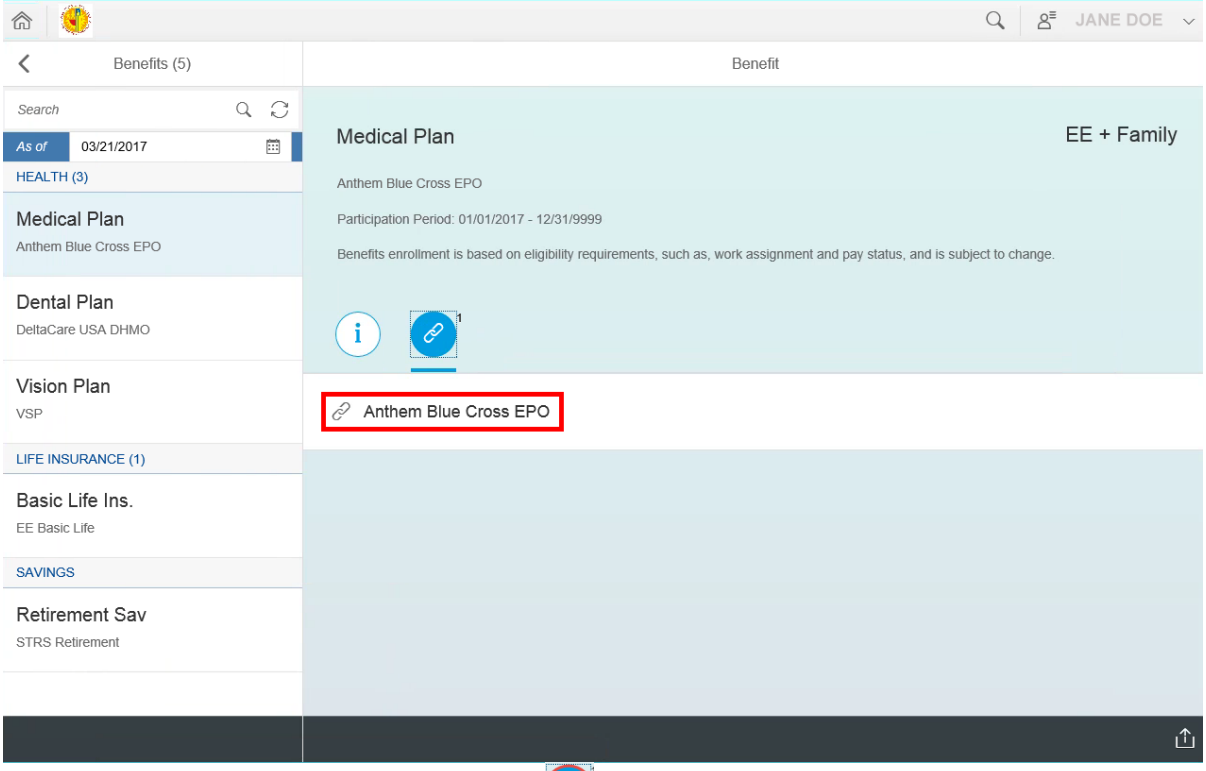


To view benefit plans you are enrolled in, click My Benefits tile.

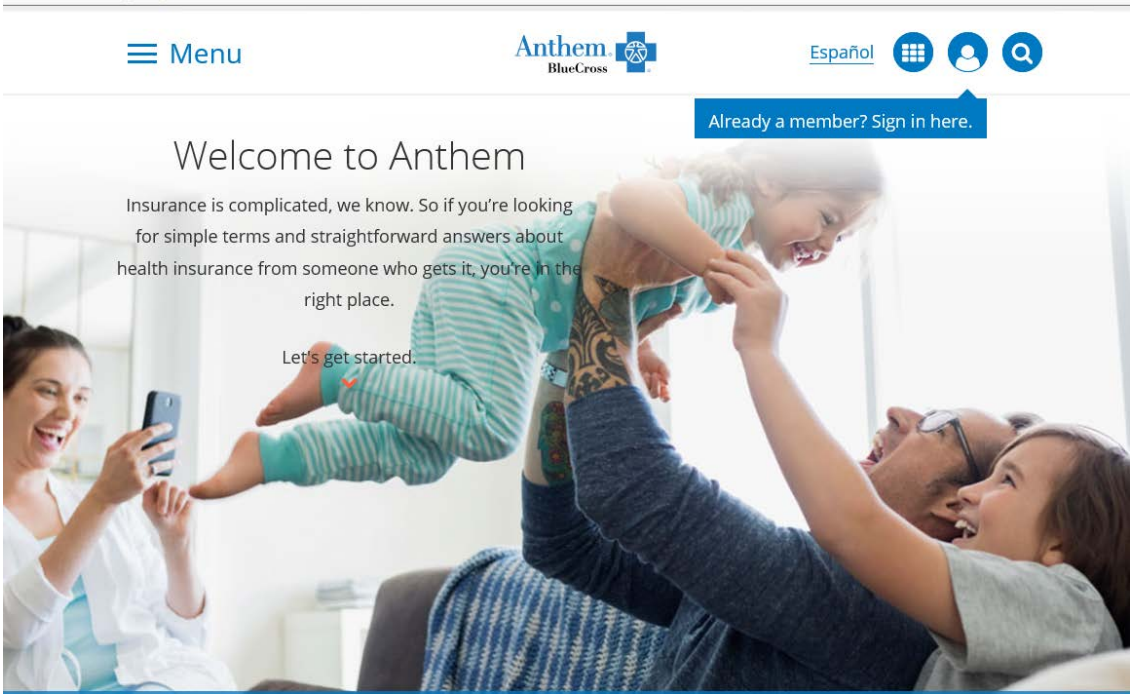


The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled plans. To view plan details, click on the plan.

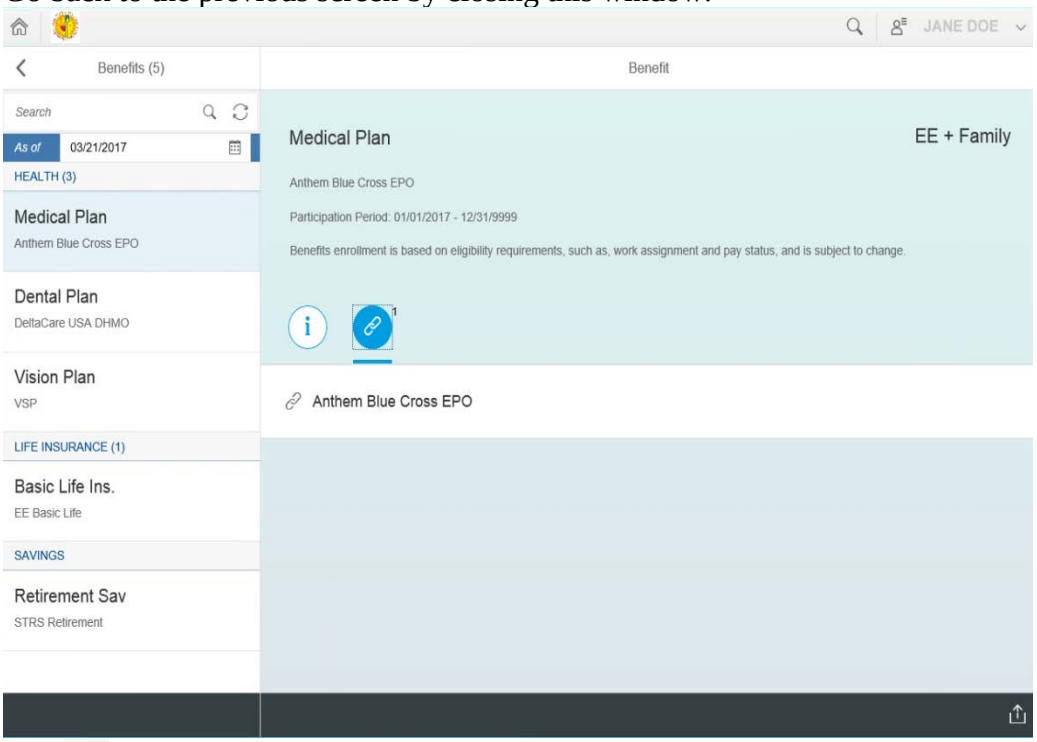
The cost for your coverage is shown. You can also view dependents enrolled in your plan.



To access provider website, you can click and click the link displayed. A new window opens for the provider website.

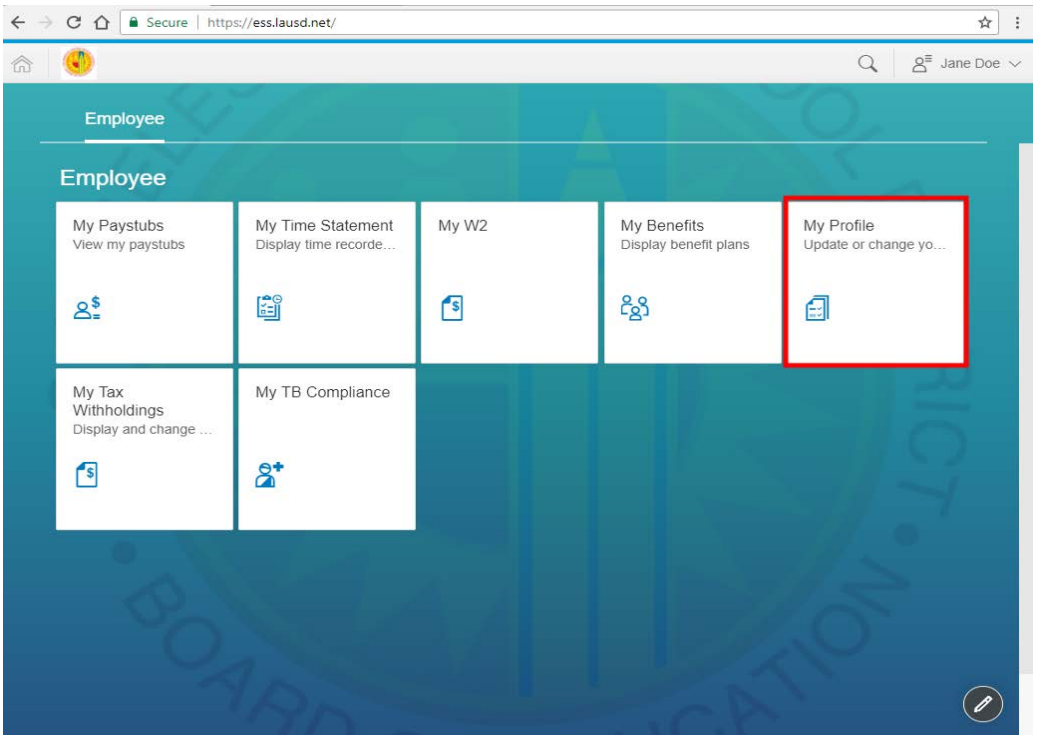


Go back to the previous screen by closing this window.

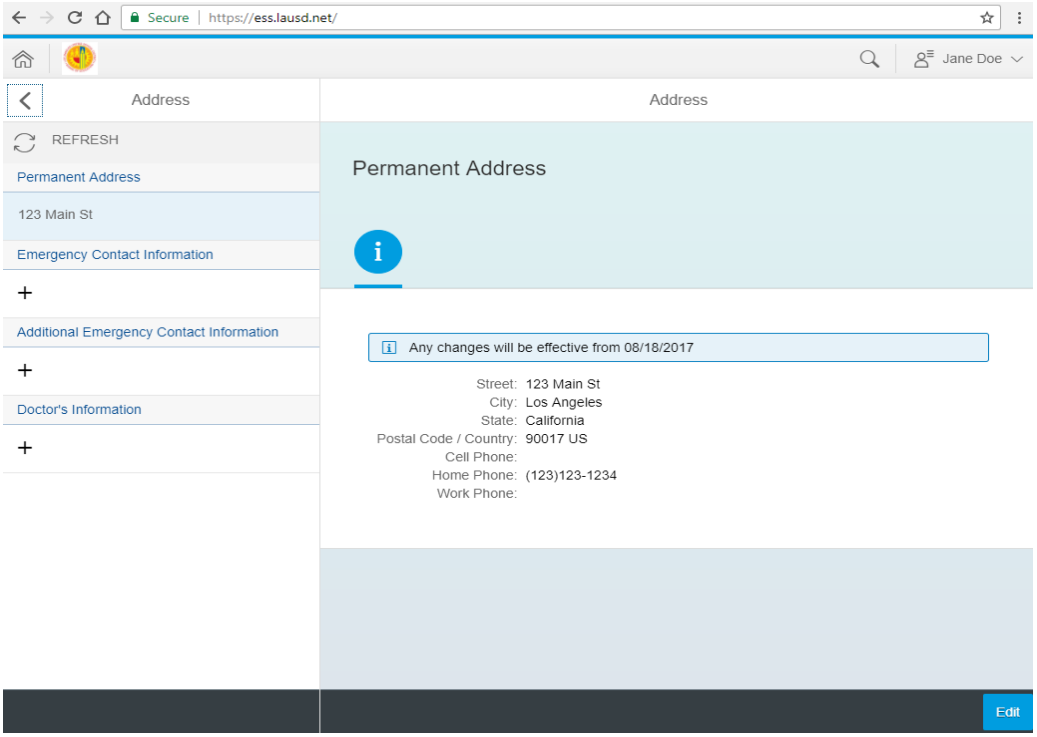


Click to go back to Launchpad.

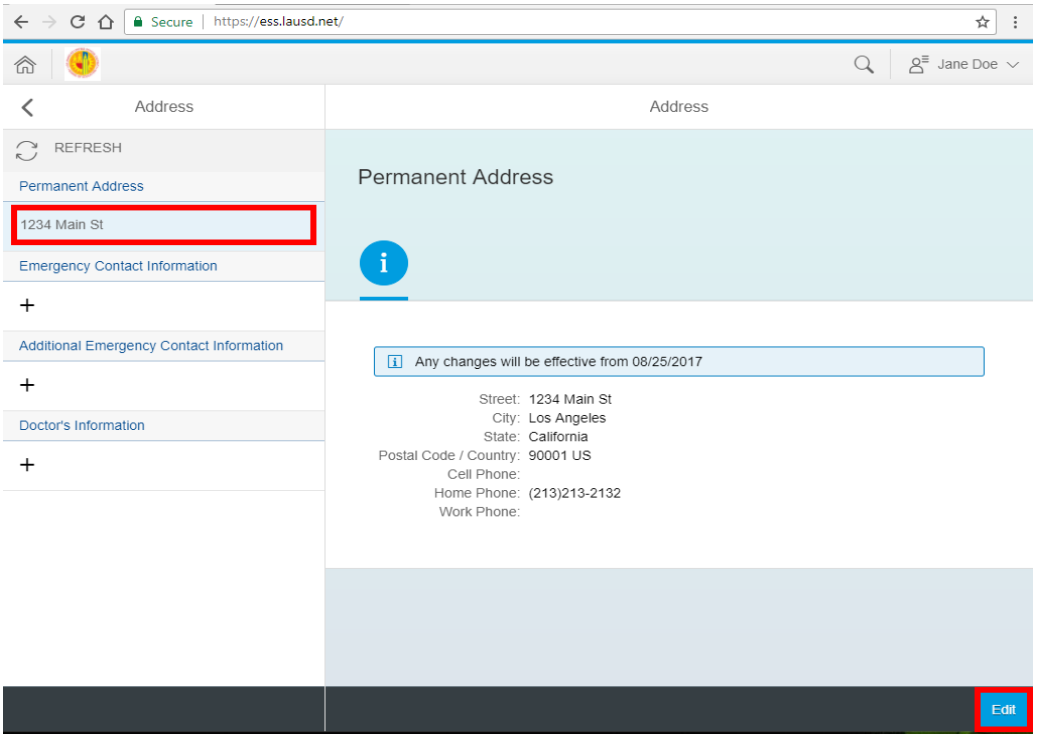
My Profile



To view your profile, click My Profile tile.

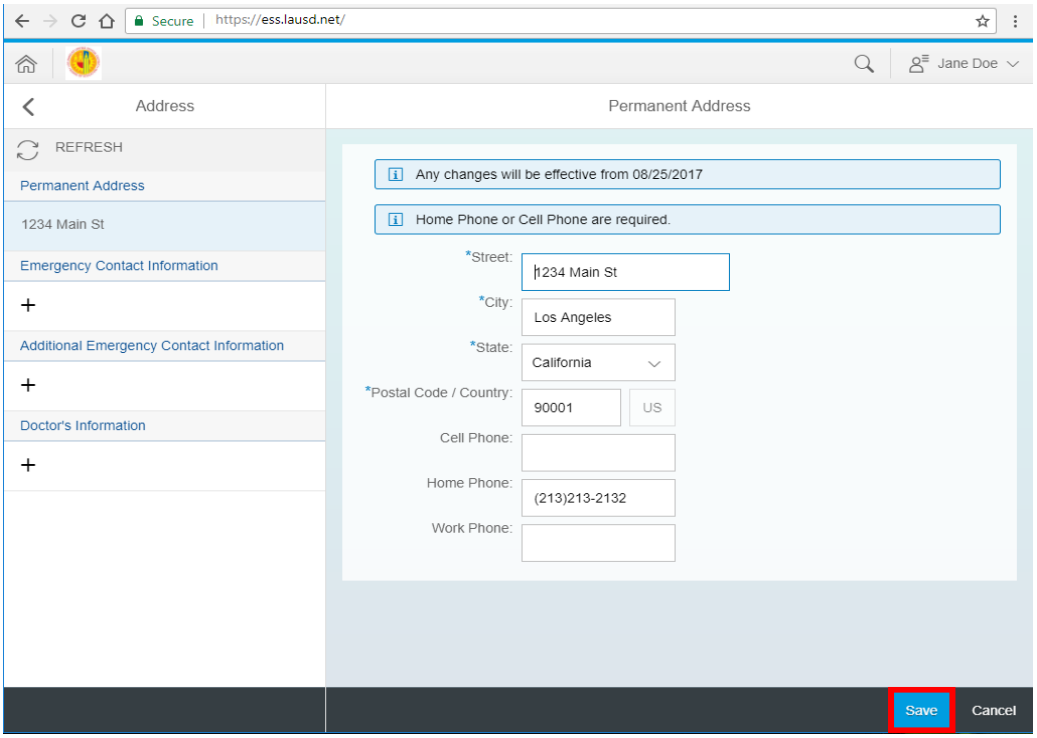


The screen is divided into two sections. Left side of the screen displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor's Information and the right side of the screen displays in detail. To view permanent address in detail section click Permanent Address, similarly click respective record to view in detail section.



To change the address click Edit.

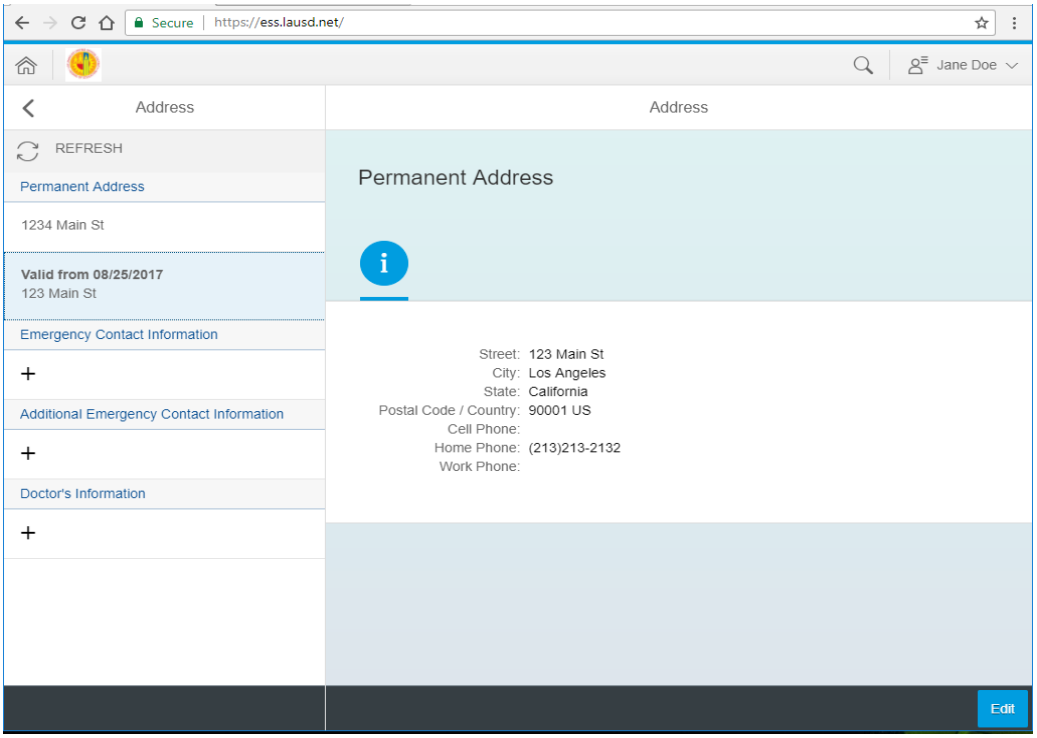
If the relavant address is not in the system click + to create address.



Notice the effective date of this modification in the message section on top and if there is no related message then changes are effective immediately.

Modify the information as needed.

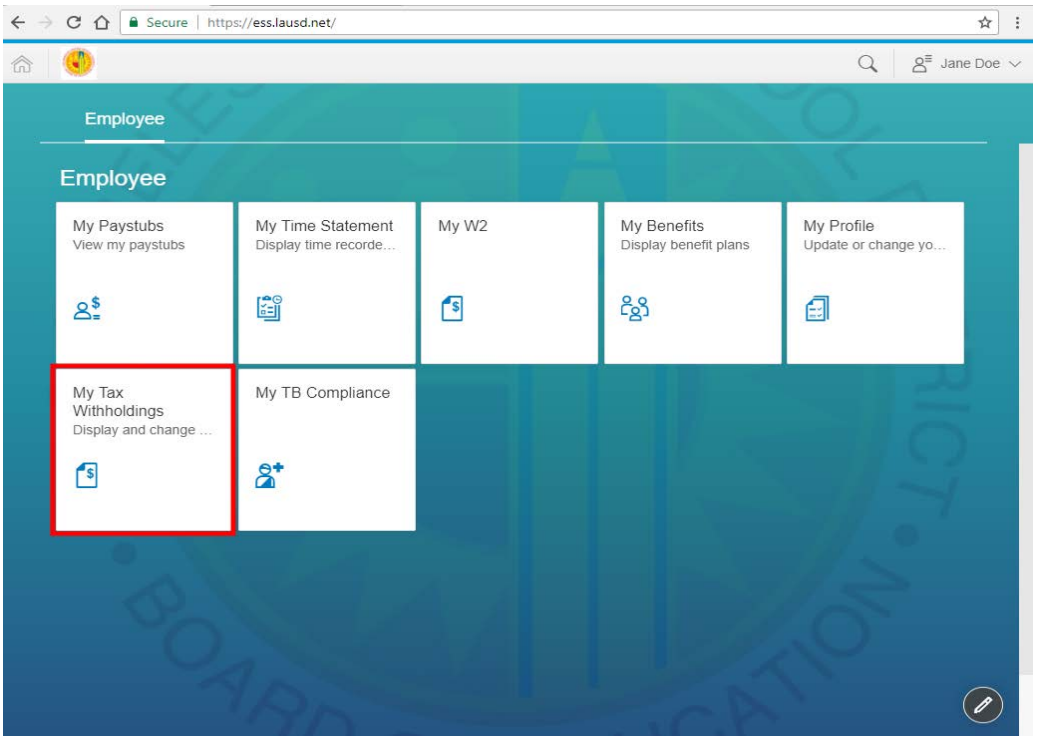
Click Save.



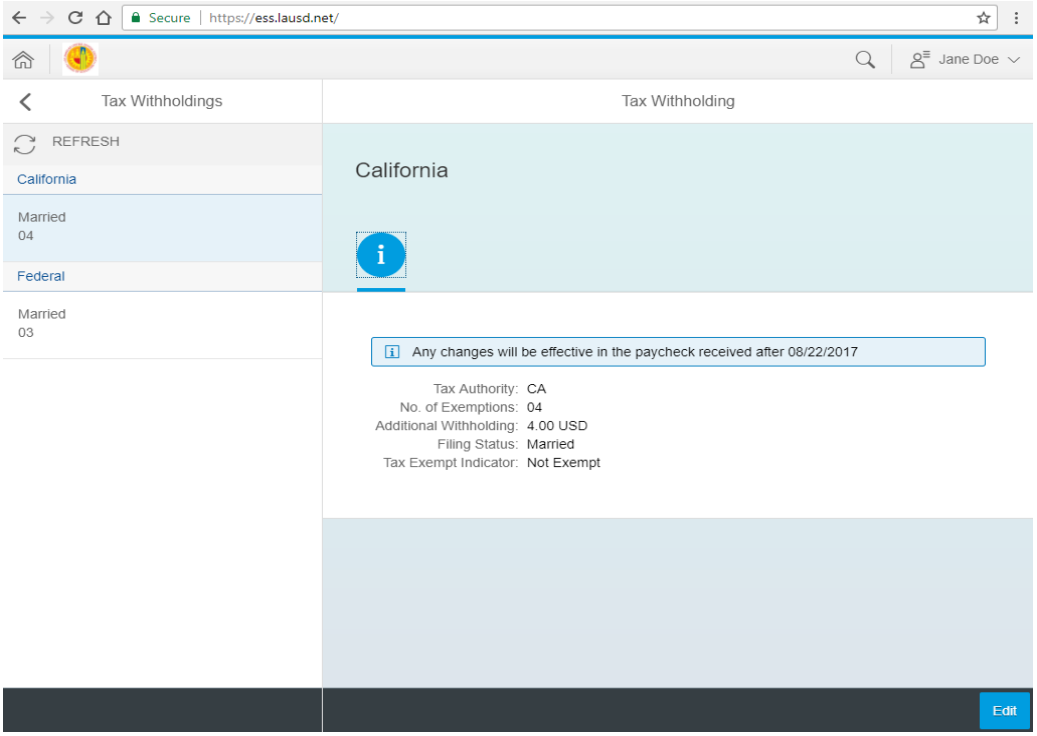
Select the latest record to verify your changes.

Click to go back to Launchpad.

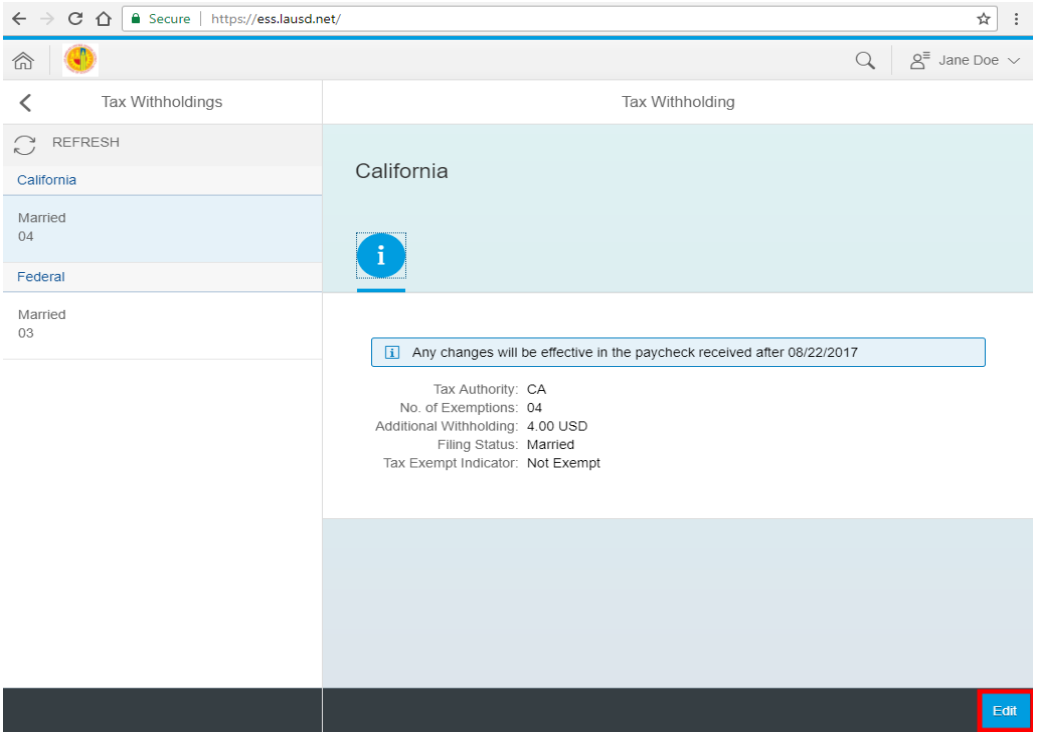
My Tax Withholdings



To view your tax withholdings, click My Tax Withholdings tile.



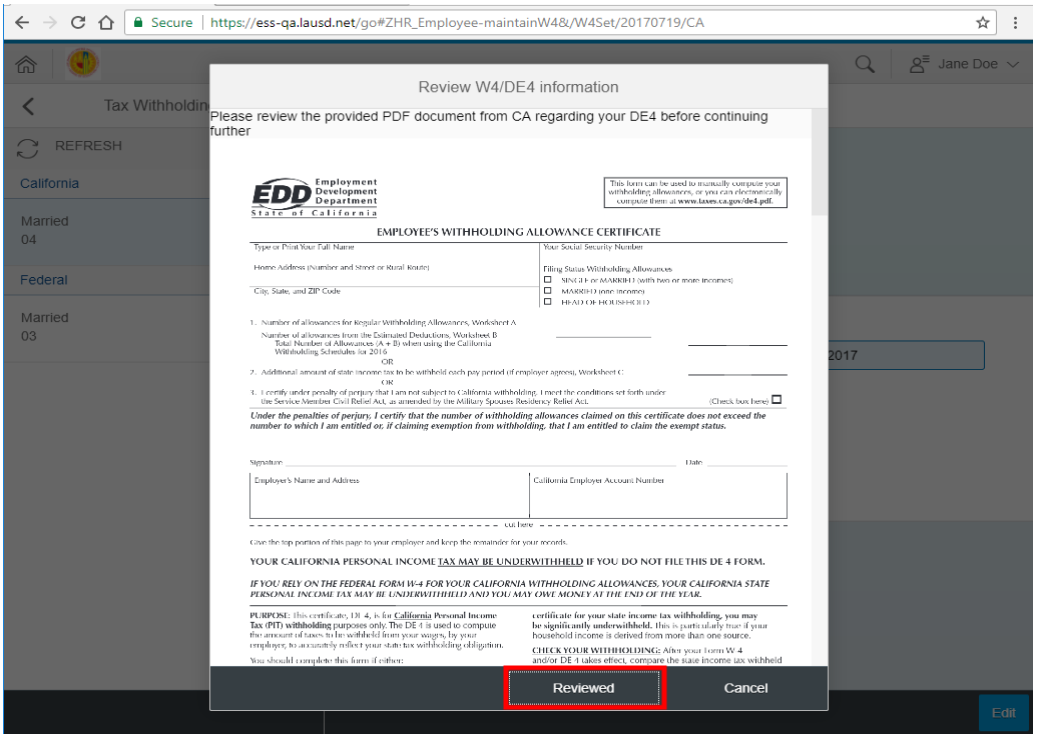
The screen is divided into two sections. Left side of the screen displays overview of tax withholdings which include California withholdings and Federal withholdings and right side of the screen displays the withholding information in detail section. To view California withholdings click under California and to view Federal withholdings click under Federal.



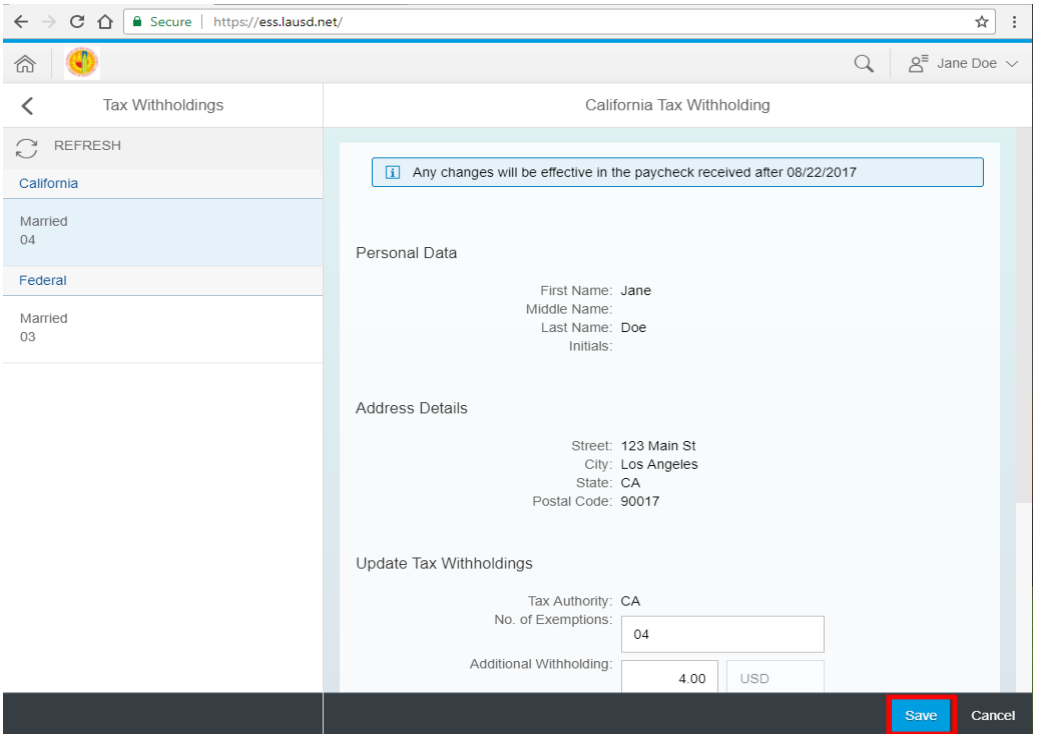
To change the withholding click Edit.

Review W4/DE4 information window is displayed. Review the displayed PDF.

If the record is not in the system click + to create.



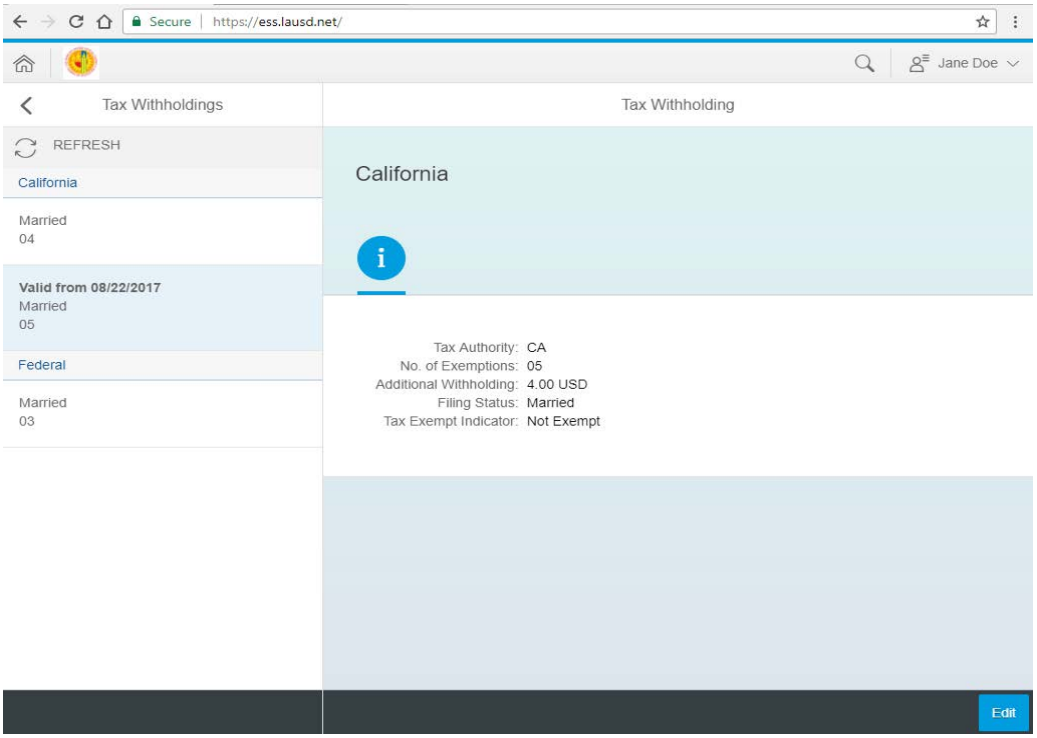
Click Reviewed to move forward or Cancel to move back.



Notice the effective date of this modification in the message on top.

Modify the information as needed, go through the declaration and select it.

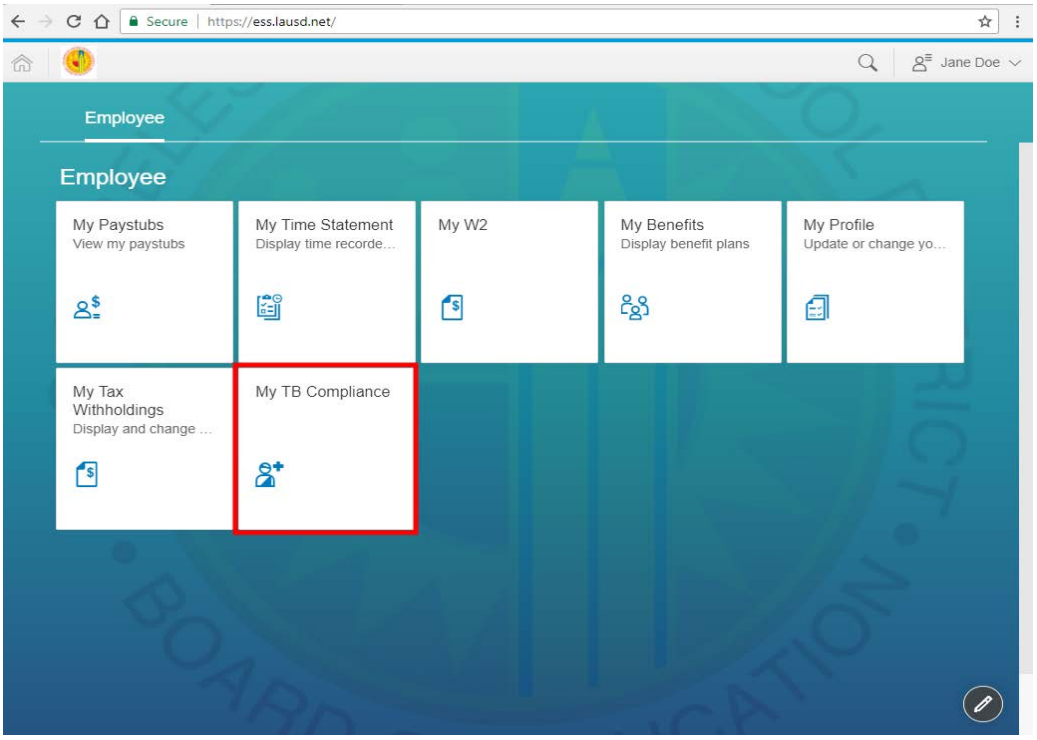
Click Save.



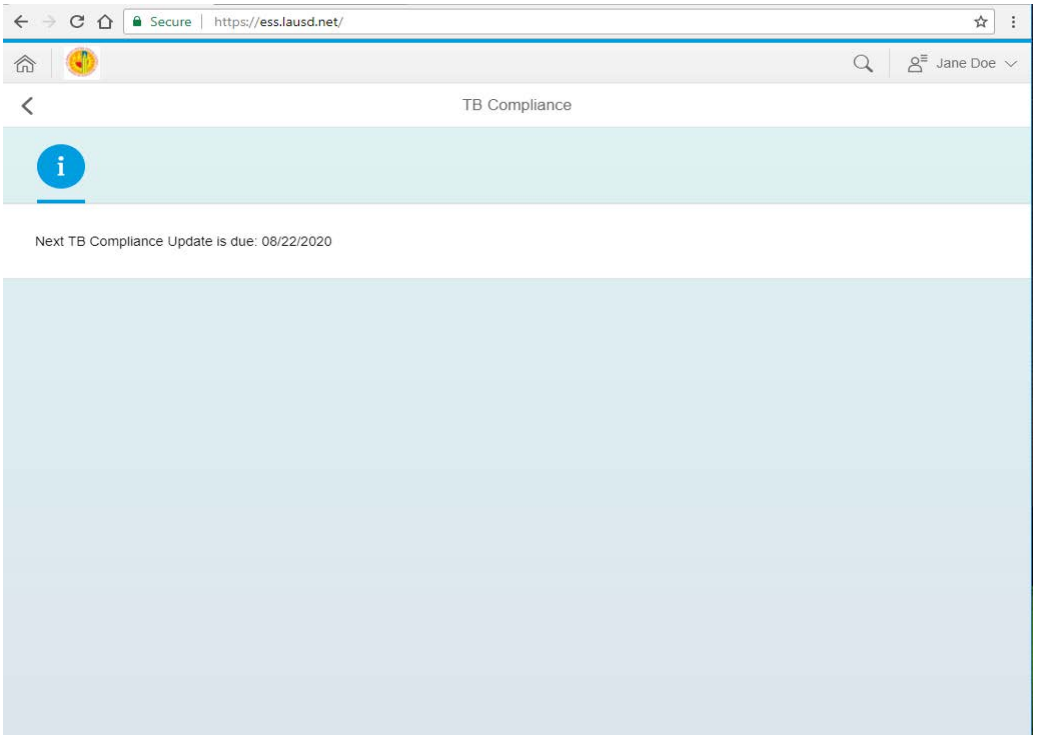
Select the latest record to verify your changes.

Click to go back to Launchpad.

My TB Notifications



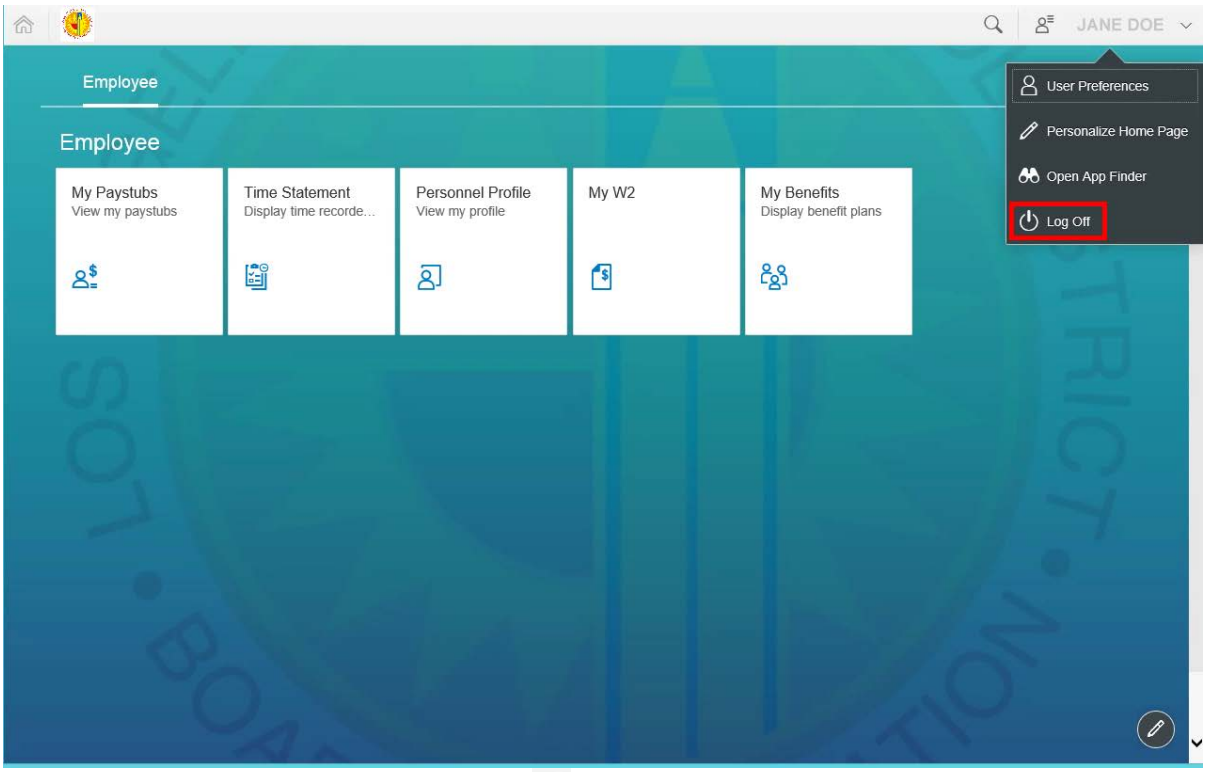
To view your TB notifications, click My TB Notifications tile.



TB notification is displayed.

Click to go back to Launchpad.

Conclusion



Log-out from the application by clicking and click Log-Off.

Frequently Asked Questions

1. Is this application secured?
    - Yes, it is secured and only you can view your own information.
2. Can I save password on my browser?
    - Your browser may allow you to save password. However, for security reasons we do not recommend saving passwords.
3. What if I forget my password?
    - Call help desk at (213) 241-5200.
4. Can I view/obtain W2's older than 5 years?
    - No, please contact the Employee Service Center at (213) 241-6670.
5. Can I make changes to my health benefit plan(s)?
    - You may only view your current plan enrollment(s). IRS rules do not allow plan participants to make election changes except during the Annual Benefits Enrollment period. However, the IRS does permit a participant to make a change in the middle of the year when certain major life events take place. Please contact Benefits Administration at (213) 241-4262 or visit their website at http://benefits.lausd.net for more information.
6. Can I add or remove dependents?
    - You may only view your currently enrolled dependents. To remove or add eligible dependents from your health benefit coverage, complete the "Change of Dependent Status" form and submit to Benefits Administration. The form can be found on their website at http://benefits.lausd.net.
7. If I have any questions regarding my health benefits coverage, who may I contact?
    - You may call Benefits Administration at (213) 241-4262 or send an email to benefits@lausd.net. You may also visit their website at http://benefits.lausd.net for more information.
8. What if I have questions related to paystub?
    - You can contact payroll support services at (213) 241-2570 or email payrollsupport@lausd.net
9. What if I only see ?
    - It indicates that the browser you are using is not supported. Please use one of the recommended browsers.