



Believe ♦ Behave ♦ Become

### Calendar Dates

Foundations Training Selected Middle Schools	2/22- 2/23
Parent Summit	2/23
Assistant Principals Meeting	2/28
After the Bell	3/8
SAA Meeting	3/15
Principals' Meeting	3/21
Assistant Principals' Meeting	3/21
Safe Passages	3/22

### What's Due

Administrator Assurances -Attachment H	1/31
January Water Flushing Certification	2/1
January On-line Metal Detection Certification	2/1
E-Cast Appeals Due	2/20
Spring Semester Alternative Emergency Drill	Week of 2/26
Emergency Radio Test	2/27

# Friday Operation's Brief

## Safety and Emergency Preparedness



Thank you, Local District Central leaders, for all you do to ensure your school campuses are safe. The 2018 Spring Semester Alternative Emergency Drill is right around the corner and will be a shelter-in-place exercise. The drill may be conducted during the week of February 26<sup>th</sup> and is to be scheduled by each school.

School leaders are encouraged to work with Paul Ishimaru, Director of Blackboard Connect, to assist you with putting out a test message during the drill. Using the Shelter in place exercise can provide leaders an opportunity to use a cell phone to send a blackboard connect message when staff doesn't have access to the main office nor access to a landline. By using a cell phone, schools leaders can relay messages to communicate with staff. This is a great opportunity to update every staff member's emergency information. We will be putting together a Job Aide for Making Remote Messages to Staff. Please refer to REF-5380.7 *Spring Semester 2018 Alternate Emergency Exercise* for more information (Attachment 1).

## 2018 Spring Semester Radio Test

The 2018 Spring Semester Radio Test conducted in conjunction with districtwide emergency drills will take place on Tuesday, February 27, 2018, at 10:00 a.m. The updated [Emergency Radio Communication Tree](https://achieve.lausd.net/radiounit) is available at <https://achieve.lausd.net/radiounit>.



## Presidents Day Holiday—Monday, February 19, 2018



We may see an increase of student and staff absences before and after holiday breaks. In order to reduce the number of absences during this time, remind staff and families of the importance of being at school each and every day.

Be mindful of your facility and make sure that all doors, entrances, windows and gates are tightly secured.

Attached is a sample interoffice correspondence memo that can be distributed to staff before holidays for school security (Attachment 2).

## Spotlight on 100 Days of School

Our students are 100 days smarter! Monday, February 5th, 2018 marked the 100th day of school for the 2017-2018 school year. LD Central schools celebrated students who had proficient attendance throughout these 100 days. Students who improved their attendance were also recognized for their effort. Here are a few highlights from this year's 100th Day celebration.



On Monday morning, February 5th, Cortines School of VAPA students marked their 100th day of the school year with balloons, buttons, banners, music and even a star studded 'red carpet'. Their excitement generated an added awareness for maintaining excellent attendance. Fellow students, administrators, PSA Counselor, Sonia Thong, as well as Principal Martinez, welcomed all students at the school's entrance to underscore the importance of good attendance.

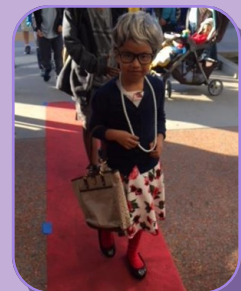
Los Angeles Academy Middle School provided delicious churros for students who hit the target for proficient attendance!



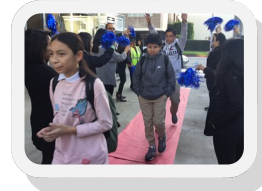
West Adams Preparatory High School rolled out the red carpet and recognized students who demonstrated improvement in their attendance!



PSA Counselors at RFK complex came together from their various schools to cheer on the students as they walked onto campus dressed in their centurion costumes!



Young Oak Kim Academy staff greeted students with the red carpet treatment as they walked into school for the 100th day! Students had a great time writing down 100 reasons why they love their school as they listened to music during lunch!



## Belmont Wellness Center: Providing Comprehensive Mental Health and Health Services for LD Central students and families



Located on the campus of Belmont High School, the Belmont Wellness Center serves as a health and mental health center for students in the Downtown/Echo Park and surrounding communities. Asian Pacific Health Care Venture, Incorporated (APHCV) provides primary care for acute and preventative health care needs, including sports physicals, immunizations, family planning and health screening. APHCV serves children, adolescents and adults, and is open from Monday to Friday, from 8:30am-5:00pm. Staff at APHCV are also able to assist families with Insurance enrollment, and referrals to other service providers, with the support of the APHCV network.

Since its grand opening in December 2012, the Belmont Wellness Center, operated by School Mental Health (SMH), has provided mental health services and medication support and management to students and families in the central region of the Los Angeles Unified School District (LAUSD). SMH Psychiatric Social Workers (PSWs) provide clinic based services at the Belmont Wellness Center and the Roybal Learning Center Clinic. Field-based therapeutic services are provided at our mini-clinics located on the campuses of Glassell Park Elementary School, Marshall High School and Wadsworth Elementary School where there is also a school-based PSW. Additional field-based services are provided at several other campuses located throughout Local District Central, and are supported by MSW interns who are a part of our field instruction program. Utilizing an integrated, comprehensive, trauma-informed approach, SMH PSWs and MSW interns provide evidenced-based mental health services to address trauma, anxiety, depression and oppositional behavior through individual, group and family therapy.

The Belmont Wellness Center has been working collaboratively with Sal Castro Middle School to ensure that all students impacted by the shooting incident last week receive mental health support at the Center or are referred to a community provider.

## TDAP Awareness Campaign

The Division of Student Health and Human Services is leading this year's TDAP Awareness Campaign. This campaign will help ensure that all 6<sup>th</sup> grade students meet the TDAP requirement before the end of the school year. Attached is the 2018 TDAP Toolkit which will help with strategies for coordinating your campaign (Attachment 3).



For questions or additional information please contact Sosse Bedrossian, Assistant Director, District Nursing Services at (213) 202-7580 or at [sosse.bedrossian@lausd.net](mailto:sosse.bedrossian@lausd.net). Your Local District Nursing Specialist is also available to assist. See attached directory (Attachment 4).

## Staff Relations Reminder on Behalf of OGC: School Files Project



The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process, please contact your Staff Relations Field Director (Attachments 5 & 6).

## Restorative Justice: Five Principles of Restorative Justice

Restorative justice offers a paradigm shift away from a punitive system. The traditional system asks:

1. What law was broken?
2. Who broke it?
3. What punishment is deserved?

Restorative justice asks:

1. What harm was done and to whom?
2. What needs have arisen based on this harm?
3. Who can we make things as right as possible?



In light of these questions, the **5 Guiding Principles** of restorative justice are:

1. First and foremost, harms are act against people and interpersonal relationships;
2. These harms create obligations;
3. The central obligation is to do right by the people who were harmed;
4. Uses inclusive, collaborative processes;
5. By making things as right as possible, the person who has harmed begins to understand and value responsibility and relationships with other people and the community.

## DWP's Lighting Program

Concerned about lighting around your school grounds? The Department of Water and Power (DWP) partnered with LAUSD on the following lighting programs to light up your school.

1. DWP will install lighting around the perimeter of school campuses and/or
2. The DWP will donate lighting for other areas of a campus, but LAUSD would be responsible for the installation.

To be considered for the "lighting" program, principals must contact Sharee Sanders, School and Neighborhood Prosecutor, for the City of Los Angeles. Ms. Sanders may be contacted via email at: [sharee.sanders.gordon@lacity.org](mailto:sharee.sanders.gordon@lacity.org).

Don't let this opportunity pass!



## Operation School Bell on Wheels 2018



Operation School Bell on Wheels for LD Central is set for **March 9, 2018** at Mack ES. This is an opportunity for elementary school principals to participate in the program to receive: school clothing, shoes, school supplies, etc... Please look out for an e-mail soon, with attachments for parent permission, school completion and preparation instructions.



# Handy Reminders



## 2018 is NOW RE-OPENED

As you are aware, a recent review revealed that the total of E-CAST enrollment forecasts for all individual schools was not in alignment with LAUSD's total enrollment forecast. In consultation with the Office of the Superintendent and Budget Services, the decision was made to temporarily take E-CAST offline so the total of enrollment forecasts for all individual schools and the District's total enrollment forecast could be brought into alignment.

The revised forecast data that have been uploaded into E-CAST have reset E-CAST applications for all schools. Any actions that Principals had previously taken in E-CAST, including responding to their school's Open Enrollment and/or Magnet forecasts, or submitting a Staffing Appeal, will now need to be re-done. E-CAST's deadlines are being extended accordingly to ensure that Principals have adequate time to review and submit their E-CAST applications and Staffing Appeals, as appropriate, for their schools.

E-CAST's revised timetable has been posted on the E-CAST website at [www.laschools.org/ecast](http://www.laschools.org/ecast). If you have questions or concerns, please contact E-CAST Customer Service at 213-241-8044 x9.

We apologize again for the inconvenience and thank you for your patience and cooperation.

## Foundations Training

Our next Foundations training on **February 22-23** is right around the corner. It will take place in Local District South at San Pedro High School-Olguin Campus, 3210 S. Alma Street San Pedro, CA 90731. Parking is available on site on lot above the campus. Please look for staff who will be directing participants. Lunch will be available on Thursday for all participants.

The selected middle school principals will receive an email with more information. We look forward to seeing you. Should you have any questions, please do not hesitate to call your operations coordinator.



### Schools Telephone Auto-Attendant

Schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.

### VPN Access

All administrators can review and submit time approval from anywhere you have internet access by using LAUSD's Virtual Private Network (VPN). VPN allows users to securely sign on to SAP from any location. For instructions on using VPN, please visit <http://achieve.lausd.net/vpn>.





## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Spring Semester 2018 Alternate Emergency Exercise

**NUMBER:** REF-5380.7

**ISSUER:** Darneika Watson-Davis, Ph.D., Executive Director  
Division of District Operations

Diane H. Pappas, Chief Executive Officer  
Office of District Operations & Digital Innovation

**DATE:** December 7, 2017

### ROUTING

Local District  
Superintendents  
Administrators of  
Operations  
Operations Coordinators  
Principals  
Non-School Site  
Administrators

**PURPOSE:** The purpose of this Reference Guide is to provide information about the Spring Semester 2018 Emergency Exercise to be conducted on any day during the week of February 26, 2018. The semi-annual radio test performed in conjunction with District-wide emergency drills will take place on Tuesday of the week specified for the Spring Alternate Emergency Exercise, as specified in REF-6537.0, *Inter-Campus/District-wide Safety Communications Test*. The spring radio communications test will be conducted on Tuesday, February 27, 2018. A Districtwide Blackboard Connect emergency test message will be sent to all parents, guardians, and employees as part of the District-wide emergency exercise.

The exercise includes a specific emergency scenario and is intended to familiarize school staff with the following:

1. Use of the Incident Command System (ICS) found in the *Integrated Safe School Plan*.
2. The responsibilities of various school teams listed in the plan.
3. The appropriate response by the principal, co-administrators, teachers, students, and staff to this particular emergency scenario.
4. The school's ability to respond effectively to populations with special needs impacted by this type of threat.
5. The school's ability to communicate with its own staff, parents, and neighboring schools during an emergency.

**MAJOR CHANGES:** This year's exercise involves shelter-in-place procedures, which require that staff close all windows and doors, and turn off heating and air conditioning units to keep outside air from entering buildings and classrooms. It is important that each



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site has personnel who are able to turn off all Heating/Ventilation/Air Conditioning (HVAC) systems. As personnel or duties may have changed on campuses, this exercise offers an opportunity to practice this essential emergency response procedure.

This document updates REF-5380.6 Spring Semester 2017 Alternate Emergency Exercise, dated December 9, 2016, issued by District Operations, and reflects the change in category of emergency drill for Spring 2018 as well as current organizational structure.

**INSTRUCTIONS:** Prior to the Spring 2018 Emergency Exercise, it is strongly suggested that site administration complete the following activities:

**A. Pre-Exercise Activities**

1. Review the school's Integrated Safe School Plan with all faculty and staff. Confirm that each staff member understands his or her role in response to this type of emergency. Schools are encouraged to take the online STEPS shelter-in-place training and other emergency training on the Learning Zone. More information is available at <http://steps.lausd.net>.
2. Work with the plant manager and local Maintenance and Operations personnel to review shutdown procedures for HVAC systems and individual heating and cooling units. HVAC systems draw in outside air as part of their operation, and must be turned off during shelter-in-place incidents. Ensure that multiple people on campus are trained and designated to shut off all HVAC systems in the event of an incident. Schools are encouraged to clearly label shut-off switches so that they will be easy to find and operate, and pictures of switches and shutdown directions can be stored in a binder with a school map for the utilities emergency team.
3. Assess the needs of all students and staff with special needs. This includes, but is not limited to, students on the Welligent list of students with a life-threatening condition. Ensure that those with special needs have the resources in place to successfully endure this emergency. This response scenario may be a challenge for some students and staff who are dependent on specific supplies, have respiratory challenges, are sensitive to environmental conditions, or who may not have heard or understood the initial "shelter-in-place" announcement over the intercom. One goal of this drill is to identify these people and understand their needs so that in a real emergency they will be safe and secure.



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4. Many schools have emergency supplies in their classrooms, including “lockdown kits.” These same supplies are also useful for shelter-in-place incidents. Use this drill to inspect and update classroom supplies.
5. Remind all staff that, in the event of a disaster, all District employees may be designated “Disaster Service Workers,” pursuant to Section 3100 of the California Government Code, and as such, will need to remain at school. All District employees are strongly encouraged to have a complete Home Emergency Plan and emergency supplies in place, so that they know their family will be provided for in their absence.
6. Notify parents of the drill and invite them to observe and/or participate. Parent notification sample letters in English and Spanish are attached. The sample parent notification letter is also available in Armenian, Chinese, and Korean and may be downloaded from the Administrator’s Corner tab at <http://achieve.lausd.net/emergencyservices>.
7. Encourage staff and parents to download the LAUSD emergency plan app for smartphones and tablet devices. Information is available at <http://achieve.lausd.net/emergencyapps>.
8. Remind students to discuss with their parents specific family plans in the event of this type of an emergency.
9. Ensure that student emergency cards are current and complete, and that current phone numbers for students and staff are in the Blackboard Connect database.
10. Inspect and inventory all emergency supplies and equipment in the emergency response bin. Replace or add any items as necessary.
11. Inspect the information in the School Emergency Response Box. Make sure class lists and contact information are up to date and accurate. For assistance on the contents of the School Emergency Response Box, see REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013.

### B. Exercise Scenario

Your school has been notified by the Office of Environmental Health and Safety (OEHS) that there has been an accidental industrial release of an airborne toxic material near your school. The cloud of materials is being carried slowly by the wind in your direction. On the advice of authorities, you are directed to have your students and staff shelter-in-place until there is





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no longer a threat. Based on information received by OEHS, it is estimated that students and staff will have to shelter-in-place for at least 30 minutes, if not longer.

Refer to the Shelter-in-Place section of Emergency Threats and Hazards in the *Integrated Safe School Plan* for guidance on sheltering in place.

Site administration is to make plans and provisions to communicate with all classrooms and respond to needs of students and staff with medical or physical conditions. Classroom communication should include school phone system, school radios, cell phones, and e-mail distribution lists.

This type of emergency makes communication with classrooms very challenging. A critical goal of this drill is to ensure that there are at least two methods to get information to and from classrooms.

Site Administration is to confirm that all students and staff are sheltered in a safe environment. Please check that all doors, windows, and gates are closed and locked.

### C. Post-Exercise Evaluation

Conduct an after-action review of the exercise with members of the staff who held an emergency position during this drill. Complete the on-line drill evaluation form at <http://emergencydrills.lausd.net>. (See REF-5803.3, *Emergency Drills and Procedures*, dated March 2, 2013, for information about the on-line emergency drill evaluation process.)

### RELATED RESOURCES:

REF-5451.2, *School Site Emergency/Disaster Supplies*, dated August 15, 2016, issued by the Division of District Operations.

REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013, issued by the Office of School Operations.

REF-5803.3, *Emergency Drills and Procedures*, dated March 2, 2016, issued by the Office of School Operations.

REF-6537.0, *Inter-Campus/District-wide Safety Communications Test*, dated July 27, 2015, issued by the Office of School Operations.

*Integrated Safe School Plan*, Emergency Threats and Hazards section.

Administrators may consult the LAUSD Emergency Services website at <http://achieve.lausd.net/emergencyservices> for the following:



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- Sample documents to distribute to school staff
- LAUSD emergency-related guidance documents
- LAUSD Emergency Plan apps for employees and parents
- Emergency information links
- Emergency preparedness information

For on-line training, please see the Safety Training for Emergency Preparedness at Schools (STEPS) courses on shelter-in-place incidents. These courses are all available on the Learning Zone. More information about the STEPS program is located at <http://STEPS.lausd.net>.

STEPS courses include:

- STEPS 204, *What to Do if There is a Shelter-in Place at School* for classroom personnel
- STEPS 404, *Planning for and Responding to a Shelter-in-place at School* for administrators and school management team

Refer to <http://STEPS.lausd.net> for information on available LAUSD Warehouse school emergency supplies.

Refer parents to <http://ParentEmergencyInformation.lausd.net> for information on what LAUSD schools do in various emergency situations.

**ASSISTANCE:** For assistance or more information, please contact Dr. Jill Barnes, Executive Emergency Strategist, Division of District Operations-Emergency Services at (213) 241-5337 or [jill.barnes@lausd.net](mailto:jill.barnes@lausd.net).



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### ATTACHMENT A

#### SAMPLE LETTER TO PARENTS (School Letterhead)

(Date)

Dear Parents(s) or Guardian(s):

The safety and welfare of our students and staff are our highest priorities. To provide schools an opportunity to practice emergency response procedures, the Superintendent of Schools has asked all students and staff to participate in a District-wide emergency preparedness drill on \_\_\_\_\_, at \_\_\_\_\_. Please be advised that students will be dismissed at the regular time on this day.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. As part of the drill, the students and staff will participate in the activation of our school's Safe School Plan. You are encouraged to participate in this drill. For information about how your school prepares for emergencies, you may check the website <http://ParentEmergencyInformation.lausd.net>. Information is available in five languages.

Please make sure that all contact information for your child is current at school, so that in the event of an actual emergency, we can reach you.

Prior to the drill, please discuss with your child your family's home emergency preparedness plan. Several resources are available to help you prepare. The American Red Cross has outstanding materials. You can obtain Red Cross materials in English or in Spanish from their website: <http://www.redcross.org> or by calling the Los Angeles Chapter at (310) 445-9900. Your telephone directory also has valuable information on first aid, CPR, and home preparedness.

If you have any questions or need further information, please do not hesitate to call our school office at (School Telephone Number).

Sincerely,

Principal



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### ATTACHMENT B (Spanish)

#### SAMPLE LETTER TO PARENTS (School Letterhead)

(Fecha)

Estimados padres de familia o tutores legales:

La seguridad y el bienestar de nuestros alumnos y del personal son nuestras prioridades fundamentales. A fin de que las escuelas tengan la oportunidad de practicar los procedimientos a seguir en caso de una emergencia, el superintendente escolar le ha solicitado a todo el personal y los estudiantes que lleven a cabo un ejercicio de simulacro de preparación para emergencias que abarcará a todo el Distrito y se realizará el \_\_\_\_\_ de \_\_\_\_\_, a las \_\_\_\_\_. Ese día, el horario de salida de clases será el habitual.

El objetivo de este ejercicio de entrenamiento es mejorar nuestra capacidad para proteger a los estudiantes, salvar vidas, y limitar las lesiones que se pudieran producir. Como parte de dicho entrenamiento, los estudiantes y el personal participarán en la activación de nuestro Plan de Seguridad Escolar. Se insta a todos a tomar parte en el simulacro. Para información sobre cómo se prepara su escuela para emergencias, pueden revisar el sitio web [http://ParentEmergency Information.lausd.net](http://ParentEmergencyInformation.lausd.net). La información se encuentra disponible en cinco idiomas.

Por favor, asegúrense de tener a día la información de su hijo(a) para poder ponernos en contacto con usted en caso de una emergencia real.

Solicitamos a los padres de familia que, antes de la fecha de realización del simulacro, conversen con sus hijos acerca del plan de preparación que tengan en sus hogares. Existe una serie de recursos disponibles para ayudarles a estar mejor preparados. La Cruz Roja cuenta con material extraordinario, el cual puede obtenerse en inglés o español visitando el portal de Internet en: <http://www.redcross.org>, o llamando a la sección de Los Ángeles al (310) 445-9900. En la guía telefónica también se puede encontrar información valiosa sobre primeros auxilios, la resucitación cardiopulmonar (CPR, por sus siglas en inglés), y preparación para el hogar.

Si tiene alguna otra pregunta o necesita más información, por favor no dude en llamar a la Dirección de la escuela al \_\_\_\_\_.  
(número de teléfono de la escuela)

Atentamente,

Director(a)



**Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE  
(Your School Name)**

Sample

**TO:**

**DATE:**

**FROM:** \_\_\_\_\_, Principal

**SUBJECT: SECURITY FOR HOLIDAY WEEKEND**

Teachers, thank you for your cooperation in securing your classrooms during the previous weekends. As a reminder, please follow these guidelines for the upcoming Presidents Day Holiday.

- Close and secure all classroom windows at the end of the school day
- Ensure that all equipment is secured in locked cabinets
- Ensure that all interior doors to the classrooms are locked
- All media carts need to be locked and secured
- Lock desks and cabinets
- Unplug any non-essential electronic devices and roll up extension cords
- Turn off all computers
- Please have students place their chairs on desks

Please feel free to see me for any questions.

(This memo serves only as a sample, there are other things that are specific to your schools site.)



# Strategies for Coordinating a Campaign for Tdap Awareness

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- 1) Start with your Tdap non-Compliant list (downloaded from Welligent)
- 2) Hold a meeting with all Student Health & Human Services (SHHS) staff and Front Line Staff (Nurse, PSA, PSW, Healthy Start, SAA, clerical staff, 6<sup>th</sup> grade teachers)
- 3) Designate a Campaign Lead (School Nurse-if no school nurse designate a SHHS staff member)
- 4) Review Tdap non-compliant list and determine/highlight if there are students that have expiring Medical Exemptions and/or Personal Belief Exemptions (PBEs). PBEs will no longer be honored/accepted for students entering 7<sup>th</sup> grade
- 5) Review the online Tdap Toolkit at <https://achieve.lausd.net/site/default.aspx?PageID=13268#spn-content> and assign team members to Tdap Campaign Activities
- 6) Download the Immunization Awareness Flyer. Make copies and make sure flyers are posted in ALL offices; parent center, 6<sup>th</sup> grade classrooms, AND all SHHS staff offices/support staff offices.
- 7) Determine if your campaign will include an incentive plan for students who get vaccinated/are vaccinated and bring in proof. What are the incentives/resources that can be used?
  - a. **EXAMPLE 1:** Students who are currently Tdap compliant and students that provide proof of Tdap on/before March 31 will be entered into a raffle to receive: Student Store Item, Front of the Line Pass for a week, Free Dance ticket, Front Row Seat During Culmination
  - b. **EXAMPLE 2:** 6<sup>th</sup> grade classroom competition. The first 6<sup>th</sup> grade classroom/homeroom to reach 72% compliance (by bringing in Tdap Immunization proof) will win a pizza party
  - c. **EXAMPLE 3:** Offer 6<sup>th</sup> grade students in Health/Science classes opportunity to enter a Tdap Marketing Campaign Contest. Winner will have product (digital flyer or video) posted on school website and/or will be shown during next all School Assembly. The school site Tdap team can serve as judges. Develop criteria for required marketing components and offer students the Tdap FAQ Sheet as a reference for their design. Try to get science/health teachers on board too.
- 8) Look at school Master calendar. Look for opportunities to present Tdap Power Points to stakeholders. Look for the following:

a.	Parent Meetings
b.	Articulation (which includes 5 <sup>th</sup> & 6 <sup>th</sup> grade students entering Middle School)
c.	6 <sup>th</sup> Grade Homeroom Meetings
d.	Full Staff Meetings
e.	6 <sup>th</sup> Grade Department Meeting
- 9) Schedule presentations and determine which staff will facilitate. Be sure to have Tdap Awareness month flyers on hand during presentations
- 10) Determine the following:
  - a. Will our school try to schedule on-site vaccination/mobile clinic? If so, contact your Local District Nursing Coordinator ASAP. Look at school master calendar to ensure no conflicts exist.
    - i. Are there events going on during March on a Saturday/during the evenings? If so, can we have a mobile clinic come during those events (resource fair, health fair, STEAM Night)?
  - b. If doing a mobile clinic, how will staff assist with obtaining consent forms from students?
- 11) Send out Blackboard Connect to parents of students in need of Tdap. (See Toolkit. There is a different script for schools that are hosting a mobile Tdap clinic). One Blackboard Connect will be sent from Beaudry.
- 12) Mail home Tdap Awareness Parent letter to parents of students who still need Tdap vaccine (Tdap letter prefilled with student information can be generated in Welligent by School Nurses (RNs))
- 13) **REACH OUT to feeder SHHS staff** at elementary schools with 6<sup>th</sup> grade students to see how you can collaborate!



## District Nursing Services Administrators

DISTRICT	ADMINISTRATOR NAME/E-MAIL ADDRESS	TELEPHONE
Nursing Services, Assistant Director	Sosse Bedrossian E-mail: <a href="mailto:sosse.bedrossian@lausd.net">sosse.bedrossian@lausd.net</a>	213 202-7580
Central, Nursing Specialists	Pilar Llanes E-mail: <a href="mailto:pilar.llanes@lausd.net">pilar.llanes@lausd.net</a>  Claire Reid E-mail: <a href="mailto:clare.reid@lausd.net">clare.reid@lausd.net</a>	213 241-0164
East, Nursing Specialists	Sylvia Fischer E-mail: <a href="mailto:sylvia.fischer@lausd.net">sylvia.fischer@lausd.net</a>  Donna Horowitz E-mail: <a href="mailto:donna.horowitz@lausd.net">donna.horowitz@lausd.net</a>	323 224-3325
Northeast, Nursing Specialists	Marianne Bradford E-mail: <a href="mailto:mcb6583@lausd.net">mcb6583@lausd.net</a>  Darlene Llorens E-mail: <a href="mailto:darlene.llorens@lausd.net">darlene.llorens@lausd.net</a>	818 686-4460
Northwest, Nursing Specialists	Irene Kratz E-mail: <a href="mailto:irene.kratz@lausd.net">irene.kratz@lausd.net</a>  Carmen Montes E-mail: <a href="mailto:carmen.montes@lausd.net">carmen.montes@lausd.net</a>	818 654-1670
South, Nursing Specialists	Nnodu Ojukwu (3 days/wk) E-mail: <a href="mailto:neo3002@lausd.net">neo3002@lausd.net</a>  Darlene Simpson-Lott E-mail: <a href="mailto:darlene.simpson-lott@lausd.net">darlene.simpson-lott@lausd.net</a>	310 354-3550
West, Nursing Specialists	Helen Uwadia E-mail: <a href="mailto:helen.uwadia@lausd.net">helen.uwadia@lausd.net</a>  Nnodu Ojukwu (2 days/wk) E-mail: <a href="mailto:neo3002@lausd.net">neo3002@lausd.net</a>	310 235-3770



**Confidential & Attorney-Client Privilege**

TO: General Counsel

FROM: Principal School:

DATE: \_\_\_\_\_

CC: Staff Relations

RE: Summary of Site File Review

Employee Name & Position: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Alleged Victim(s) Name & Age **at Time of Alleged Incident:** \_\_\_\_\_

**Type of Conduct (check all that apply):**

☐ Sexual Misconduct ☐ Inappropriate Behavior ☐ Violence ☐ Drug-related

**Describe Alleged Incident (including dates):** [Start typing here.] \_\_\_\_\_

**Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action):** Start typing here

**Other Comments:** [Start typing here.] \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## School Files Application

### Summary

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

### Document Requirements/Limitations

Users are to upload documents as **pdf** files.

The size of each file selected for uploading is limited to **20MB**. Users must enter the **8-digit** employee number (Entering leading "zeroes as applicable) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document.

### How to Upload a Document

1. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>
2. Enter the 8-digit Employee Number and click The **FIND EMPLOYEE** Button. The Employee Name and 7-digit Cost Center Code will display if successful.
  - a. Please verify the accuracy of the Employee Number and Name prior to proceeding to the document upload section
  - b. If the Employee Cost Center requires correction, the user is able to override the application-generated code. Please be sure to use the current 7-digit Cost Center code
3. Click the Browse button to locate the file you would like to upload.
4. Click the Upload button to upload the file
5. Once the file has been successfully uploaded a confirmation message stating that the uploading process has been successfully completed will be displayed. Click OK to proceed with uploading the document. Repeat steps 2 through 5 if additional documents for the employee need uploading. Once completed the user can enter a new Employee Number or simply Log out.



## School Files Application

### Helpful Tips

**1. Which Internet browser is preferred?**

Internet Explorer with Microsoft Silverlight plug-in installed is preferred

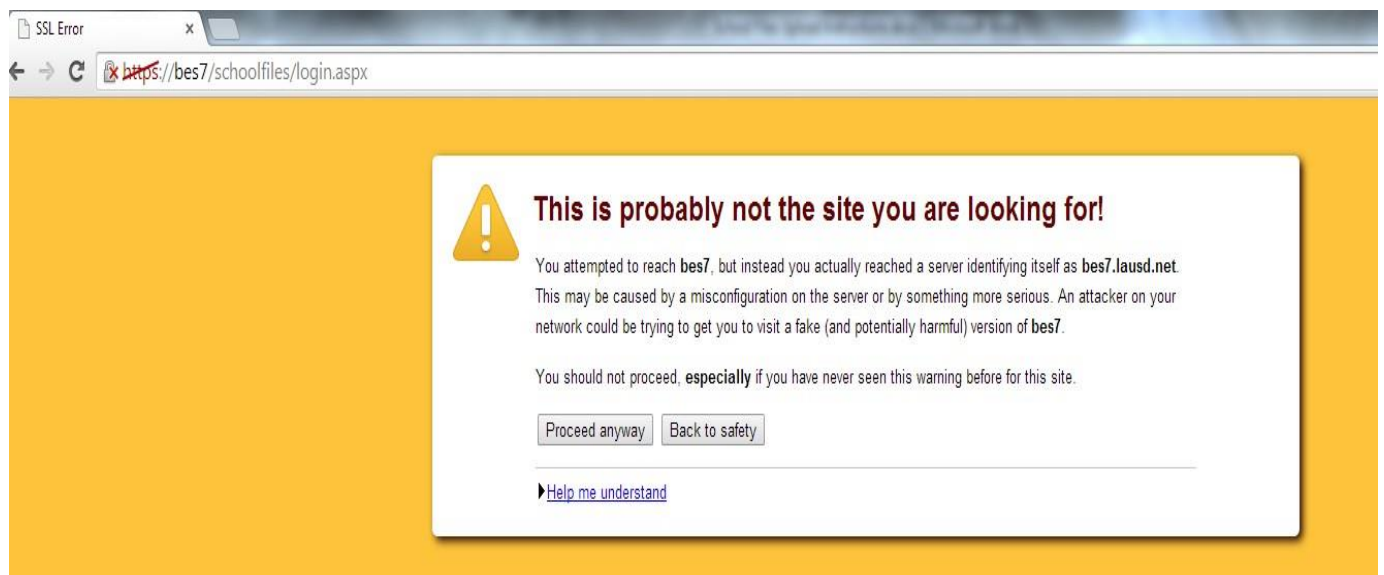
**2. I entered the Employee Number, but the application was unable to find the Employee Name**

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8-digits with leading zeroes)

**3. The Browse button to select the file to upload is not displayed**

Ensure Microsoft Silverlight is installed (Search the web for 'Microsoft Silverlight download') & install

**4. I received the following messages. What should I do?**



Click **Proceed anyway**. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD. It is safe to proceed.