BI-MONTHLY COMMUNICATIONS

Issue I, Volume 16
April 22, 2019

Superintendent's Office
Austin Beutner

Greetings Principals,

I hope you all enjoyed your well deserved Spring Break. As we return, we are reminded that we continue to move forward with our efforts to raise awareness around Measure EE. I want to thank you in advance for your work in activating your communities and in providing all relevant information on Measure EE to your stakeholders. Together we will make a difference in supporting our public schools.

Austin

What's Due at a Glance

Due Date	Action	Information Link	Contact
5/3/19	**Computer based ELPAC Field Test**	https://www.surveygizmo.com/s3/4953240/Computer-Based-ELPAC-Field-Test	**Student Testing Branch (213) 241-4104**
5/6/19	**Imprest Claim Online Reimbursement**	https://achieve.lausd.net/cms/lib/CA01000043/Centricil Domain/331/REF-3640.13%20Final%20Payment%20of%20Bills%20for%0FY%202018-19.pdf	**Accounts Payable Customer Center (213) 241-4800**
5/31/19	**Travel Request Entries in SAP**	https://achieve.lausd.net/cms/lib/CA01000043/Centricil Domain/331/REF-3640.13%20Final%20Payment%20of%20Bills%20for%0FY%202018-19.pdf	**Accounts Payable Customer Center (213) 241-4800**

Due Date	Action	Information Link	Contact
6/7/19	**Certification of 2019-20 Online Bell Schedules**	https://bellschedule.lausd.net or https://principalportal.lausd.net.	
Various	**Final Payment of Bills for FY 2018 19**	https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/331/REF-3640.13%20Final%20Payment%20of%20Bills%20for%20FY%202018-19.pdf	**Accounts Payable Customer Center (213) 241-4800**

Business and Finance

What's New

- **Spring 2019 College & Career Readiness Survey**
  The College & Career Readiness Survey administration window is **Wednesday, May 1st through Friday, June 7th, 2019.** Students in **grades 9-12** will access the College & Career Readiness Survey via Naviance, where the survey will be assigned its own Naviance task. Students will see the link to the survey on their Naviance *Welcome* page. To access the survey, they simply have to click on the link and login by:

  1. Selecting their school's Local District (e.g., Central, East, South)
  2. Entering their 10-digit LAUSD ID

- **The College & Career Readiness Survey Reference Guide** is now available online at https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/405/CCRS-RefGuide-068900-2018-19.pdf .

- **The new College & Career Readiness Survey** web page (https://achieve.lausd.net/CollegeCareerReadinessSurvey) is now available to provide the latest information and useful resources as well as an alternate link for students to access the survey.

- **Spring 2019 Senior Exit Survey**
  The Senior Exit Survey administration window is **Wednesday, May 1st through Friday, June 7th, 2019.** Seniors will access the Senior Exit Survey via Naviance, where the survey will be assigned its own Naviance task. When seniors log into Naviance, they will see the link to the Senior Exit Survey on their *Welcome* page.

  Students' survey responses will be available to counselors in real time through the Naviance system to identify students who need additional supports and to help ensure students successfully enroll in college in the fall. The entire Senior Exit Survey will take students approximately **5-10 minutes to complete**.

- **Fall 2019 Computer-Based Initial and Summative English Language Proficiency Assessments for California (ELPAC)**
  LAUSD schools have been invited to participate in the fall 2019 computer-based (CB) Initial and Summative English Language Proficiency Assessments for California (ELPAC) field test.

Participation in the field test is voluntary, but schools are encouraged to participate so that students and teachers become familiar with the new CB ELPAC format.

By agreeing to participate in the field test, schools must commit to the following:

- Participate in the CB ELPAC field test during the field test window of October 1 through October 25, 2019

- ELPAC coordinator will participate in a one-day ELPAC administration and scoring training sponsored by the Student Testing Branch (STB) and the Multicultural Multilingual Education Department (MMED) in October 2019

If you have any questions about the CB ELPAC field test, please contact the Student Testing Branch at (213) 241-4104.

- **2019-20 Online Bell Schedule System**
  The 2019-20 online bell schedule system is now available. To access, click on:
  https://bellschedule.lausd.net or https://principalportal.lausd.net.

- **Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2019-20**
  REF-068500.0, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for School Year 2019-20 is now available at:
  (https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/123/REF-068500.0%20Daily%20and%20Annual%20Instructional%20Minutes%204-5-19.pdf)

What's Due

- **College & Career Readiness Survey**
  To ensure that College & Career Readiness Survey results are reflective of students' needs and experiences, schools should take steps to ensure that all eligible students participate. Although the survey will take most students less than 30 minutes to complete, schools should schedule at least 45 minutes so that all students have time to login to their school-approved electronic device (e.g. Chromebook, iPad, desktop/laptop computer, cell phone) and complete the survey.

  If you have questions about this survey, please call (213) 241-5600 or send an email to SchoolExperineceSurvey@lausd.net and someone will assist you.

- **Student Exit Survey**
  To ensure that Senior Exit Survey results are reflective of student experiences and needs at each high school, it is essential that all eligible 12th graders participate in this survey. If you have any questions regarding this survey, please contact Carol Alexander, Director of A-G Intervention and Support at carol.alexander@lausd.net

- **Participation in the Computer-based ELPAC Field Test**
  If you would like your school to be considered for participation in the computer-based ELPAC Field Test, please submit your school name and your contact information online by **May 3, 2019.** Here is the link to the online form.
  https://www.surveygizmo.com/s3/4953240/Computer-Based-ELPAC-Field-Test

- **Certification of the 2019-20 Online Bell Schedules**
  School certification of the 2019-20 online bell schedules are due Friday, June 7, 2019

- **Accounts Payable Year-end Cut-off Dates**
  05/06/19 - Imprest Claim Online Reimbursement to Title I Office Universal Worklist
  05/31/19 - Travel Request Entries into SAP Financial System (Travel Desk). An ATRN (Travel
             Request Notification) must be created & approved in SAP prior to the trip departure.

  Other Accounts Payable cut-off dates are listed in Reference Guide 3640.13 - Final Payment of
  Bills for Fiscal Year 2018-2019 dated 03/15/19 which can be downloaded from the eLibrary.

  For payment related questions, please contact Accounts Payable Customer Service Center at (213)
  241-4800 and press appropriate selection.

Communications / Media

What's New

- **Los Angeles County Allocates Nearly $10 Million For School-Based Mental Health Services**
  The Los Angeles County Board of Supervisors voted unanimously to allocate nearly $10 million
  to increase mental health services and hire more social workers on Los Angeles Unified campuses.
  Funded by the Department of Mental Health, the Los Angeles County Community School
  Initiative will allow Los Angeles Unified to expand school-based prevention and early
  intervention services, peer support, crisis response and mental health outreach and referrals for
  students and families in need. Click here for more information.

Human Resources

What's New

- **ALL: April 2019 Staff Relations Monthly Update**
  The April 2019 Staff Relations Monthly Update includes reminders of important tasks and due
  dates aligned to the Collective Bargaining Agreement and District policies, such as the
  Affirmative Decision for **non-permanent employees** (F1/F2, V1, Q1/Q2, K1 and L1), Matrix
  postings, Teacher Displacement Notifications, Teacher Assistants – Verification of enrollment in
  college courses, Information on Community Service Representatives and School Supervision
  Aides due process rights and final evaluation deadlines for classified and certificated employees.
  For more information, visit our website at http://achieve.lausd.net/staffrelations

What's Due

- **ALL: Educator Development and Support Final Evaluation Deadline (May 7, 2019)**
  The deadline to complete and submit the EDST/EDSNCT Final Evaluation Report for teachers at
  single-track schools is May 7, 2019. For Early Education Centers, the deadline is May 29, 2019.
  To support the completion of the Final Evaluation Report, an administrator handbook and video
  tutorials (for administrators and teachers) are available in the *Resources* tab. For questions
  regarding the EDST/EDSNCT Final Evaluation Report, please contact your Teaching and
  Learning Coordinator or Professional Learning and Leadership Development at (213) 241-3444.

What's New

- **MS: Computer Science Course Updates**
  At the end of the 2018-19 school year, *Introduction to Computers* will sunset and be replaced with *Computer Science Discoveries* (180115 and 180116)*, Introduction to Programming: Game Design* and *App Development* (180117 and 180118)*, Introduction to Physical Computing* (180121 and 180122)*,* or an equivalent Career Technical Education (CTE) computer science course for students in grades 6-8. These courses are aligned to the new California Computer Science State Standards.

  For more information, please contact Sophia Mendoza, Director, sophia.mendoza@lausd.net, 213-241-5532.

- **HS: Computer Science Course Updates**
  For students in high school, *Computer Science 1* (CTE introductory)*, Exploring Computer Science* (CTE concentrator, or non-CTE), or an equivalent course aligned to the new California State Computer Science Standards will be offered in lieu of students enrolling in *Introduction to Computers,* which will no longer be part of the secondary course catalog and will serve as introductory computer science courses open to all students.

  For more information, please contact Sophia Mendoza, Director, sophia.mendoza@lausd.net, 213-241-5532.

- **ALL: Purchase Orders for Newly Adopted AP and K-8 History/Social Textbooks**
  Purchase orders for the newly adopted Advanced Placement and K-8 History/Social Science textbooks are currently being issued. Please complete the "goods receipt" upon receipt and inventory. To access the purchase order and order forms, go to http://tinyurl.com/iltss-textbookorders. To ascertain specific delivery information, the publisher may be called (contact information on order form).

  For more information, please contact Integrated Library & Textbook Support Services, 213-241-2733.

- **ES: DIBELS Reminder Aim for Blue!**
  The findings show that 90% of kindergarteners who scored Above Benchmark = "BLUE" at EOY on DIBELS maintained at Benchmark or above through the end of 3rd grade. Students who reach "BLUE" by end of Kindergarten are significantly less likely to need intervention when they return the following year, and are more likely to remain on track as they progress through first and second grade and beyond.

  For more information, please contact Alison Pickering, Elementary ELA Coordinator, alison.pickering@lausd.net, 213-241-5553.

- **ALL: 2019-2020 Master Plan Institute for English Learners (ELs) and Standard English Learners (SELs) Professional Development**

The Multilingual & Multicultural Education Department will provide the following three- to five-day professional development sessions on EL and SEL programs and services to TSP Advisors and/or EL Designees. Click here for Save the Date flyer. Registration will open in May.

For more information, please contact the Local District EL Programs Coordinator or Elaine Hu, EL Programs Specialist, elaine.hu@lausd.net or 213-241-5582.

- **MS: Warner Brothers - Story Lab Season 3 Recruitment**
  Calling all Middle School Principals! We are seeking up to 10 new middle schools to participate in Warner Brothers (WB) Story Lab, a partnership between Warner Bros., Young Storytellers, and L.A. Unified Division of Instruction Secondary Literacy Team and Arts Education Branch, provides an exciting storytelling curriculum for sixth-grade English Language Arts classrooms.

  The program aligns with the fall narratives unit and provides middle school, Grade 6, ELA teachers with professional development and an in-class curriculum focused on narrative storytelling, creative expression, arts integration and exploration of student voice through superhero stories.

- **We encourage you to apply and nominate sixth-grade middle school ELA teachers that are interested and able to meet program criteria. <u>Applications are due May 15, 2019.</u>**
  For more information, please contact Rachel Petruzzi, Secondary Literacy Coordinator, rap3913@lausd.net or 213-241-5333.

- **HS: Superintendent's Honor Roll**
  Starting the week of May 13th, schools with graduating seniors will begin to receive a list of students from their school who will receive a Superintendent's Honor Roll Award. Starting with the class of 2017, graduates who have a GPA of 3.8 or above in A-G courses (as calculated in MiSiS using the California State University GPA) have received the Superintendent's Honor Roll Award.

  Students who earn this award will be given a District-issued cord symbolizing their phenomenal academic achievement to wear on graduation day. In addition, schools are encouraged to recognize Superintendent's Honor Roll recipients in graduation programs.

  For more information, please contact Nancy Chavez, Counseling Coordinator, nchave2@lausd.net or 213-241-2540.

- **HS: Biliteracy Awards for Graduating Seniors**
  Graduating seniors who have met the criteria for the State Seal of Biliteracy and/or L.A. Unified Seal of Biliteracy will receive a seal for their transcripts and a white honor cord to be worn during graduation. In addition, students who are literate in three or more languages will receive an additional white academic honor hood. The award materials will be sent to the school sites starting Monday, May 6th, 2019. Please see REF-5306.8 for more information.

  For more information, please contact Nada Shaath, Specialist, nada.shaath@lausd.net, Jina Kim-Qvale, Coordinator, jxk5501@lausd.net, or call World Languages & Cultures at 213-241-5582.

- **HS: SPRING HIGH SCHOOL VOTER EDUCATION WEEKS (THROUGH APRIL 26, 2019)**
  We encourage all schools to take advantage of the opportunity to encourage youth civic engagement and participate in the 2019 Spring High School Voter Education Weeks from April 15-26, 2019, and beyond.

  Below is a list of resources to assist with the promotion of High School Voter Education Weeks.
  - § **Secretary of State and Superintendent of Public Instruction Joint Letter** (PDF)
  - § **Best Practices for voter outreach in high schools, shared by CA Counties** (PDF)
  - § **California Department of Education School Directory** (By County)
  - § **Pre-Registration Flyer** (PDF)
  - § **Student Poll Worker Flyer** (PDF)
  - § **Online Voter Registration Flyer** (PDF)
  - § **LAUSD Voter Registration Flyer** (PDF)

  All LAUSD staff are reminded that **Board Rule 1267 - Political Activities** remains in effect.

  For additional information, please contact Kieley Jackson, Coordinator, Ethnic Studies, Humanities and Related Social Sciences, kjack2@lausd.net, (213) 241-4506 or Nathan MacAinsh, Coordinator, Secondary History/Social Science, ndm1486@lausd.net or (213) 241-8221.

What's Due

- **MS/HS: Secondary Culturally and Linguistically Responsive Pedagogy (CLRP): Part 2, Skillset Development module is available!**

  This hybrid online/whole-group professional learning experience is one of the four required professional development modules for 2018-2019. It provides secondary educators with research-based content and culturally, linguistically responsive (CLR) strategies that can be implemented in the classroom to increase motivation, engagement, and access for all. The module can be completed in large or small settings.

  The module is available on the Access, Equity, and Acceleration (AEA) website at https://achieve.lausd.net/page/12050 and is referenced in MEM-5788.8. For more information, please contact Robert Whitman, Administrator, AEA, robert.whitman@lausd.net, 213-241-3340.

Grant, Scholarship and Partnership Opportunities

What's New

- **MS: Toshiba America Grant Program for 6-12 Science and Mathematics Teachers**
  Toshiba America Foundation's mission is to provide teachers with additional funds to support classroom projects. The Foundation strongly encourages projects planned and led by individual teachers or teams of teachers for their own classrooms. Science and math teachers in public or private (non-profit) schools may apply for grants to support classroom science and math education. Successful projects tap into the natural curiosity of students, enable students to frame their own scientific questions, and incorporate the expertise of community partners. Applications must be for project-based learning. Endorsement from a school administrator is required.

Applications are accepted year-round for requests less than $5,000. Requests for grants of more than $5,000 are due June 1 and November 1, annually. Grant Information

For more grant opportunities, please the District's Grants website at: grants.lausd.net.

Partnership Opportunities

What's New

- **LA READS: 2019 Dodgers Reading Champions Challenge**
  To help address the literacy crisis in Los Angeles and get children excited about reading, the Dodgers and Los Angeles Dodgers Foundation challenge youth in first through eighth grade to read 1.5 million minutes. Children can track the time they spend reading every day online and win cool incentives!
  Dodgers Reading Champions opened for registration on March 1, 2019, and will take place from March 2019 - August 2019. The program's sweepstakes restarts every month, so children have an opportunity to win every month! **Please share with your students and parents and encourage them to register today!** You can also download a classroom poster here!.
  For more information, click here: https://www.mlb.com/dodgers/community/la-reads

- **Dignity Health Sports Park's ASCSC Community Foundation and LA Galaxy Foundation 13th Annual Easter Egg Hunt and Earth Day Celebration**

  Registration is now open for youth ages 1-10 years old!

  Friday, April 19, 2019 (Good Friday)
  12:00 p.m. - 3:00 p.m.
  Dignity Health Sports Park Track & Field Stadium
  18400 Avalon Blvd., Suite 200, Carson, CA 90746

  *Children ages 1-10 are welcome to participate in the 13th Annual Easter Egg Hunt. Children over the age of 10 will be able to participate in other fun activities. All children must bring a signed mandatory waiver.

  For more information, click here: http://www.dignityhealthsportspark.com/events/detail/the-ascsc-community-foundation-and-la-galaxy-foundation-13th-annual-easter-egg-hunt

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Information Technology

What's Due

- **IT Asset Management: Device Summer Storage / Collection -** IT Asset Management would like to ensure that your school is prepared to collect and store your devices before the last day of school, June 7, 2019. The collection of devices assigned to your graduating/matriculating students is especially important, as your school will need these devices (tablets, laptops, chargers, etc.) for new students in the Fall. Here are a few helpful hints:

  - All devices should be checked into Remedy by **May 17, 2019**.

- For a list of students that were assigned a device, follow the instructions on how to generate the student check-out report in the Additional Resources section of the IT Asset Management System Handbook.
- For any graduating and matriculating students, please collect all devices and equipment issued to them prior to leaving the school.
- For students taking their devices home for the summer break, please check in the devices first and re-issue to the same students.
- For any devices not returned, please notify School Police and obtain a Police Report Number. You will need to enter this number in the device status notes section of the IT Asset Management System for lost/stolen devices.
- For any damaged devices, submit a service request ticket. An IT Field Tech will go to your school to see if they will be able to repair these devices.

Please visit the Summer Storage section on the Principal's Portal. This site has guides that are specific to your school, including documentation for the collection and storage of both 1:1 and shared-use devices. A year-end report will be provided to you and your local District Superintendents.

For any questions, please email ITAssetMgmt@lausd.net or call (213) 241-3023.

Parent / Community Services

What's New

- **Parent Portal/Standardized Testing**
  Just a reminder that the **2019 CAASSP** testing results are going paperless and will be available to parents via the Parent Portal. Please encourage parents to sign up on the **Parent Portal** so they can have access to their student test scores. Have your parent community representatives, parent leaders, and staff, share this information at parent workshops, meetings, and events. More information about standardized testing is available on the Office of Parent and Community Services website under Parent Portal (see link below). In addition, as schools are enrolling students for next school year or planning student orientations, please include opportunities for parents to sign up for the Parent Portal. The following link will direct you to useful information to assist parents in registering for the Parent Portal: https://achieve.lausd.net/Page/10470.

- **Parent Portal/Safety Measure**
  Beginning on May 20, 2019, the Parent Portal will be sending out a notification to parents when a student is linked to their account. The Portal will link with MiSiS to pull the phone number and use Blackboard Connect to notify the parent that a student was linked to their Parent Portal account. Blackboard will use the same MiSiS contact file as that used for MiSiS Attendance. Calls will be made seven days a week at around 10:15 AM, and the message is available in English and Spanish. The phone message will say:

  "This message is from the Los Angeles Unified School District's Office of Parent and Community Services to inform you that your child, FIRST_NAME, was added to your parent portal account this week. If you believe this was done in error, please visit the office at your child's school."
  If a parent comes to the school to report that the Blackboard message was an error, please verify that the information in MiSiS is correct. If the information is not correct, the school should log into the Parent Portal's Employee area and remove the association. The link is: https://parentportalapp.lausd.net/parentaccess/

- **Parent Center**
  The Los Angeles Unified School District's Board of Education Resolution (Res-001-17/18) entitled *Learning, Leading and Succeeding for Students* resolved that, on the first day of school, "Parent Centers are up and running with a schedule of Fall Workshops". To ensure workshop topics align with parents' needs and interests, please reach out to the parent leaders of the school for input as part of the planning process for the beginning of the school year.

- **Volunteer Roll Over**
  Tier II and Tier III continuing volunteers may be cleared to volunteer by the administrator or administrative designee for the upcoming school year through the Volunteer Management System Roll Over process. The roll over feature will become active in May 2019. Interested Tier II and Tier III volunteers, who would like to continue volunteering at the same school for the upcoming school year, should inform the principal or designee of their interest, then verify, and sign that the contact information previously provided is still up to date. In May or before the end of the school year, the administrator or designee <u>must do the following in the Volunteer Management System to roll over volunteers</u>:
  - Document that the volunteer's name has been checked against the California Megan's Law Website.
  - Document that the volunteer's TB clearance has not expired.
  - Ensure rollover applications are complete and approved online by the administrator or administrative designee.

  All volunteer documents (i.e., application, commitment form) must be kept in a secure locked location in the main office for five years. These documents contain personal information regarding volunteers and therefore require a high level of confidentiality and safety. The volunteer bulletin may be found at this link: BUL 6742.2 Volunteer Bulletin

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Special Education

- [Division of Special Education Newsletter - Spring 2019 Issue 3](#)