



BI-MONTHLY COMMUNICATIONS

Issue I, Volume 3
September 10, 2018

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Superintendent's Office

Principals: As I continue to visit schools and speak with students I am reminded of the importance of public education in many of their lives. Last week, for example, I had an opportunity to visit GALA high school and observe an Advanced Placement computer science class. Students spoke eloquently about their future aspirations and how they plan to integrate their learning. I also visited Fremont high school and heard from students who made very clear to me that my job was to make their schools places of learning and engagement. Thank you for your leadership with our students. These stories, and the ones you experience every day, keep us grounded in our simple focus on doing what is best for our students.

Business and Finance

What's New

- **ALL: CAASPP Reports:**
 - Available 2018 CAASPP results are posted in MiSIS [MyData](#). Additional results will be posted as they become available.
- **ALL: ELPAC Reports**
 - Available 2018 ELPAC results are posted in MiSIS. Additional results will be posted as they become available.
 - Principals are required to certify their ELPAC and CAASPP Security Affidavit and Agreement in the [Principal's Portal](#). Principals are also required to designate an ELPAC and CAASPP Coordinators. Once designated, the ELPAC and CAASPP coordinators are responsible for completing the requirements for the testing program they manage. For more information contact the Student Testing Branch 213 241-4104.
 - ELPAC requirements are described in [REF-054497.0, 2018-19 Initial ELPAC Requirements for Principals, Coordinators and Support Staff](#), Dated August 3, 2018.

- CAASPP requirements are described in [REF-054498.0, 2018-19 CAASPP Requirements for Principals, Coordinators, and Support Staff](#), dated August 14, 2018. Release of testing materials and access to secure online applications will be approved for schools where principals and coordinators complete their respective requirements.

Human Resources




What's New

- **ALL: New Principal Opportunities**
If you know of someone who is up to the challenge of making a difference in school and student outcomes, please share the following link to all certificated administrator vacancies, including principal and assistant principal opportunities: <https://achieve.lausd.net/Page/1125>.
- **ALL: September 2018 Staff Relations Monthly Update** is now available. It includes reminders of important tasks and due dates aligned to the Collective Bargaining Agreement and District policies. For more information, visit the Staff Relations [website](#).
- **ALL: MyPGS has a new tool: Informal Classroom Observation.** With this tool, administrators can collect TLF-aligned evidence of teaching practice for quick, informal classroom visits and provide feedback to teachers in non-evaluative settings directly on the MyPGS platform. To view step-by-step directions, click to view a [user guide](#).
- **ALL: Teacher Support Unit** is excited to launch the inaugural STEAM Micro-Credentialing Program on September 15, 2018. Additional information about this program can be found at <https://achieve.lausd.net/microcred>.
- **ALL: STEAM Micro-Credentialing Program** will launch **Saturday, September 15, 2018**. For additional information, click [here](#).

What's Due

- **Friday, September 14, 2018:** Administrators must notify teachers if they are scheduled for evaluation. To view contractual evaluation deadlines, click [here](#).
- **Friday, September 14, 2018:** All schools are expected to be on norm by this deadline.
- **Friday, September 21, 2018:** The Every Student Succeeds Act (ESSA) Principal Certification Form for Title 1 schools is due via the Principal Portal. For more information on the ESSA requirements, reference the LAUSD [MEM-053502.0](#).

Instruction



What's New

- **Title 1: Federal and State Programs**
View the *What's New & What's Due* section on the Federal and State Program [website](#) for important information on Title I policy changes and updates regarding conferences, curricular trips, critical dates, and paybacks. For more information, please contact Karen Ryback, 213-241-6990.
- **ALL: Personalized Learning System**
The Personalized Learning Systems' website has the following Interoffice Correspondences available:
Elementary: [2018-2019 LMS Champion selection and Fall 2018 Differential](#)
Secondary: [LMS Champion Learning Lab webinars for 2018-2019](#)
For more information, please call Personalized Learning Systems, 213-241-3017.

- **ES: REF-6302.1 Elementary Official Roll Book**
REF-6302.1 *Elementary Official Roll Book* has been published and is available in the LAUSD [eLibrary](#). Included in this reference guide are procedures for inputting assignments and student marks in the Learning Management System (LMS) and certifying roll book records. For more information, please call Personalized Learning Systems, 213-241-3017.
- **ES: DIBELS/Amplify - Managing Classes & Groups**
The elementary literacy assessment BOY window closes September 21, 2018. Job aids to match the updated online interface to help teachers and administrators are available. Please click on the link to access. For more information, please contact Alison Pickering, alison.pickering@lausd.net, 213-241-2494.
- **HS - Opportunity: Fall High School Voter Education Weeks and National Voter Registration Day (**
Encourage student civic engagement through Fall High School Voter Education Weeks, September 17-28, 2018, and National Voter Registration Day, September 25, 2018. These are a targeted civic engagement effort to empower LAUSD students to engage in the democratic process. For more information, please contact Kieley Jackson, kjack2@lausd.net or Nathan MacAnish, ndm1486@lausd.net, 213-241-6444.
- **HS - Required: Ethnic Studies Online Professional Development for Teachers New to the Course**
This six-hour professional development is required for new teachers of Ethnic Studies courses. This series will ground teachers in the skills necessary to select topics for and lead discussions on controversial and sensitive issues. Participants register on [MyPLN](#) and search course name "Ethnic Studies" to register and take the course. For more information, please contact Kieley Jackson, kjack2@lausd.net, 213-241-4506 or Nathan MacAnish, ndm1486@lausd.net, 213-241-8221.
- **ALL: Distribution of the 2018 Master Plan for English Learners and Standard English Learners**
Schools will receive five copies (3 English & 2 Spanish) of the *2018 Master Plan for English Learners and Standard English Learners* between August 27 - September 14, 2018. To access the electronic copy, click [here](#). For more information, please contact Juana Aguilar, jxp9933@lausd.net, 213-241-5582.
- **ALL - REQUIRED: MTSS Professional Development Module Now Available on MyPLN**
Principals have been auto-enrolled and may access the MTSS Professional Development Module on [MyPLN](#). The course will also be available via the Access, Equity and Acceleration Unit's [website](#) at or on the [MTSS Toolkit](#). Elementary Principals must complete by **December 7, 2018**, Secondary Principals must complete by November 2, 2018. For more information, please contact Dr. Robert Whitman, robert.whitman@lausd.net, 213-241-4239.
- **ALL: L.A. Unified Partners with American Heart Association for the New High School CPR Requirement for Health Education**
Beginning in the 2018-2019 school year, AB 1719 requires all high school health courses to include training on "Hands-only CPR." Training has started for teachers this summer and will continue throughout the school year. Each participant will receive a CPR Toolkit and additional materials provided by the American Heart Association. For more information, please contact Timothy Kordic, timothy.kordic@lausd.net, 213-241-3519.
- **ALL - Required: Constitution Day 2018**
Constitution Day is on September 17, 2018. During the two-week window surrounding Constitution Day, Principals are required to certify that activities observing Constitution Day were held during the specified time by **October 5, 2018**. Additional information and certification forms are available at <http://achieve.lausd.net/hss>. For more information, please contact Kieley Jackson, kjack2@lausd.net or Nathan MacAnish, ndm1486@lausd.net, 213-241-6444.
- **ES: BUL-2337.7, Elementary School Progress Report Marking Practices and Procedures - Warning Notices for Reporting Period 1** is now posted in E-Library. This bulletin includes minimum requirements for assignments to be entered into the online gradebook. Teachers must provide warning notices than Friday, September 28, 2018 to parents/guardians of students in danger of getting a "2" or lower in any specific subject on the progress report. A sample warning notice in English and Spanish and other support resources are available [here](#). For more information please refer to [BUL-2332.7, Elementary School Progress Report Marking Practices and Procedures](#). For more information, please contact Carlen Powell, carlen.powell@lausd.net, 213-241-5333.

ALL: Reclassification of English Learners

[BUL-5619.7, Reclassification of English Learners](#) has been released.

Students in grades 1-12, who meet the reclassification criteria with qualifying ELPAC scores, will be reclassified centrally. For more information, please contact your Local District EL Coordinators.

Facilities

What's New

- **ALL: Safe Routes to School: September Safety Theme** -- "*CURB YOUR BEHAVIOR - IMPROVING THE SAFETY OF PICK UP AND DROP OFF*". This month's message and materials seeks to build awareness of the importance of traffic safety, and reinforce that everyone can be a part of the safety solution, no matter how our families travel to/from school!
- **Key Message:** "*Be patient and courteous in your school neighborhood. If you drive your child to or from school, you are responsible for their safety, and for the safety of all other students.*"
 - **School Safety Campaign Materials**
 1. [Curb Your Behavior Flyer](#) (English/Spanish)
 2. [Reduce Your Speed](#) (embeddable visual)
 3. [Drop Off / Pick Up Safety Tips](#)
 4. [VIDEO: Crossing intersections Safely](#)

For the full roster of campaign materials to date, click [here](#)



E-CAR 2018 IS NOW OPEN!

What's Due

- **The deadline to submit your ECAR 2018 application online is FRIDAY, SEPTEMBER 28, 2018.**

Information Technology

- **ALL:** LA Unified is committed to easy to access information for parents and students about the district and schools. As a part of this commitment to transparency, LA Unified will release two important data portals to support families. These include the Open Data portal and the School Search Tool. Both systems will continue to improve based on the input of all constituents.

Thank you to all of the principals who joined feedback sessions to help finalize the materials. Your input was essential to the success of these new websites that will launch publicly in mid-September.


Open Data (<https://opendata.lausd.net>)

Open Data provides publicly available data including student enrollment, student and staff attendance, student outcomes, and college and career readiness. Data can be viewed at the school level in various ways including the school's entire campus which may contain multiple schools such as magnets/dual language centers, by the main school, or by the magnet/dual language center(s).

School Search Tool (<https://explore.lausd.net>)

This is an expansion to the Unified Enrollment application. The School Search Tool allows parents and community members to search and compare schools based on geographic location, academic offerings, extracurricular activities and more. Data can be viewed at the school level by the school's entire campus or by the magnet/dual language center(s). Data for the main school will be added in a future release.

Operations



What's New

- **ALL: 2018 Fall online Child Abuse Training**


All employees must complete the training by **September 30th** of each school year.

To access this training and assessment, log into MyPLN at <http://achieve.lausd.net/mypln> and launch the training from your Transcript. Step-by-step instructions are available [here](#).

- **ALL: Safe School Environments:**

Principals please continue to refer to the [Maintaining a Learning Environment Conducive to Student Safety and Success](#) guide as needed.

Parent / Community Services



What's New

- **ALL: Local District English Learner Advisory Committee (ELAC) Convenings:** Principals must communicate the names of newly elected ELAC Chairpersons to the PACE Administrators. The Convenings will be held as follows:
 - LD Northwest: Friday, October 26, 2018--9:00 a.m. - 12:00 p.m. Holmes Middle School
 - LD Northeast: Thursday, October 11, 2018--9:00 a.m. -12:00 p.m. Sun Valley Magnet
 - LD Central: Thursday, October 18, 2018--9:00 a.m. -12:00 p.m. Lanterman High School
 - LD East: Tuesday, October 9, 2018--- 9:00 a.m. - 12:00 p.m. LD East-Phil Saldivar Room
 - LD South: Tuesday, October 16, 2018--9:00 a.m.- 12:00 p.m. White Middle School
 - LD West: Friday, October 19, 2018-- 9:00 a.m.- 12:00 p.m. Pio Pico Middle School
- **ALL: Local District ELAC Study Group Meetings:** Principals are asked to communicate the names of two ELAC parents identified by the school's ELAC members to the Local District PACE Administrator.
- **ALL: Fall Local District School Site Council (SSC) Trainings:** All SSC members must receive training on effective meeting structures. Topics covered are the Single Plan for Student Achievement (SPSA), related budgets, Uniform Complaint Procedures, reviewing SPSA data, developing the Title I Parent and Family Engagement Policy and operating under the Greene Act. The trainings will be held as follows:
 - LD Northwest/LD Northeast: Saturday, October 13, 2018: 8:30 am to 12:30 pm: Sepulveda MS
 - LD West: Saturday, October 13, 2018: 8:00 am to 1:00 pm: Audubon MS
 - LD Central: Saturday, October 20, 2018: 8:00 am to 12:00 pm: Roybal Learning
 - LD East: Saturday, October 27, 2018: 8:00 am to 12:00 pm: Wilson HS
 - LD South: Secondary Schools: October 23, 2018: 8:00 am to 12:00 pm: Rancho Dominguez Prep.
Elementary Schools: October 24, 2018: 8:00 am to 12:00 pm: Rancho Dominguez Prep.
- **ALL: BUL-6745.1, Guidelines for the Required School Site Council and English Learner Advisory Committee,** is available on the E-library to provide resources and updated guidance on the formation and functioning of the School Site Council and English Learner Advisory Committee.
- **ALL: BUL-6748.1, Parent Conference Attendance,** is available on the E-library, providing updated information and templates for use to support parents attending conferences or workshops.

What's Due

- **Friday, September 28, 2018--School Site Council and English Learner Advisory Committee Certification Forms** are due to be uploaded in the Principal's Portal.

Special Education



What's New

- **ALL: Parent Resources**
Special Education Parent Workshops and Parent Trainings can be accessed via this link: [Special Education Parent Workshops for 2018-2019](#)
- School site administrators are to download the MCD parent training calendars, CAC information, and the *Parent Resources for Engagement and Student Success* (PRESS) calendars and post them in a prominent location and disseminate these calendars at the beginning of each semester to the teachers and parents of students with disabilities.
- The calendars can be accessed from the Division of Special Education website at <http://sped.lausd.net> under the Families tab.

What's Due At a Glance



| Due Date | Action | Information Link | Contact |
|-----------------------------|--|---|---|
| Friday, September 14, 2018 | Administrators must be notify all teachers who will be evaluated | https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/433/EDST%20EDSNCT%20Timeline.pdf | Local District Staff Relations Coordinator |
| Friday, September 14, 2018 | Norm Day | | Local District Director |
| Friday, September 21, 2018: | Title 1 Principal Certification Form | MEM-053502.0. | Local District Title 1 Coordinator |
| Friday, September 28, 2018 | E-CAR certification | | Local District Operations Administrators |
| Friday, September 28, 2018 | School Site Council and English Learner Advisory Committee Certification Forms | Principal's Portal | Dr. Rosalinda Lugo Parent Services Administrator rosalinda.lugo@lausd.net |