



TITLE I

COORDINATORS

Morena Camp, Parent Educator Coach Monroe COS & Reseda COS



PRINCIPAL'S PORTAL



PARENT AND COMMUNITY SERVICES-ALSO KNOWN AS PCS

Click on Parent and Community

CERTIFICATIONS

Administrator Certification

ACTIONS

Annual GATE Report Elementary PE Minutes Elementary PE Schedule Upload ESSA Principal Certification Instructional Online Accountability Interscholastic Athletics Observance of Constitution Day OEHS Safety Deficiencie Parent and Community Services School Designee Form State Testing Requirements Student Voter Registration Transitional Kinder Approval (Magnet) Verification of Eligibility List (Gifted Magnet/SAS) Williams Sufficiency Verification

SCHOOL TOOLS

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Search

| Bell Schedule |
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| Blackboard Connect |
| BTS |
| CAASPP |
| Classified Staff Evaluation |
| E-CAR |
| E-CAST |
| E-Library |
| Employee Self-Service |
| EZ Access |
| Field Trip Approved Sites |
| ITD Service Request |
| LAUSD Community Schools |
| M&O Service Request |
| MyPGS |
| MyPLN |
| MyTeam |
| OneAccess |
| Principal's Handbook |
| Principals' Connection |
| School Fundraising |
| California General Registry Verification |

▶ IRS Tax Exempt Organization Search

DISTRICT OPS

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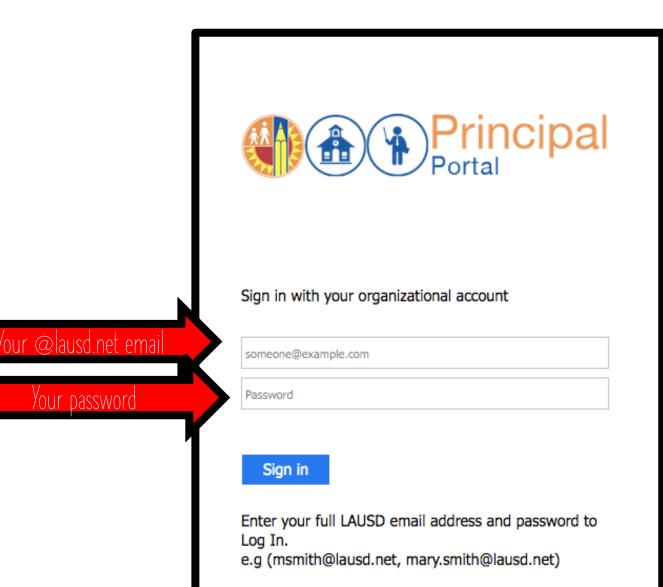
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| Active Shooter - LAUSD Online Training Business Continuity Plan Upload |
|---|
| Device Distribution Progress |
| Discipline Foundation Policy |
| Emergency Drill Survey |
| nstructional Handbook Online Learning An Hybrid Model <mark>New</mark> |
| ntegrated Safe School Plan |
| STAR |
| Paperless Device Distribution and Responsible Use Form |
| Principal's Resource Guide-Online Opening 2020-21 New |
| Publicity Release Form |
| Sample BBCs |
| School Closure Toolkit #1 |
| School Closure Toolkit #2 |
| School Emergency Status Report (SESR) |
| Translations Unit |
| |
| TUDENT INFO |
| |



Your password

SINGLE SIGN ON

MANDATED WORKSHOPS & FORMS

| | | MENU | |
|---|---------------------------|---------------------|---|
| Parent and Community Services Certification | on | | |
| your current location is different than the location you must certify for or you must certify for utton. | or more than one location | n, you can change y | your location by using the input box below. Click on the 'Change Location' |
| Current Location | Change | Location | |
| LD NORTHWEST COS ITINERANT (1096501) | 10965 | 01 | Change Location |
| Required Action/Form | Due Date | Status | 2019-2020 Certification |
| English Learner Advisory Committee (ELAC) Verification Form | 9/25/2020 | 🔅 Pending | LAUSD is committed to engaging parents in supporting their child's education. Over 30 years of research confirms |
| School Site Council (SSC) Verification Form | 9/25/2020 | Pending | the important role of parent involvement in student |
| Title I Parent and Family Accountabilities | 1/29/2021 | 🔅 Pending | achievement. Parents are their child's first and life-long teachers who influence their child's educational outcomes |
| Mandated Parent Workshops | 6/19/2021 | 🔅 Pending | in powerful and long-lasting ways. The core believe that parent are our partners to support academic achievement is |
| » ELAC: Training of Officers | | | the foundation for the District's overarching policy on parent |
| » ELAC: Importance of School Attendance | | | involvement. Please visit here and click on "Tools for Schools" for resources to strengthen partnerships with |
| » ELAC: Comprehensive Needs Assessment | | | parents and families. |
| » ELAC: School Plan For Student Achievement | | | |
| | | | |
| LCAP/Title I: Graduation Requirements LCAP/Title I: Attendance | | | |

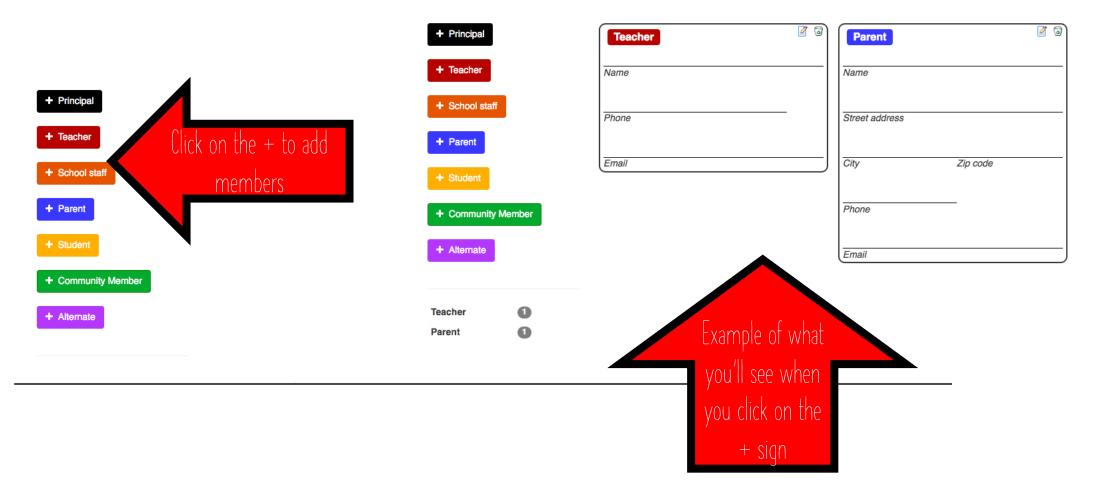


SCHOOL SITE COUNCIL VERIFICATION-DUE: 9/25/2020

| PC | S MENU | | ACTION | | F | REPORT MENU | | | | | EXAMPL | |
|---------------------------------------|--|----------------------------|------------------|---------------|----------------------------|---|---|--|------------------|-----------------|-------------------------|-------------|
| hool (| Site Cour | icil Verific | ation F | orm | | | | | | L | | |
| :hool: LD | NORTHWEST C | OS ITI | | | | Local Distrie | :: | | | | | |
| l number o | of School Site Cou | uncil members: | | | - | | | | | | | |
| | entary School hool with no studen | ts) | | community mer | | 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | | er school personnel; 5 students may have the | | | | |
| | ndary School Or Middle School w | | | | | 2): 1 principal; 4 clas hts; and 3 students of | | other school personne | l; 3 | | | |
| | | | | | | | | | | | | |
| | | | | | | | | ; however, parity must occuring during the y | | | | |
| nbership. Se | ee Bulletin 6745.2. ary School Cont | All members are | | | | r respective group | s. Any vacancies of School Config | occuring during the y | | | | |
| bership. Se | ee Bulletin 6745.2. ary School Cont | All members are | | | | r respective group Secondary | s. Any vacancies of School Config | occuring during the y | | | | Quorum |
| Elementa (as defined | ee Bulletin 6745.2. ary School Cont above) Parents/ | All members are diguration | elected prior to | Principal/ | officers by thei | ir respective group Secondary (as defined al | s. Any vacancies of School Configutory School Configutory (School Configutory) Parents/ | occuring during the y uration Other School | ear should be fi | lled as soon as | possible. Principal/ | Quorum 7 |
| Elementa (as defined | ee Bulletin 6745.2. ary School Cont above) Parents/ | All members are diguration | elected prior to | Principal/ | officers by thei Quorum | r respective group Secondary (as defined al Size | s. Any vacancies of School Configutory School Configutory (School Configutory) Parents/ | occuring during the y uration Other School | ear should be fi | lled as soon as | possible. Principal/ | |
| Elementa (as defined Size 10 | ee Bulletin 6745.2. ary School Cont above) Parents/ | All members are diguration | elected prior to | Principal/ | Quorum | Secondary (as defined al Size 12 | s. Any vacancies of School Configutory School Configutory (School Configutory) Parents/ | occuring during the y uration Other School | ear should be fi | lled as soon as | possible. Principal/ | 7 |

SCHOOL SITE COUNCIL-COMPOSITION

Composition



Click on the Document you

| File | |
|--|---|
| Upload approved minutes explaining voting procedures and results for election | ons of all stakeholders. |
| Select and Upload | Sign-ins |
| Sign-ins Browse No file selected. Agendas Upload | No documents found. Please click above to upload a new document. |
| Minutes No documents found. Please click above to upload a new document. | Agendas No documents found. Please click above to upload a new document. |
| The Principal is required to train the members of the School Site Council so the | y can perform their duties. |
| □ I certify that the School Site Council members have been trained to per | form their duties. |
| Verification of Bylaws: School Site Council bylaws used are District provided. | Train your School Site Council members |
| • Yes O No if alternate bylaws are being used. | |
| Date approved by Parent and Community Engagement Administrator | |
| Delegation of Authority: School Site Council accepted the delegation of author does not exceed 50% in elementary schools and 25% in secondary schools. Yes • No If selected 'Yes' please upload Attachment F (BUL-674) | virity from the English Learner Advisory Committee and has followed the steps outlined in BUL-6745.2. The percentage of EL students in the school |
| Date accepted | |

SCHOOL SITE COUNCIL-UPLOADS

SCHOOL SITE COUNCIL ACCEPTS DELEGATION OF AUTHORITY FROM ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

Send form to your Coach with ELAC, SSC and Principals signature. The PACE Admin. will sign and will be returned to you. You upload this document with all required signatures. Not Beforel

| Delegation of Authority: School Site Council accep does not exceed 50% in elementary schools and 25% | ed the delegation of authority from the English Learner Advisory Co in secondary schools. | nmittee and has followed the ste | teps outlined in BUL-6745.2. The percentage of t | EL students in the school |
|--|--|----------------------------------|---|---------------------------|
| Yes • No If selected 'Yes' please uplo | ad Attachment F (BUL-6745.2) Download Attachment F | | | |
| Date accepted | | | | |
| File Upload | | | | |
| Browse No file selected. Upload Attachment F No documents found. Please click above to uploa | d a new document. | | | |
| Name of Chairperson | | Na | ame of Vice-Chairperson | |
| Name of Secretary | | Na | ame of Parliamentarian | |
| We certify that the above information is accurate. T English Learner Advisory Committee and School Si | ne school has filed copies of all documentation required for parents, le Council. | legal guardians and/or communi | nity members as outlined in Bulletin 6745.2, Guid | elines for Required |
| Principal's Signature | Council Chairperson's Signature | Date Submitted | - | |

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment F

DELEGATION OF AUTHORITY FORM: ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

The ELAC may designate the School Site Council to function as the advisory committee for English learners (California Education Code, section 52870).

School Name: ____

Local District:

A. Please indicate the dates when the ELAC took the following required actions to delegate its authority to the School Site Council:

Dates:

- _____ The school formed an ELAC with the correct composition of members and officers. _____ Members of the ELAC were informed during a regular (non-election) meeting of
- the ELAC responsibilities and of the option to delegate its authority.
- _____ Quorum was established and a unanimous vote of the members present approved the delegation of its authority to the SSC for no more than two school years.
- B. Please indicate the dates the SSC took the following required actions to complete the ELAC delegation of authority to the School Site Council:

Dates:

- _____ The SSC accepted the responsibilities of the ELAC by a unanimous vote of the members present.
- _____ The Delegation of Authority Form was completed and signed by the ELAC Chairperson, SSC Chairperson, and principal, and was submitted to the Local District Parent and Community Engagement Administrator for final approval.

| ELAC Chairperso | n Print Name | Signature | Date |
|-----------------------------|---|--|--------------|
| SSC Chairperson | Print Name | Signature | Date |
| School Principal | Print Name | Signature | Date |
| ************ | ***** | ************************************** | |
| ************** For Use b | version of the Local District Paren | ***** | |
| ************ | ************************************ | ************************************** | dministrator |
| For Use b | the Local District Paren the Local District Paren E Administrator: Print Nat | ************************************** | dministrator |

Example of Attachment F–Delegation of Authority.

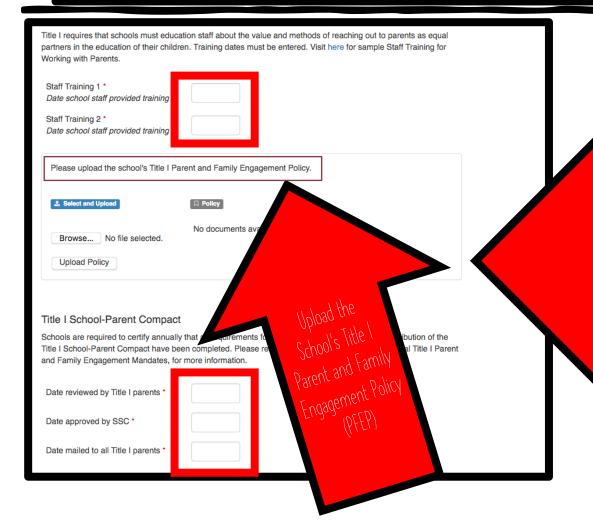
WHAT THE <u>DELEGATION</u> <u>FORM</u> LOOKS LIKE

All signatures are REQUIRED before you upload this document!

TITLE I PARENT AND FAMILY ACCOUNTABILITIES-DUE: 1/29/2021

| PCS MENU | ACTION | REPORT MENU | |
|--|---|---|--|
| Title I Parent and Fa | amily Accountabilities | | |
| Annual Title I Meeting Every Title I school is the first of the first Title I Program to part hts. Please read ME Mandates, for more in prmation. | ting at the beginning of the sch -6750.2, Notification of Federal Title I Parent a | | agement Mandates |
| Annual Meeting Date | | | |
| District Title I Parent and Family I | Engagement Policy | | |
| Title I schools and to provide evidence of the | District Title I Parent and Family Engagement Po ne mailing in the form of a screenshot of the web g. The policy is summarized in MEM-6750.2 and | site notice or as a copy of | Enter Dates of when meeting took place. Keep all documentations in your <u>BINDER</u> (flyer/announcement, agenda, signature, minutes, and handouts for 5 years) |
| School Title I Parent and Family I | Engagement Policy | | |
| Title I Parent and Family Engagement Polic Policies include the school's responsibility | t all requirements for the development, approval cy have been completed. School Title I Parent al to train staff on how to work with parents. Please mily Engagement Mandates, for more informatio | d Family Engagement read MEM-6750.2, | |
| Date reviewed by Title I Parents * | | | |
| Date approved by SSC * | | | |
| Date mailed to all Title I parents * | | | |

TITLE I ACCOUNTABILITIES-CONTINUED



Enter Dates of when meeting took place. Keep all documentations in your <u>BINDER</u> (flyer/announcement, agenda, signature, minutes, and handouts for 5 years)

TITLE I ACCOUNTABILITIES-UPLOADS

| Please upload the sch | nool's Title I School-Parent Compact. | |
|---|---|---|
| 2 Select and Upload | Compact | Upload the School's Title School-Parent Compact |
| Browse No file | No documents available. selected. | |
| By checking the box Signed Name: Email: Submitted Date: Position: | r, I am verifying that my school has met all Title I parer morena.camp@lausd.net | At and family accountabilities as list (flyer/announcement, agenda, signature, minutes, and handouts for 5 years) |
| School Name: School Code: | LD NORTHWEST COS ITINERANT (1096501) 1096501 | |
| Please use Firefox or Int Return to PCS menu. | Save | Submit |

ICAP/TITLE I MANDATED WORKSHOPS-DUE: 6/19/2021

Parent Workshops Schools are required to provide parent workshops to meet the requirements of the Local Control and Accountability · LAUSD Local Control and Accountability Plan Plan and the Title I Program. Please read the Local Control and Accountability Plan on the LAUSD website for more information. The first two workshops are mandatory. All four workshops are due on June 19, 2020. Parent Workshop 1 Topic * Changing Graduation Requirements Topic #1 & #2: Required Mandates! Parent Workshop 2 Topic * Importance of Attendance Parent Workshop 3 Topic * Please select one Topic #3 & #4: Based on the School need (s) Parent Workshop 4 Topic * Please select one By checking the box, I am assuring all workshops were delivered at my school. Save Submit Please use Firefox or Internet Explorer for the best print result.

Return to PCS menu.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

Topic #3 & #4: School Choice. Please select from the following...

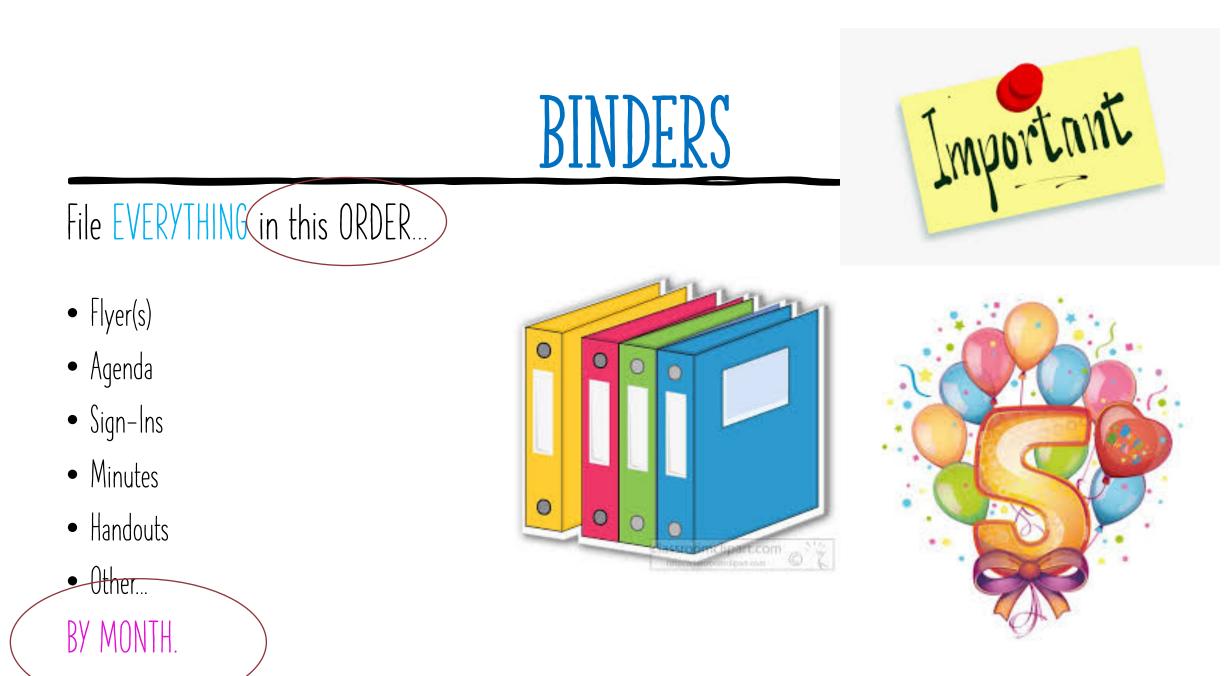
✓ Please select one AVID or Special Programs College Awareness Common Core State Standards Computer/Digital Skills English Learner Accountabilities/Support Financial Aid Awareness How to Support Learning at Home Positive Behavior Support Social-Emotional Health Special Education Support Testing (SBAC, OAHOEE, OELDT, Dibels, etc.) Transitioning Through Grade Levels Other

Parent Workshop 3 Topic *

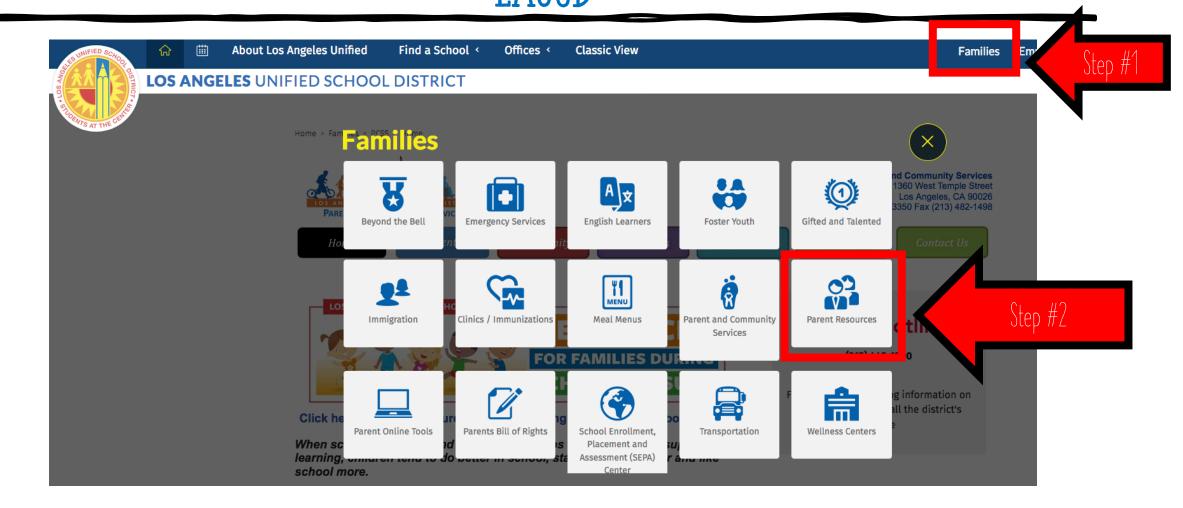
Please select one

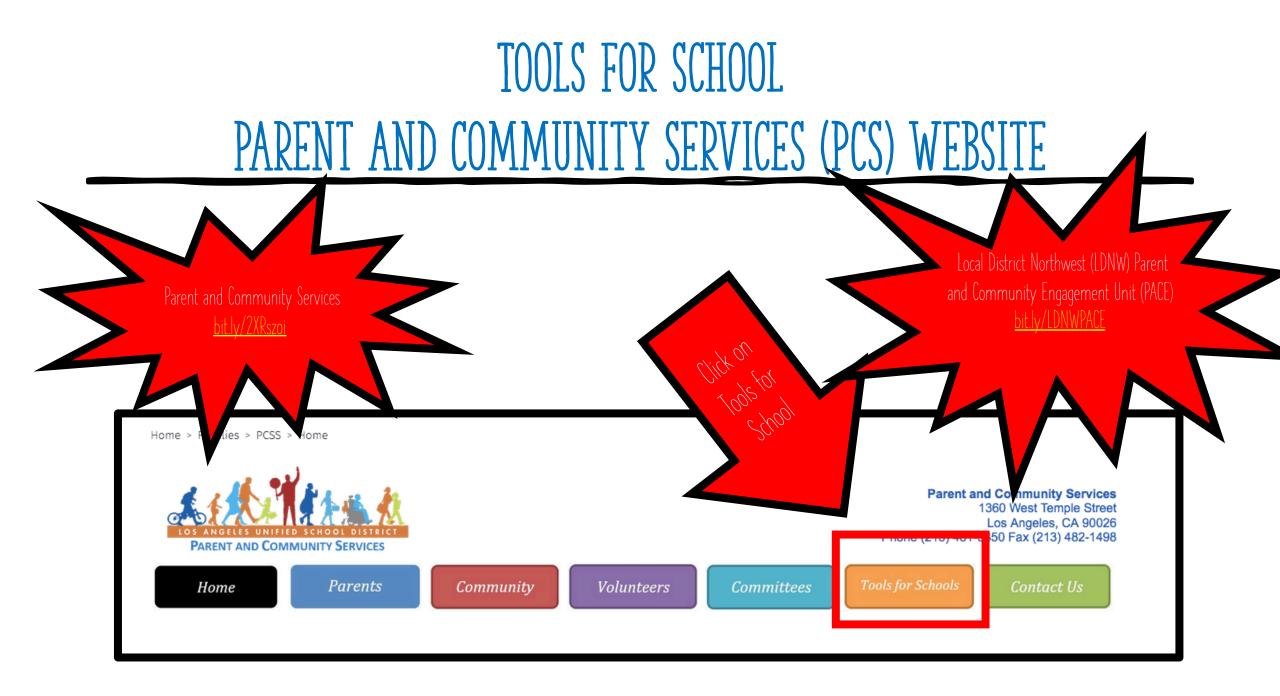
Parent Workshop 4 Topic *

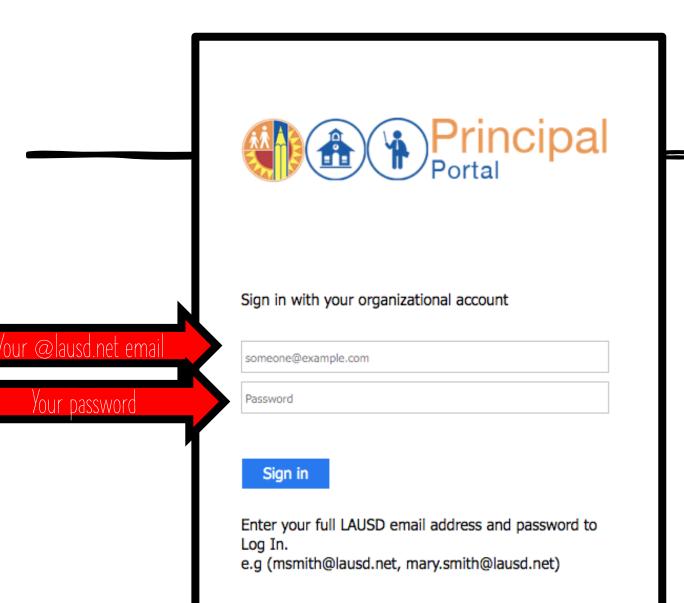
Please select one



WHERE TO FIND RESOURCES FOR YOUR MANDATED WORKSHOPS-







SINGLE SIGN ON (SSO)

TOOLS FOR SCHOOL

| | Home > Families > Employees Only > Employees Only | Parent and Community Services 1360 West Temple Street Los Angeles, CA 90026 Phone (213) 481-3350 Fax (213) 481-3392 |
|----------------------------|---|--|
| | Home Parents Community Students Volunteers Committees Tools for Schools | Contact Us |
| | Back-to-School Staff Guidance and Modules for Parents/Families | PCS - Upcoming Events |
| SSC/ELAC Virtual Guideline | SSC/ELAC, Volunteer Program, Parent Organizations and Parent and Family Center Guidance | AUG 1:00pm - 2:30pm Parliamentary Procedures Training (Beginner level) |
| | LAUSD Parent Portal | AUG 1:00pm - 4:00pm CAC Officer Elections 1:00 pm - 4:00 pm |
| | Schoology Basics | View Calendar |
| | Zoom Basics | view calendar 🖌 |
| | Ten Tips for Online Learning - Coming Soon! | |
| | English Language Arts and Math PlayCards for Learning, Grade K-8 - Coming Soon! | Follow us on twitter @lausdfamilies |

EXAMPLE ON HOW TO CONDUCT VIRTUAL MEETINGS

PARENT AND COMMUNITY SERVICES PHONE (213) 481-3350 | FAX (213) 482-1498 | ACHIEVE.LAUSD.NET/PCSS 2020-2021 School Site Council and English Learner Advisory Committee

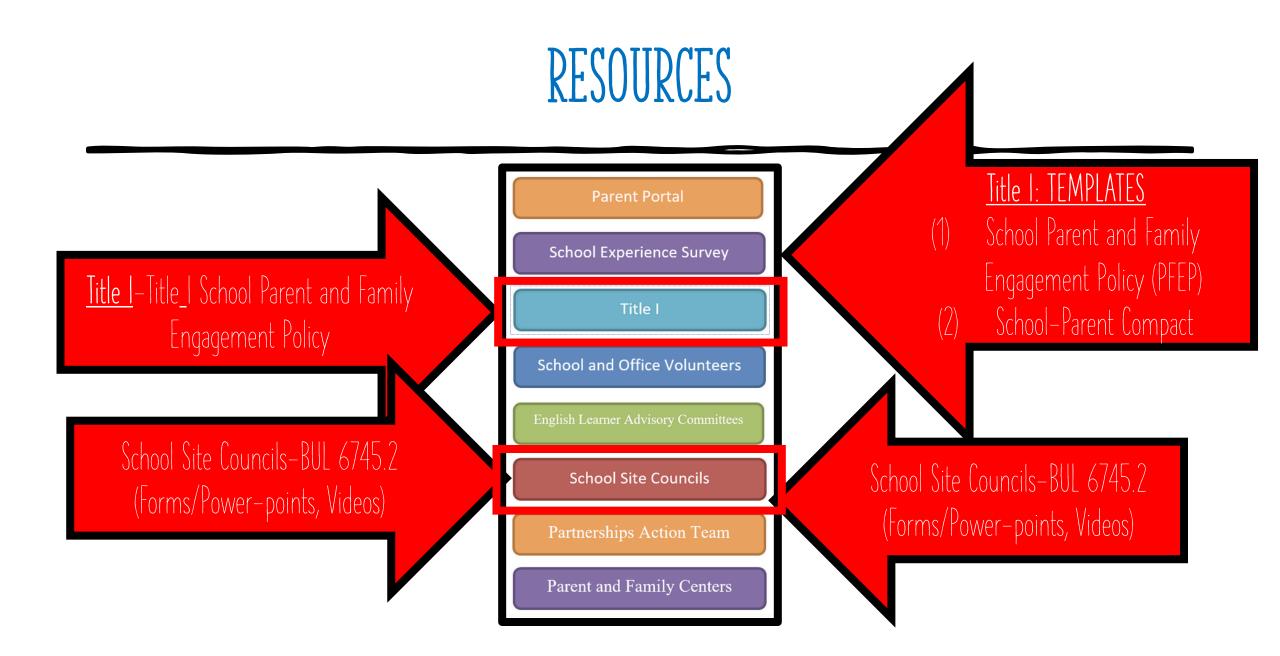
Parent Election Meeting Steps

The School Site Council (SSC) and English Learner Advisory Committee (ELAC) parent elections will be held online this year, requiring different procedures. The principles of equitable access and transparency for all stakeholders will continue to be addressed. A new feature will invite parents to submit a self-nomination form before the election to assist participants who will want to attend the meeting and run for a position. Also, voting will take place through a roll call vote for transparency.

When planning to hold a SSC or ELAC meeting, consider the following steps as guidelines. Job aids and templates are attached. For support, contact your Local District Parent and Community Engagement Administrator listed below.

Establish, and communicate to stakeholders, a general timeline of activities for the parent elections: a. distribution of flyers, b. online orientation, c. distribution of self-nomination form template, d. posting of parent election **STEP** agenda on-site and online, and e. online election of new members. For prescreening eligibility of candidates and to assist families with online connectivity, provide a few days between the date of submission of the self-nomination form and the election of new members. Identify specific dates and times to send notices, email and Blackboard Connect text and/or voice messages as reminders. Overcommunicate the meeting opportunities to families. STEP Establish Zoom links for orientation and election meetings with translation and waiting room functions enabled. Identify the Dial-in calling information. STEP Distribute information through mail, email and Blackboard Connect text messages to parents announcing orientation and election information, and the link for submitting a self-nomination form. Offer parents the option to call or 3 email the school to speak with someone specific for assistance with completing the forms. STEP Hold an orientation meeting. Ask interested participants to identify themselves in the Chat and submit the self-nomination form again, if they have not already done so. Send the form in a link through the Chat feature, and share election meeting 4 information, such as date and time. Save the Chat and record the meeting. STER Post the election agenda on-site and online, and send the election meeting agenda, 72 hours before the meeting with the date, time and Zoom log in and Dial-in calling information. 5 On the day of the election, open the meeting 30 minutes early to resolve connection issues, review staff roles and test the STEP translation feature. The names of the self-nominated candidates should be presented so they are all visible on the meeting screen at the same time. Remind participants that the meeting will be recorded and state that no official winner will be declared at the meeting, because participants present at the meeting need to be verified as parents in MiSiS. Restrict the Chat 6

feature in the Zoom meeting so participants can only communicate with the host/co-host.



COVID-19 INFORMATION-

FROM FEDERAL AND STATE EDUCATION PROGRAMS (FSEP)

Federal and State Education Programs (FSEP) Read! Important <u>ittps://achieve.lausd.net/Page/16662</u>

Title I COVID-19 Frequently Asked Questions (FAQ)

https://achieve.lausd.net/Page/16662 AS of August 21, 2020

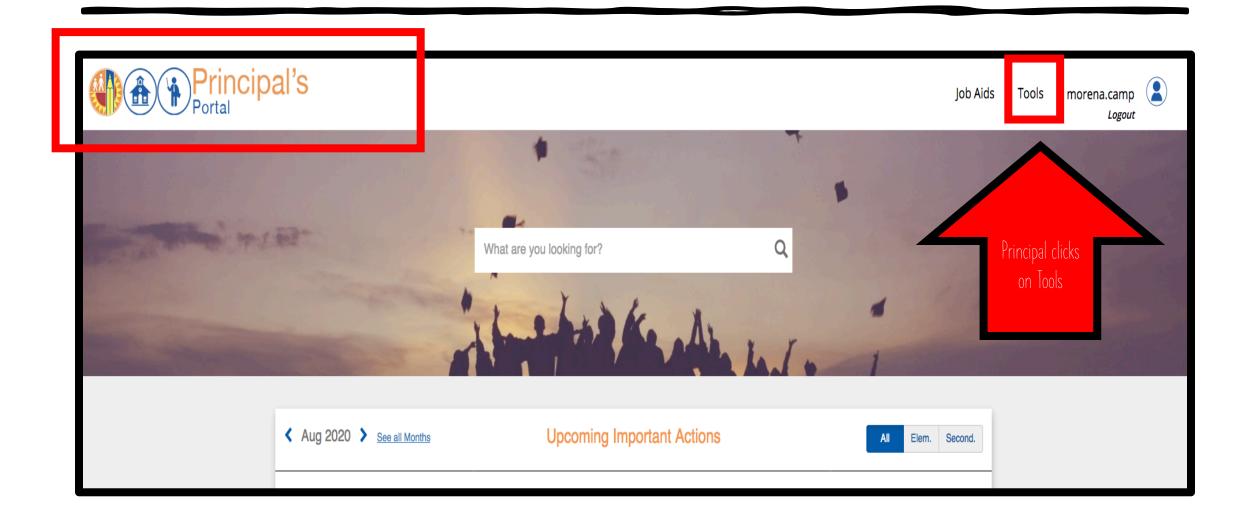
Below are frequently asked questions about the Title I program and the use of funds during the COVID-19 period. Please check back often as these FAQS may be updated as we move forward during this period. Previous versions of the FAQS no longer applicable have been removed or revised. Ensure that the followed practice is based on the most current FAQS posted.Frequently Asked Questions Categories:

Title I Purchases: FAQ 1-5 School Site Council Approval: FAQ 5-7 School Plan for Student Achievement (SPSA): FAQ 8-9 Time and Effort Documentation for Professional Development (PD), Intervention: FAQ 10-15 Repurposing Federal Equipment and Supplies for COVID-19 Distance Learning: FAQ 16

(In light of the UTLA-LAUSD Side Letter for COVID-19, please check with your Staff Relations or the Office of Labor Relations if you have any questions regarding the contract and for questions regarding Title I-funded activities, please contact your Local District Title I Coordinators or Federal and State Education Program Office (213) 241-6990.)

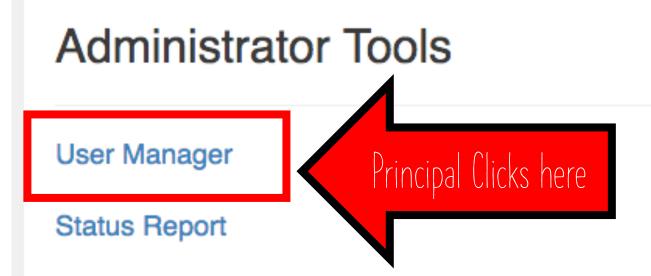
1. Why can't individual schools carryover Title I funds to the next year especially in light of the COVID-19 pandemic and school closures? Revised 8/2/2020

PRINCIPAL MUST GIVE YOU ACCESS FOR YOU TO USE THE PLATFORM



PRINCIPALS PORTAL-USER MANAGER



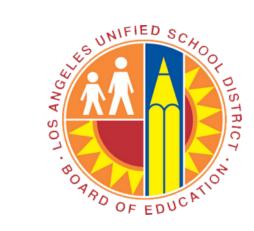


| | | | Principal clicks on Module (System) |
|-----------|-------------------------------------|--------------------------|---|
| | | | |
| | Principal's Portal | | me |
| User Name | Principal's Portal First Name | Last Name | User Typ |
| | | Last Name User Status | User Typ Module (System) |

<u>CLICKS ON: MODULE</u> (SYSTEM)-THIS IS THE TYPE OF ACCESS YOU'LL NEED.

Parent Community Student Services Certification

All Administrator Certification ✓ Bell Schedule School Designee Form Device Distribution Discipline Foundation Every Student Succeeds Act Field Trip Gifted/Talented Programs Instructional Online Accountability System Interscholastic Athletic ISTAR Parent Community Student Services Certification Publicity Release State Testing Teacher Assistant Certification Report Student Voter Registration Observance of Constitution Day Williams Sufficiency Verification Williams Surveillance







PARENT AND COMMUNITY ENGAGEMENT UNIT (PACE)

Gonsalo Garay, PACE Administrator ggg9445@lausd.net

Ritma Estupinan, PACE Coach <u>ritma.estupinan@lausd.net</u>

Morena Camp, PACE Coach morena.camp@lausd.net

Robert Goldstein, PACE Coach rdg6546@lausd.net

Sandra Becerra, PACE Community Representative <u>sandra.x.becerra@lausd.net</u>