



LOCAL DISTRICT CENTRAL

CONNECT • ENGAGE • THRIVE

Miguel Saenz

Administrator Supporting Operations

Important Dates

SAA Meeting	10/22
After the Bell	10/29



School Front End Training

When: October 20, 2020
October 27, 2020

Time: 8:30—11:30 am
12:30—3:30 pm

Friday Operation's Brief

Volume 8, Issue 11

October 16, 2020

LA County Department of Public Health Halloween Guidelines



The LA County Department of Public Health recently release a few documents that may help your school communities plan for Halloween. The new guidelines prohibit carnivals and festivals and trick or treating is not recommended. For your information, below are a couple of documents both in English and Spanish.

- [Guidelines for Celebrating Halloween—English](#)
- [Guidelines for Celebrating Halloween— Spanish](#)
- [Protocol for Vehicle-Based Parades—English](#)
- [Protocol for Vehicle-Based Parades—Spanish](#)

For additional information visit: the Los Angeles County Department of Public Health at <http://publichealth.lacounty.gov/media/Coronavirus/>

Integrated Safe School Plan (ISSP) Reminder

- Due to COVID-19 impacts to campus operations, the ISSP due date has been extended until November 2, 2020.
- The ISSP online platform is available. ISSP designees can access their plan at issp.lausd.net to review the data and to begin to enter updates for the 2020-21 school year.
- Various resources are available at <http://achieve.lausd.net/isspresources> to support ISSP team members as they review and/or update the ISSP.
- School ISSP team members can also contact us at Claudia at 213-332-6734, Jill at 213-505-8206, and emergencyservices@lausd.net for assistance.
- The Office of Emergency Services has many other materials to support preparing for and responding to emergencies. These can be found at <http://achieve.lausd.net/emergencyservices>.



On Monday, October 19, there will only be 9 days remaining in the Fall 2020 More Than A Meal (MTAM) Campaign. The deadline is Thursday, October 29. 75% of Local District Schools have reached 100% submission or are only missing one Household Income Form (HIF). Continue to monitor your school's MTAM dashboard since some new students may appear on the "missing list" even after you reach 100%.

Effective immediately HIFs should not be submitted via school mail. Contact your respective MTAM support provider for pick up of forms, either John Gamboa (john.gamboa@lausd.net) or Maria Martinez (m.s.martinez@lausd.net).



Interoffice Correspondence- Distance/Online Learning Attendance Updates

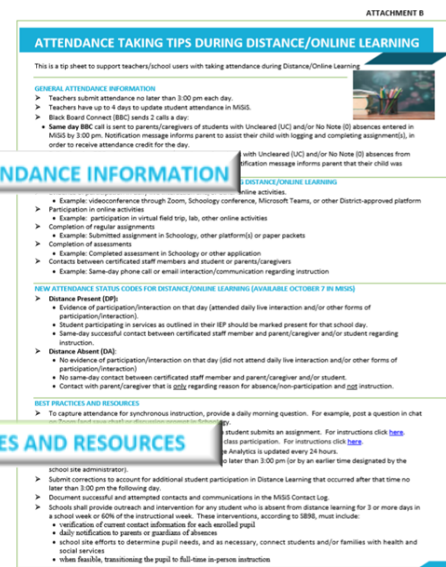
Updated guidance on attendance accounting procedures and best practices is now available in the [IOC-Distance/Online Learning Attendance Updates](#), dated 10/12/20. It comes in the form of 4 user-friendly attachments. We encourage school leaders to share this latest information with their school site teams. The 4 attachments are highlighted below.

Attachment A: Distance/Online Learning MISIS Attendance Codes provides information and instructions on attendance taking procedures which includes the use of the new hybrid codes Distant Present (DP) and Distant Absent (DA).

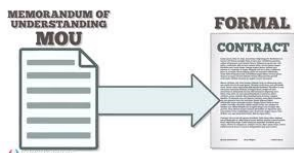
Attachment B: Teacher Tips for Attendance Taking During Distance/Online Learning is a one-page general information handout that is packed with attendance accounting quick tips and resources for all school site staff.

Attachment C: Tiered Attendance Interventions during Distance/Online Learning provides differentiated reengagement strategies for students who are absent for more than 3 school days or 60% of the instructional days in a school week.

Attachment D: Frequently Asked Questions During Distance/Online Learning provides answers and guidance to common scenarios faced by school site attendance teams.



LAUSD Wellness Program Memorandum of Understanding Process



This pandemic has changed the lives of our students and families. Los Angeles Unified School District Wellness Program is working closely with numerous community partners to provide an array of **virtual services** including mental health/counseling, case management, academic support, and enrichment activities. Local District Central receives numerous requests for new community partnerships. **We are well aware of numerous of organizations requesting to**

provide virtual services to our student. If you are interested formalizing a community partnership or need further guidance on the process, please contact Ricardo Lopez, Organization Facilitator at ricardo.l.lopez@lausd.net.

In addition, please feel free to contact me if you are interested in learning more about community agencies seeking school sites as partners. Student Health and Human Service has issued [BUL- 076705, Establishing No-Cost Health, Non-Health and Mental Health Services MOUs and Agreements on School Campuses](#) to assist school sites develop and understand the MOU process.

COVID-19 Testing Update

LAUSD to offer Covid-19 test to Symptomatic and Suspected Exposure for employees. Employees who have symptoms or suspect exposure will be able to sign up for testing at the same link as before; <http://achieve.lausd.net/covidtestingappt>.

When answering “yes” to the questions relating to symptomatic and exposure, the portal will limit their appointment to the sites approved for testing of symptomatic staff. They will drive to the location, park in a clearly marked space, and complete their Covid-19 test while remaining in their car.

Reminder:

All staff reporting to the school site should have participated in LAUSD’s Covid-19 testing program. The need to test is they are reporting to work regularly (at least once a week).

Student Mental Health Updates



Red Ribbon Week this year is October 23-31. This is the nation's oldest and largest drug awareness program that is celebrated annually in October and this year's theme is Be Happy, Be Brave, Be Drug-FREE! This is an ideal way for youth, schools, and communities to unite and take a visible stand against drug use. Supporting our students to participate in these events allow our school community to show our personal commitment to a drug-free lifestyle. During our collective experience through this global pandemic as students and families are even more isolated from their support systems in schools and in the community, it's important that we continue promoting healthy activities instead of using drugs. As we are working remotely, we can celebrate Red Ribbon Week by having a [Red Ribbon zoom background](#) which will encourage a physically and mentally healthy lifestyle. Many Psychiatric Social Workers (PSWs) across the district support Ribbon Week through positive, fun,

and inspiring social emotional activities.

Here are some ideas that have been implemented:

- Art/drawing/essay contest for students
- Morning announcements for their school community
- Staff and students wear red in awareness of red ribbon week
- Discuss the impact of drug use in health classes
- [Review Protective Factors for Teens with teachers, parents and students](#)
- Sign a virtual pledge to be drug free and explore healthy coping strategies.



Connect with your PSW, Student Health and Human Services staff or Leadership Team on your campus to coordinate activities for Red Ribbon Week to bring awareness to our students about the importance of having healthy coping skills and a healthy lifestyle to stand up to drug use. Be creative and have fun with it!!! To get more ideas for Red Ribbon Week, click on this link <https://www.redribbon.org/>. Drug use is a negative way to cope with mental health issues and social problems. If you would like mental health awareness workshops or need to consult about any mental health concerns please reach out to the School Mental Health (SMH) Coordinator, Myrna Reynoso Torres at myrna.reynosotorres@lausd.net or SMH Specialist, Anne-Marie Gauto at anne.gauto@lausd.net.

Reminder: Chemical Safety Coordinator



Site Administrators at secondary schools with science or chemistry laboratories are required to appoint a Chemical Safety Coordinator (CSC) from onsite certificated staff.

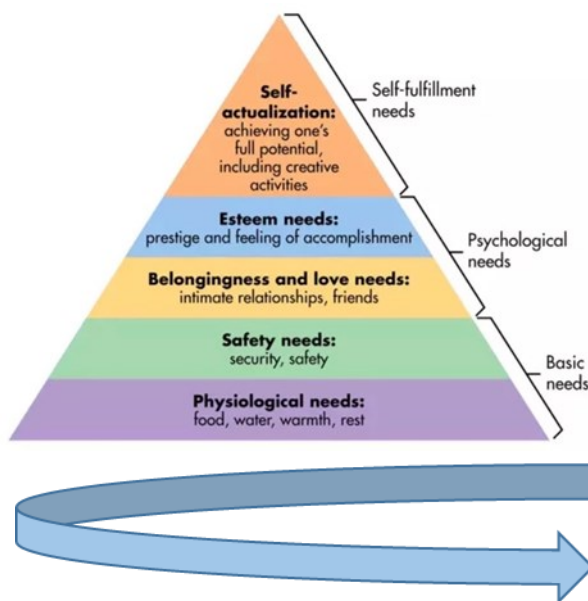
If your site does NOT have any science chemicals, then you are NOT required to have or assign a CSC for your site. Please contact OEHS at 213-241-3199, so that we can verify and exempt your school from this requirement.

Systems of Support Update

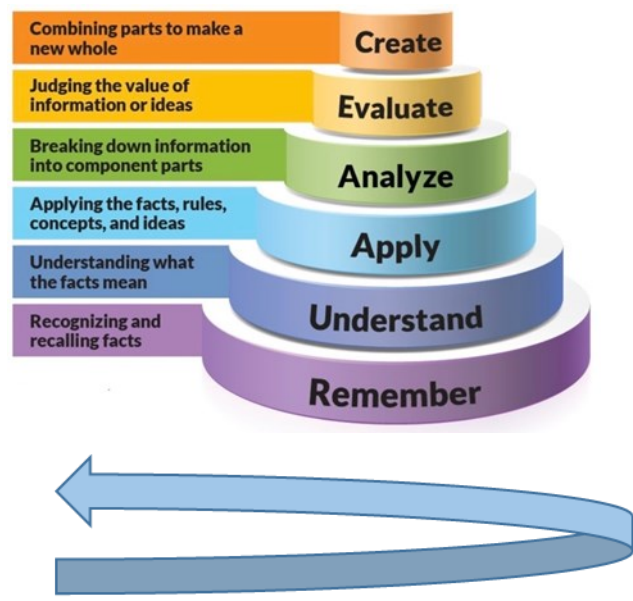
From Maslow to Bloom

Systems of Support provides strategies, resources and lessons to help principals, faculty and staff cultivate and build a safe, healthy and affirming learning and working environment where students thrive, virtually or on-site. This work strikes a balance between advocating a social-emotional focus, and promoting academic rigor, because the two are intricately linked. Students must feel safe, valued and welcome at home, in their classes and school, in order to thrive academically. Conversely, students need opportunities to demonstrate their academic competence, and feel that their progress is noted and appreciated. In these virtual times, it's more important than ever to build community, model empathy and respect, and provide opportunities for students to support each other, academically and social-emotionally. By paying attention to both social-emotional and academic rigor, we are truly nurturing the Whole Child.

Maslow's Hierarchy of Needs



Bloom's Taxonomy



To promote positive and safe school culture and climate and promote effective teaching and learning, look for these (virtual) classroom strategies and behaviors:

Teachers know and use all students' names	Teachers greet students at start of Zoom sessions
Teacher and students check-in regularly (academic/other concerns)	Adults and children address each other respectfully
Teachers use wait time with students	Students collaborate in groups

Reach out to your Community of Schools Systems of Support Advise for more strategies and resources:

Systems of Support Adviser / LAUSD E-Mail	Community of Schools
Trisha Lutero Farris / tcl2993@lausd.net	Downtown/MacArthur Park COS
Rosalyn D. Lee / rosalyn.lee@lausd.net	Jefferson/South Central COS
Raphael Lieberman / rxl8749@lausd.net	Koreatown/Mid-City COS
Lataska Pittman / lpitt1@lausd.net	Manual Arts/Vermont Square COS; also supporting Glassell Park/Los Feliz COS and Eagle Rock/Highland Park COS

Parent Unit Updates

ELAC Chairs are invited to the ELAC Convening! October 22, 2020 at 11:00 pm-1:00 pm

***Please elect ELAC officers before this critical date and share: English flyer Spansih flyer with ELAC Chairperson to attend.**

The ELAC Chairperson from each school will be invited to join the ELAC Convening. Only Chairpersons can represent their individual schools and are invited to attend and to participate in LD Central elections to select members for the District English Learner Advisory Committee also known as (DELAC). All ELAC Chairpersons are invited to participate. Other guests may attend but will not be able to take part in nominations and elections.

Office Hours 7:00 am-8:00 am with Ms. Frances Baez, Interim Superintendent LD Central

Feel free to join on Zoom on Thursdays in the month of October at <https://lausd.zoom.us/j/8834913123>

Parents and staff are also invited to attend Office Hours. Hear directly from Ms. Baez and be able to get to know her, converse, ask questions, and provide some feedback.

SAVE THE DATE: Parent Center Staff Important Informational Presentation & Training on COVID 19 Testing Program: Tentative: Friday 10/23 8:30-9:30 am

This is an employee training for Parent and Family Center Staff. This presentation/training is tentatively scheduled for 10/23 at 8:30 am. Thank you for your consideration to this additional meeting that is time sensitive.

WEEK OF OCTOBER 19th, 2020: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: “COVID 19-Overview & How to register” Wed. October 21, and “Growing Great: Nutrition and Science” on Friday, October 23 both sessions will be conducted from 3:00-4:00 pm. The Tech Talks & More Schedule will be posted on the LDC webpage & Schoology. Please have your parents join us, we are glad to support! <https://lau--sd.zoom.us/j/95673676024> Zoom ID: 956 7367 6024.

Town Halls:

Downtown/MacArthur Park: October 21, 2020. Time: 5:30-6:30pm Zoom Webinar ID: 978 2563 3073

Koreatown Mid-City: October 22, 2020 Time: 5:30-6:30 Zoom Webinar ID: 874 1273 6916

Guidance for ELAC & SSC Elections NEW BULLETIN BUL-6743.5

[School Site Council and English Learner Advisory Committee Elections & Responsibilities](#)

A huge thanks to your school teams for hosting orientations and elections at your schools, many of your schools have completed this process. If you are having difficulty forming or need additional support or guidance please email me at iarregui@lausd.net. Also, please visit the Parent and Community Services Department website with updated information and resources. <https://achieve.lausd.net/Page/11304>

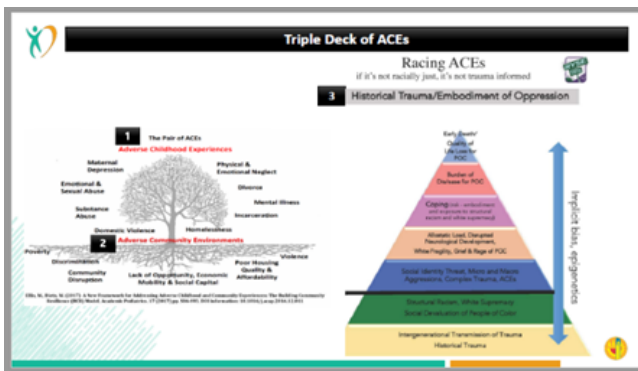
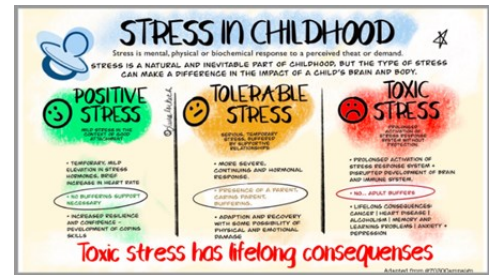
LD Central's Unified Enrollment Virtual Fair Coming Soon! October 29th, 2020 4:30-6:30

On time application window starts October 1 thru November 13th. Magnet, Schools for Advanced Studies, Dual Language, Affiliated Charter and Admission Criteria Schools are invited to participate and showcase their schools. Thank you to schools that will be participating in the Virtual Fair, you should have received a descriptor that will be placed in the program for parents and would need your final review and approval by 12 noon Monday, October 19th so we can share this portion with families. Please post the flyers that were shared with you on your websites and on social media. Great



Trauma Informed Practices for Working with Our Students

The A-G and SSS Counselors have had the opportunity to attend a 2- part series of workshops provided by Student Health and Human Services Executive Director Pia Escudero during the month of October. The workshops have included information on the awareness of stress and the long-term impact it has on a student's overall physical and mental well-being. As educators, it is also valuable to be aware of the stress we have experienced in our own lives. There are three types of stress and it is the Toxic Stress that can have harmful long-term effects on all of us.



We are likely all familiar with the notion of ACE (Adverse Childhood Experiences), but more recent studies have highlighted there is a “triple deck” of ACE that incorporates both our community environment and historical oppression. It is important that we understand the impact this has on our students as far as the experience they have in their communities and what they then bring to the school environment.

Lastly, it our “4R” response to our students that can determine how best we cultivate resiliency in our students that come to us experiencing trauma, poverty and community barriers. If we use this pattern of response, our students will be healthier and less likely to exhibit those long-term negative outcomes.



Instructional Device Managers (IDMs) for Early Education Centers

Devices are now being sent to Early Education Centers. These devices will first need to be received by IDMs in inventory and then checked out to individual students. Early Education Centers should identify an IDM per school to maintain the technology inventory.

Device Inventory Audits

The Office of the Inspector General will be scheduling on-going audits to ensure that schools are keeping track of devices.

Z-Time

This funding source has been approved for Z-Time, extra-duty pay, to ensure both the annual school site physical inventory is accurate (self-audit). This pay may be for IDMs to complete Remedy inventory outside of contracted day, however the funding line will be closed on Friday, October 23, 2020.

This funding is available for hourly employees only and not salary. For funding line specifics, please click [here](#). Please remember to follow Z-time bulletin limitations.

TECHNOLOGY UPDATE



Student Learning Device Requests (iPads, Chromebooks, or Windows Laptops)

If your inventory has been updated and you are requesting devices, please fill out the following Google Form [\[HERE\]](#). Your school inventory will be assessed and depending upon whether your school has a deficit or surplus, the LD will determine best use of the limited resources and will allot as needed. Please ensure your inventory is completely updated and accurate in [Remedy](#).

Instructional Device Management - Unverified Devices

An asynchronous IDM training has been added for Instructional Devices Managers that were not able to attend the in-person training on 09/17/20 or 09/21/20.

- To take the IDM asynchronous course, participants should join our LDC IDM Schoology [Group](#)-Access Code: [Access code-ZT8Z-842Q-K68Fj](#)—Asynchronous course is in Resources tab.

Instructional Device Managers have been doing phenomenal work with their instructional device inventories. Many schools, however, are still showing high numbers of devices with the status of “received” or “transferred.” Please note that unless your school has just received a shipment of devices and it is waiting on the loading dock, you should have *zero* devices showing either of these as their status.

Be sure to update the status for each device in your school’s inventory to show whether it is

- a. on campus
- b. assigned to a student or staff member

You can check the latest numbers for your school by going to achieve.lausd.net/itam and clicking on Reports & Dashboards.

At achieve.lausd.net/itam, you will also find a wealth of how-to materials; including job-aids, videos, and FAQs your staff can use to ensure everything is correctly updated. Local District Central created a Schoology Group that will post resources and a recorded IDM training and power point presentation. To access the LDC IDM Schoology group please use access code: ZT8Z-842Q-K68FJ.

Restitution Policy

To report any damaged devices, repairs or lost or stolen devices, please refer to sections 6 and 7 of the [District’s Restitution Policy](#) which is posted on the [IT Asset Management website](#).

The cost to replace various devices is:

1. \$250 - Chromebook
2. \$400 - WiFi iPad

Zoom Best Practices

When creating a new Zoom meeting, please ensure that the proper security controls are in place to keep your meetings secure. This includes enabling:

- Meeting Password/Passcode
- Waiting Room (you will need to allow each attendee into the session)
- Only authenticated users can join

To setup Zoom meetings in Schoology securely, please visit: <http://bit.ly/PLSZoomGSG>. Additional resources on video conferencing are also available at <https://achieve.lausd.net/videoconferencing>.