



LOCAL DISTRICT CENTRAL

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Eugene L. Hernandez
Administrator of Operations

Important Dates

1st-2nd Yr New Principals' Meeting	10/13
Operation's Principals' Meeting	10/14
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 10

October 9, 2020



Farewell Message

Greetings School Leaders:

An opportunity has been offered to me by the Superintendent to lead the comprehensive COVID-19 testing program for the Los Angeles Unified School District. This responsibility will include the overall vision and implementation of this project. I will oversee implementing a program to provide the highest standard of safety measures at our schools. I am currently in the process of transitioning into my new position and today will be my last day as the AOO for Local District Central.

It has been a pleasure working for all of you! I want to thank you for the past years I have spent here at Local District Central. School Administrative Assistants, Assistant Principals, and Principals, THANK YOU FOR YOUR LEADERSHIP! I reflect back on all the professional learning that linked "Operations to Instruction" but more importantly the strong relationships that have been built between Operations and your school communities. Though I am leaving with a heavy heart, I am happy and excited to begin a new challenging journey.

Feel free to keep in touch. Our paths will cross.

Again, thank you for the opportunity to serve you!

I love you all! Stay safe!

Free Flu Vaccine Event

To help support student, family and staff health and wellness, LA Unified has partnered with Health Net to bring "Free Flu Vaccines" to our school communities. There is one scheduled event at each Local District.

Please refer to the [flyer](#) for the detailed information and appointment link. Feel free to share and encourage anyone to participate.

Thank you for supporting preventive health opportunities.

In addition, some libraries are hosting free flu vaccine for both kids and adults see the attached list. First event is on Saturday October 14th.

<https://lacountylibrary.org/free-flu-shots/>



October 29, the deadline for submission of Household Income Forms (HIF), is just around the corner. 46% of LD Central CEP schools have reached the 100% target. Another 23% of schools are currently missing only one HIF. This shows great focus and collaboration on the part of LD Central school teams! All schools are urged to continue to monitor the MTAM dashboard daily to ensure that the target of 100% submission is maintained or attained. Each eligible HIF that is not submitted by the October deadline translates into the potential loss of thousands of dollars of TSP funds beginning in 2021-2022 academic year. Schools with outstanding forms should contact their respective MTAM liaison for support and/or to pick up forms. John Gamboa (john.gamboa@lausd.net) or Maria Martinez (m.s.martinez@lausd.net)



ATTENDANCE CODING UPDATES IN MISIS

This is a friendly reminder that the new attendance codes are now available in MiSiS. Below is an example of how new codes will appear on MiSiS.

#	Student Code	Last Name ▲	First Name	Date Of Birth	Status	Time In	Time Out	Reason Code
1					P ▼			
2					DP ▼			
3					DA ▼			
4					P ▼			
5					A ▼			
6					DP ▼			
7					DP ▼			
8					DP ▼			
9					DP ▼			

NOTE: Tardies (T) and Left Early (LE) **will not** be available for selection during Distance/Online learning.

New Codes
Distance Present (DP) / Distance Absent (DA) to be used during Distance Learning
CODES
 Present (P) and Absent (A) to be used for in-person attendance when necessary and appropriate

Please note, previously submitted attendance for this school year will be converted from Present, Tardies, and Left Earlys to DP, and Absences to DA, along with the corresponding reason code. A data clean-up will continue to be done, on a weekly basis, until a hybrid mode of instruction is implemented.

Daily Blackboard calls will continue to be made for Absences (A) and Distance Absent (DA) for reason codes submitted by 3:00pm

- ◆ Uncleared: UC
- ◆ No Note: 0

Call times are from

1. 3:30-3:40 pm for the *current day* attendance to notify parents/guardians that their child has not logged in for the day
2. 4:30-4:40 pm for the *previous day* attendance to notify them that their child has been marked absent for the previous day.



COVID-19 Testing

Today, Principals should have received a letter with [templates](#) to inform parents that they can begin making Covid-19 testing appointments for their children. Parents can choose to test at any one of our [District Testing Sites](#). Please make sure to review the letter and alert your office staff as some parents may need assistance in logging in to the parent portal to get student ID information.



SPOTLIGHT ON OUR SCHOOLS

Promoting Student Engagement During Distance Learning

LD Central Pupil Services and Attendance Counselors are working side by side with school leaders and community stakeholders to push forward in these uncertain times. School attendance teams are making every effort to reach families. We would like to highlight some of the creative engagement celebrations and the innovative ways they are promoting engagement during distance learning

Brittany Woods, PSA Counselor
Carver Middle School



Erika Jacome, PSA Counselor
49th St. and Menlo Elementary School



Veronica Sandoval, PSA Counselor
Julian Nava Learning Academy



Student Mental Health Updates

Next Wednesday, October 14th, 2020, is National Stop Bullying Day and October is National Bullying Prevention Awareness Month. Many LD Central Psychiatric Social Workers use this annual designation to bring awareness to the need to end and stand up against bullying. For instance, Noelle Kinman, PSW created four videos that are 2 to 3 minutes long for Aurora Elementary School students. Over the course of the next four weeks, the videos will be shown during the Monday morning assembly. Ms. Kinman will also use the videos at her other placement, Normandie ES to spark student discussions regarding bullying. Click on this link to view Part 1 – Bullying Roles at <https://www.youtube.com/watch?v=85cLpFcpagg&t=8s>.



How can we make friends?

1. Being nice
2. Being friendly
3. Being kind
4. Sharing
5. Including others when we play or do activities
6. Making others feel welcomed



Sophia Dupree, PSW, at 10th Street Elementary School, developed a wonderful anti-bullying presentation for students in Kinder through Second grade to foster compassion and empathy. Ms. Dupree cleverly used the Sanford Harmony's "Meet Z" story to guide the presentation and discussion. Her fun and engaging presentation cover the skills of [Being a Good Friend](#). As a parallel process, Ms. Dupree will also host an "Anti-Bullying Parent Workshop" to provide psycho-education for parents and guardians on the negative effects of bullying and strategies they can use to support their children.

24th Street, PSW Viridian Benitez-Esparza is highlighting Anti-Bullying information through her [Monthly Wellness Newsletter](#) and is also facilitating a [Bullying Prevention parent workshop](#).

Frances Perez, PSW will also host similar parent workshops on anti-bullying at both of her placements at Gratts ES and McArthur Park Elementary School. **We want to thank ALL of our LD Central Psychiatric Social Workers for their hard work and efforts to stand up against Bullying by promoting kindness and unity at their school sites.** For more information on anti-bullying parent workshops, please do not hesitate to contact Myrna Reynoso Torres, LD Central SMH Coordinator, at myrna.reynosotorres@lausd.net or Anne-Marie Gauto, LD Central SMH Specialist at Anne.Gauto@lausd.net.



Fall 2020 District-Wide Radio Communications Test & Emergency Drills and Exercises

Participation in the [2020-2021 Fall District-Wide Communication Test exercise](#) is vital. Please designate one person on your campus to participate on your school's behalf Tuesday, October 13, 2020. Phase I will be from 10:00 am to 11:00 am and Phase II will be from 11:00 am to 12:00 pm. Actual time will depend on the type of school. The communications test follows the same procedures that will be used in an actual emergency. Therefore, each school's participation in this exercise is critical, and all TK-12 schools (excluding independent charter schools) are expected to participate. If you have any questions about the protocol, please contact the Office of Emergency Services at emergencyservices@lausd.net.

The [2020 Fall Semester Districtwide EARTHQUAKE ShakeOut Drill](#) will be held on Thursday, October 15, 2020 at 10:15 a.m. (Optional/or at school's discretion):

Description: Employees who are working in person should participate in a brief Drop/Cover/Hold On at their school. Teachers and other employees working from home and students are encouraged to participate remotely. This allows employees and students to experience this drill in a different environment thus providing greater emergency preparedness.

How to Participate:

- Virtually and/or in-person
- Practice drop, cover and hold on ("DCHO")
- Do need to activate emergency teams at schools (if you are participating in person)
- Log participation at emergencyservices@lausd.net
- Resources: <https://achieve.lausd.net/Page/16222>

Parent Unit Updates

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

***Please elect ELAC officers before this critical date.**

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.

WEEK OF OCTOBER 12th, 2020: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: “What is Dyslexia?” Wed. October 14, and “How to set up an Email to Connect to Parent Portal and Schoology” on Friday, October 16 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:

Tuesday, October 13 Manual Arts/Vermont Square 5:00-6:00 pm Zoom ID: 993 6116 1337

Thursday, October 15 Eagle Rock Highland Park 6:00-7:00 pm. Zoom ID: 964 4825 2998

G.O. Central Event: Great Outcomes Central (G.O. Central) initiative coming soon

October 12th, 2020 from 3:30 pm -4:30 pm (English), 5:00-6:00 pm (Spanish)

Families and students are welcome to attend and learn more about the opportunities and supports that this partnership between LAUSD, LDC, LACC and CSULA provides. Families and students will learn more about the College Promise, opportunities for college admission for all and hear directly from school leaders. One session will be provided in [English](#) and another in [Spanish](#). Please see Flyer.

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 jarregui@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. We currently have 14 schools participating, if you haven't already done so please submit by Friday, October 16th by the end of the day at the following link: We would ask each principal or designee to confirm your participation in this event by Friday, October 9, 2020. Please register your interest by completing the following link: <https://bit.ly/3d0DnXm>



Specialized Student Populations Update

This week, an important reminder for all Principals is that the Student Housing Questionnaire (SHQ) must be included in every enrollment packet. The SHQ must also be disseminated annually to all students to ensure proper identification in MiSiS by so that services are provided to homeless students and families accordingly. In addition, ensuring schools identify all students experiencing homelessness impacts the LCFF funding the District receives. Students who qualify as experiencing homelessness must be identified in MISIS (census tab).

However, due to restrictions related to COVID and school closures, there have been difficulties in obtaining signatures of parent, caregivers or unaccompanied youth to process Student Housing Questionnaires (SHQs). The SHQ is our tool to help with the identification process and is not required for enrollment per McKinney-Vento or FERPA. We are to have the parents complete the SHQ when possible; however, current circumstances are creating barriers to this process. At this time, if the parent consents to complete the SHQ verbally and the District staff assists in completing the form, this is sufficient under McKinney-Vento for facilitating identification of families experiencing homelessness. The parent can be provided an opportunity to update and/or sign the SHQ at a later time and parents can request a copy at any time.

District staff should include the following at the bottom of the SHQ:

- Name of person who provided verbal verification of student's nighttime residence and the contacted person's relationship to student
- Printed name of staff providing verification of nighttime residence
- Title of staff providing verification of nighttime residence
- Signature of staff and date

In the event that an individual can sign at a later date, the space for the parent/caregiver or unaccompanied youth's signature should be left blank, as well as the space to indicate the date at the time of signature. Due to COVID restrictions, all HEO staff are working remotely and are not in the office to receive faxes. Please have the Homeless Liaison email completed SHQ forms to our LD Central PSA Aide at shqldc@lausd.net. Please contact Traci Williams, SHHS Coordinator at traci.williams@lausd.net for more information and thank you for your support of this crucial process!!

Systems of Support Update

After having the opportunity to listen to various stakeholders and plan Social Emotional Lessons, I was reminded that we sometimes overlook students with special challenges. Students with challenges also benefit from utilizing restorative practices. As we continue to work with students who are unengaged in learning or falling behind their peers due to ADHD, Autism, Specific Learning Disability, behavioral challenges during the pandemic and inequalities in education. I must give them a voice and acknowledge that they struggle with distance learning. Therefore, it would benefit me, teachers, parents, students and administrators during assemblies to utilize Restorative Questions. Restorative Questions will help students improve communicating their thoughts, feelings and build relationships. Utilizing Restorative Questions, and check-ins give students a structure to their day. They have wait time to formulate thoughts into sentences, which can explain how they are feeling, and express needs.

Problem Behavior

Is the student aware that she/he is engaging in the behavior?

1. Develop a signal or cue to make the student aware of the behavior.
2. Develop a way to monitor or have the student self-monitor the behavior.
3. Provide feedback (positive and corrective.)

Does the student have the ability to perform the appropriate behavior?

1. Ask yourself, "Is this behavior physiologically possible?"
2. Provide feedback once again (both positive and corrective)

Has the function of the behavior been determined?

1. Analyze the behavior to determine the function of the behavior.
2. Develop a plan to teach/reinforce replacement behavior.
3. Involve all stakeholders.
4. Implement the plan.

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
3. \$500 - LTE iPad
4. \$50 - MiFi Hotspot

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>.