



LOCAL DISTRICT CENTRAL

CONNECT • ENGAGE • THRIVE

Eugene L. Hernandez
Administrator of Operations

Important Dates

Pupil Free Day	8/17
Campus Aide Training	8/17
First Day of Instruction	8/18
Second Day of Instruction	8/19
Regular Day Schedule	8/20 / 8/21
Community Reps Meeting	8/26

Friday Operation's Brief

Volume 8, Issue 2

August 14, 2020

Covid-19 Resources for Principals



We are traveling on uncharted waters and things are changing quickly. It is important that everyone has the latest information regarding COVID-19 resources, protocols, and information. The documents below will assist you when dealing with various scenarios related to COVID-19 at your school site.

- [Principal's Resource Guide \(COVID-19 resources begin on pg. 62\)](#)
- [County of Los Angeles Moving into Stage 3 document](#)
- [Guidance/Actions Steps for District Supervisors for Employees with Possible COVID Exposure](#)
- [Protocols for Office Worksites](#)
- [Three S for Safety](#)
- [5 Resilience Factors](#)

Please feel free to contact your Operations Coordinator for recommendations, assistance, and guidance should there be any changes.

Food Services Opening Operations

Food Services Division (FSD) will start the 2020-21 school year by continuing to provide meals at 63 Grab N Go centers Monday- Friday between 8-11 a.m. The list of sites can be accessed at [Grab and Go Food Centers \(POD\)](#).



Breakfast and lunch will be provided to LAUSD students, non-LAUSD students, and adults at no charge.

All LAUSD students have been issued a barcode, which will enable them to get two daily meals. Bar codes must be used when getting a meal so that reimbursement can be claimed from USDA. Meals not reimbursed by the USDA will be covered by the district's general fund, therefore students/parents are highly encouraged to use their bar codes. All students whether at a CEP or Pricing school will receive meals at no charge. Meals may be picked up by parents/ guardians on behalf of a student using the barcode.

The **barcode cards** should have been delivered to all schools between August 12 and August 14. Each box has a roster of the students whose cards are in the box. Please distribute the cards to students using the roster. The rosters will be collected by Food Services Managers when they return to campus.

Off Site Equipment

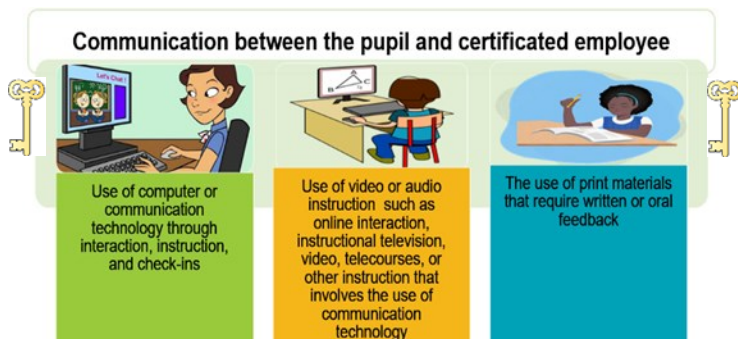


District equipment may not be loaned to any District employee, group or other person for personal use. Should there be a need to temporarily take equipment away from the school or office site, the administrator must sign [Attachment A](#) of [Bul-DB-15 \(rev\)](#). The written authorization from the site administrator must be kept with the equipment, as well as, a copy kept in the files for inventory purposes.

Revisiting Key Attendance Accounting Practices and Defining Student Engagement for 2020-21

Distance/Online learning may include, but is not limited to:

Communication between the pupil and certificated employee



- Use of computer or communication technology through interaction, instruction, and check-ins
- Use of video or audio instruction such as online interaction, instructional television, video, telecourses, or other instruction that involves the use of communication technology
- The use of print materials that require written or oral feedback

Daily Live Interaction Requirement

Every school must offer **daily live interaction between a teacher and all students**. Daily live interaction is defined by state law as an exchange of communication between teacher and each student.

Consistent with state requirements, the tentative agreement, and CDE guidance, **Daily Live Interaction** will be provided through **Daily, Synchronous Instruction**, where a student or group of students are engaged in learning at the same time using technology that allows the teacher and student to connect in real-time to deliver:

- Timely actionable feedback to students.
- Direct instruction to students through video conferencing/internet communication.
- Teacher guided peer-to-peer learning.
- Whole or small-group instruction.

Principals are responsible:

for ensuring that **student attendance is recorded daily, accurately, and in a timely manner in MiSiS or all students in all class periods.**

Teachers are required:

to **submit and certify attendance in MiSiS every day no later than 3:00 p.m. for that school day and update attendance for the previous school day for each class**, or by an earlier time designated by the school site administrator.



August 18th, student attendance will be automatically provisioned from Schoology to MiSiS. Beginning August 19th, teachers will take attendance on MiSiS (Smart Start 8/11/20). Teachers shall track student interactions, including live interaction and other forms of participation. Students should be marked "Present" or "Absent" with the appropriate absence reason code in MiSiS.

--MiSiS attendance during online learning--		
STATUS	Description	Notes
P	Distance/Online Present	<ul style="list-style-type: none"> ✓ Evidence of participation/interaction on that day (attended daily live interaction and/or other forms of participation/interaction). ✓ Students participating in services as outlined in their IEP should be marked present for that school day. ✓ Same-day successful contact between certificated staff member and parent or caregiver and/or student.
A	Distance/Online Absent	<ul style="list-style-type: none"> ✓ No evidence of participation/interaction on that day (did not attend daily live interaction and/or other forms of participation/interaction) ✓ No same-day contact between certificated staff member and parent or caregiver and/or student.

Absence Reason Codes		
REASON CODE	Description	Notes
UC	Uncleared	<ul style="list-style-type: none"> ✓ Absent/no contact ✓ Document all attempted contacts in the MiSiS contact log (MiSiS job aid>Student Support>Contact Log Mass Update Screen, job aid available here: https://achieve.lausd.net/Page/5831)
1	Excused	<ul style="list-style-type: none"> ✓ Absent; excusable reason provided (same reasons/rules as for in-person attendance/absence); ✓ Excusable reasons outlined in the parent/student handbook and policy guidance
2	Unexcused	<ul style="list-style-type: none"> ✓ Absence reason provided by caregiver is not excusable, (as defined by existing law/policy) <u>without</u> successful same-day contact between certificated staff member and parent/caregiver and/or student. ✓ Document all contacts in the MiSiS contact log (MiSiS job aid>Student Support>Contact Log Mass Update Screen, job aid available here: https://achieve.lausd.net/Page/5831)



A comprehensive list of **Enrollment and Attendance Accounting** tools is attached for your reference.

Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document Sharing

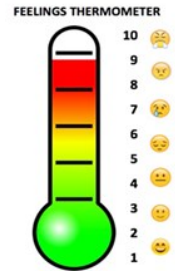
NOTE: Many of the tools we are being updated and revised. We will continue to provide updated guidance and tools as they become available.

Psychological First Aid for Schools

“Students who are loved at home come to school to learn and students who aren’t, come to school to be loved.” This quote by Nicholas Ferroni, speaks to the powerful and meaningful relationships that students develop with their teachers and other staff at schools. Although the concept of “school” has changed due to COVID 19, the connection that students have with their teachers and other school staff has never been more essential to their academic success and emotional wellbeing. We would like to share Psychological First Aid strategies that can be used with students to help build and strengthen their connections with school staff as they transition to the new school year.

LISTEN

- Listen to what your student may be telling you about how they are feeling and thinking
- Let your students know that you are ready to listen when they are ready to share
- Provide opportunities for students to connect and share; have a daily check-in system like a feelings thermometer
- Schedule time for connection as part of your classroom activities



PROTECT

- Maintain structure, stability, and consistency
- Establish routines for your virtual classes
- Monitor conversations between students
- Set realistic expectations

CONNECT

- Help students and peers re-establish their social relationships (e.g. Go Noodle, zoom breakout sessions, Kahoot)
- Dialogue with the parent or guardian if you need help supporting student
- Encourage social supports
- Connect students who may need more support by making a referral to your school’s PSW, School Counselor or School Psychologist



MODEL

- Continue to model calm
- Acknowledge the disruption the pandemic has caused in school and life
- Demonstrate a positive and optimistic approach to a new normal
- Practice basic coping skills as a whole group (deep breathing, gratitude, exercise, etc.)



TEACH

- Teach about normal changes that can occur when coping with new challenges
- Teach students that speaking up when they are feeling down at home or at school is a source of strength
- Teach basic coping skills/self-care during social emotional learning sessions
- Teach children how to ask for help and who they can ask for help from

To learn more about Psychological First Aid and other ways to provide emotional and mental health support to your students and staff please contact Myrna Reynoso Torres , LD Central MH Coordinator at myrna.reynosotorres@lausd.net or via phone at (213)241-1278.

Focus on Social Emotional Learning Increases during Distance Learning



Social and Emotional Learning (SEL) and maintaining positive connections with the school community remains a crucial component of student academic instruction and well-being during school closure. To minimize this challenge, and with consideration of differentiated needs of school sites and staff, below is a Future Ready resource compiled by an SSS Counselor in Local District South. All of the SSS and A-G Counselors were introduced to this document during last week's professional development training. These resources may be considered for integration into daily and/or weekly virtual lesson plans by educators to continue supporting students' SEL and well-being during school closure.

Our SSS Counselors could assist teachers with integrating some of these ideas into their regular curriculum.

For a downloadable version of the document, please use this link: [Virtual SEL Choiceboard](#)

Wide Open School Pre-K - 5th Grade: Emotional Well-being WIDEPENSCHOOL FOUNDED BY Common Sense Site includes additional resource/program links	Second Step: Committee for Children Free On-demand Lessons, Resources SECOND STEP *Middle School Curriculum	*Sanford Harmony Pre-K-6th Grade At Home: Free SEL Resources & Online Toolkit for Educators, Families and Caregivers SANFORD HARMONY National, Licensed, Free	Transforming Education SEL Resources for Educators: Tools & Toolkits transforming education
Inside SEL Resources for Parents, Educators, School Communities re: COVID-19 INSIDE SEL SOCIAL & EMOTIONAL LEARNING	SEL Foundations: Classroom Champions Curriculum Free SEL Curriculum for Teachers and Parents during COVID CLASSROOM CHAMPIONS	Better Kids Free SEL Resources, Worksheets for Parents and Teachers (English, Spanish, French) betterkids	Emotional ABC's Free SEL Tools for Teachers and Parents EMOTIONAL ABC's America's #1 Awarded SEL Program
BrainPop Movies on 4 SEL Competencies & Themed Collections Health & SEL Brain POP	Cosmic Kids Yoga & Movement Activities COSMIC KIDS	GoNoodle (via Clever) SEL, Movement & Mindfulness Activities free via Clever to Students & Teachers GoNoodle	Tinkergarten Free Learning Outside Activities during Summer and COVID tinkergarten

PBS Learning Media Pre-K-2nd Grade Social & Emotional Development PBS LearningMedia	Khan Academy LearnStorm Growth Mindset Activities Khan Academy	ClassDojo "Big Ideas" Socio-Emotional Learning Videos ClassDojo	FloCabulary Life Skills: Social & Emotional Learning Lessons FloCabulary
Headspace App for Mindfulness, Stress Release, Sleep & Meditation (free to all LAUSD employees and for the unemployed, and free trial link) headspace	Inner Explorer Mindfulness Based Stress Reduction Program innerexplorer Free Family App 3 months free to LAUSD staff via Schoology Job Aid	Mind Yeti Currently free via YouTube Free Guided Mindfulness Sessions & Videos also available in Spanish Mind Yeti (regular website)	Mindful Schools Teacher Mindfulness Resources, Free Class for Kids Mindful Schools
GoZen Cultivating Well-being through Practice: Mindfulness Education & Practice Videos GoZen!	Resilient Educator Mindfulness Activities for the Elementary Classroom Resilient Educator	Collaborative Learning Solutions Daily SEL Lesson collaborative The Importance of Self-Care for Teachers	Centervention SEL Activities Centervention Social & Emotional Learning
NEWSLA Complete Socio-Emotional Learning Lessons: Collections for all Grades, Five Reading Levels newsela	Leader in Me Resources for Families, Teachers & Administrators Based on Steven Covey's 7 Habits LeaderinMe	Edutopia Social and Emotional Learning Resources to Create a Healthy School Culture edutopia	Minecraft SEL Edition: Content Pack SEL Learning Worlds Content Pack: Socio-Emotional Learning Worlds, Digital Citizenship, Mindful Knight, Inspiration Island MINECRAFT

Confident Parents Confident Kids A Resource Site for Parents Actively Supporting Kids' SEL & Development CONFIDENT PARENTS CONFIDENT KIDS	Alliance for a Healthier Generation COVID-19 Resources and Updates for Families and Educators ALLIANCE FOR A HEALTHIER GENERATION	Common Sense Digital Citizenship Resources https://www.common Sense.org/ common sense education	RULER Approach Yale Center for Emotional Intelligence: School Resources for Navigating Emotional Times RULER
Focus 5 "Focus 5" Focus and Awareness Building Activities and Strategies for Students SERP	DreamItAlive Create a free Vision Board to help manifest goals and desires in 10 areas of life into reality DreamItAlive	LAUSD Human Relations, Diversity and Equity Office Information and Guidance in these times of COVID 19 and Community Unrest LAUSD HUMAN RELATIONS, DIVERSITY AND EQUITY OFFICE	

Consolidated Charitable Campaign

Welcome back Local Districts Central Principals and Consolidated Charitable Campaign Coordinators. If you are returning and find remaining CCC money, please continue to send money. The envelopes can be mailed directly to:

EarthShare California
PO Box 3949
Montebello, CA 90640.

If you need additional support, please give contact **Patricia Smith** at pat.smith@earthshareca.org or 323.725.9404.

Parent Unit Updates

WEEK OF AUGUST 17TH: TECH TALKS: PARENT WORKSHOP SCHEDULE

Tech Talks workshops will support parent access to Parent Portal, & Schoology, as a priority. See link to access schedule and feel free to disseminate widely.



Join Us at
Our Town Hall
Meeting

TOWN HALL EVENTS:

Wednesday, August 19th 5:30-6:30 pm for the Downtown | MacArthur Park Community of Schools

Thursday, August 20th 6:00-7:00 pm for the Eagle Rock | Highland Park Community of Schools

Friday, August 21st 4:00-5:00 pm Glassell Park | Los Feliz Community of School

See link for Town Hall schedule:

<https://drive.google.com/file/d/1DR-8oDEiALGV5A0Ft69dKJALfTs3jddJ/view?usp=sharing>

TOWN HALL EVENTS CALENDAR
LOCAL DISTRICT CENTRAL
2020-2021

COMMUNITY OF SCHOOLS	TOWN HALL DATES	TOWN HALL ZOOM- WEBINAR ID	TOWN HALL ZOOM- WEBINAR ID & CALL IN #
MANUAL ARTS/ VERMONT SQUARE MS. VERONICA MOSCOSO, Community of Schools Administrator	2 nd TUESDAY OF THE MONTH 5:00-6:00 PM AUG 11 SEPT 8 OCT 13 NOV 10 DEC 6 JAN 12 FEB 9 MARCH 9 APRIL 13 MAY 11 JUNE 8	993 6116 1337	https://lausd.zoom.us/j/99361161337 Telephone Dial in: 1 (669) 900-8833 *D# 993 6116 1337

[Town Hall Schedule LD Central 20-21.docx](#)

[drive.google.com](#)

Update for SPSA Modification 20-21 School Year

Principals will no longer need to submit notes/minutes from SSC meetings held during school closures with the SPSA modifications. Instead, principals will be required to check off a box on the modification. Records must be kept at the school for 5 years.

Volunteer Program Update

Guidelines for School/Office Volunteers during School Closures is pending final approval and will include important clarification on volunteer guidelines for the opening of the school year.

SSC & ELAC Elections 2020-2021 School Year

New virtual election guidelines are expected to come out before the first day of school it includes sign-in procedures, and voting procedures. Training sessions will be offered to support a compliant formation of SSC and ELAC.

Focus Dashboard & Parent Portal



[Focus Reporting & Dashboards / Home - Focus LAUSD](#)

How do I get help with using the application? For help with accessing and navigating a report or dashboard, users may contact the ITD Help Desk.

achieve.lausd.net

Explore focus dashboard at: <https://achieve.lausd.net/focus>

Go to Operations and click on Parent Portal you will be able to view and download information onto Excel spreadsheet.

PARENT PORTAL PIN

Starting next week families should expect to get a letter from LAUSD that will include the Parent Portal PIN. Obtaining the PIN # provides access to their own child's confidential records, please ensure that staff is trained to verify the identify of parent/legal guardian either in person as school COVID 19 protocols are in place or via Zoom or Microsoft Teams to verify the ID matches the parent or legal guardian on record.

TECHNOLOGY UPDATE



"ITD CORNER"

Reference Guide for Principal's

Learning Device Readiness

Some of you have expressed interest in the following: getting back devices from your matriculating students, inventory status in Remedy IT Asset Management System, and additional devices for your incoming students. If you go to <https://achieve.lausd.net/itam> there is a step-by-step guide titled "Learning Device Readiness" that provides detailed information to assist schools with these questions along with a variety of other resources to support schools with their IT Asset Management. We have provided a short list of key documents and web pages below for your reference:

- [Learning Device Readiness - A Step-by-Step Guide for Opening Day](#)
- [Inventory Certification](#)
- [IDM Access & Training Resources](#)
- [IT Asset Management System Login](#)
- [Reports & Dashboards](#)

Learning Device and Connectivity Hotspot Inventory

As a reminder, device inventory management across the District is critical to accurately measure and report that every student has a viable learning device and connectivity hotspot to ensure learning equity for all students. It is an imperative that all schools' inventories are up to date in Remedy, meaning no device status should be "Received" or Transferred." Please utilize your IDM to ensure that your inventories are accurate. For additional support all instructions are published at <https://achieve.lausd.net/itam> under "Support" which provides a [FAQ](#) section.

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](#).

QR Codes

Your ITD Liaison has provided the link to all Principals to access the QR Codes for LD Central PreK-2 students. Please check your email for the link. If you have issues with your codes, contact Jamie Campbell at jamie.campbell@lausd.net

Zoom Webinar Licenses

ITD has provided a limited amount of Zoom Webinar licenses. If your school needs a license you may submit a request [\[HERE\]](#). Please note license capacities will be allocated on the basis of school enrollment.

Connectivity Hotspots support

We are aware of various calls regarding connectivity hotspots provided to students. Please note any connectivity hotspots provided to students during the pandemic response will continue to have connectivity. If students are reporting connectivity issues please have them contact the support number provided in the box.

As a reminder, the district is committed to providing internet connectivity to students in need. We will continue ordering and providing connectivity hotspots to our Local Districts/Schools to support our students, however, please note there is a nationwide shortage of inventory and as such we may not be able to provide a device for every student.

Learning Devices support

We have been informed that some schools are receiving devices returned from matriculating students with damaged or lost power cords. Please work with [Arey Jones](#) to receive a quote to purchase new or replacement cords.

If students or staff are experiencing technical difficulties with their devices they may contact the ITD Helpdesk at 213-241-5200 for assistance.

Student SSO Setup Support

If you need support with your student SSO setup please follow the process outlined [here](#).



The collection of Household Income Forms (HIFs) should continue for all students new to LAUSD. If a parent opts to complete an online form, the parent needs to be instructed to request a confirmation number at the end of the application. Confirmation numbers must be submitted to, and retained by, the school office. Confirmation numbers for HIFs are eight digits and will begin with **18**.

For additional HIFs, questions, or support, contact your assigned HIF support provider-- John Gamboa at john.gamboa@lausd.net or Maria Martinez at m.s.martinez@lausd.net.

Plexiglass Delivery Update

This week every school should have received 2 freestanding Plexiglass partitions. These partitions were all purchased with central funds. Additional partitions will be delivered to the schools when the students return to school for the food service lines and for the entrances to the schools.

The intent was not to have these for every classroom but only for areas where staff would be required to be face to face with several different people for more than a passing moment. If the schools require more, partitions can be purchased through normal purchasing process using school funds.

Campus Aide Vacancies



We, at Local District Central, want to be able to support you in ensuring that all of your campus aide vacancies are filled in a timely manner. If at any time you create a vacancy for any reason, please email Tony Cortez at tony.cortez@lausd.net.

Information re: Local Bond Measure Election Activities

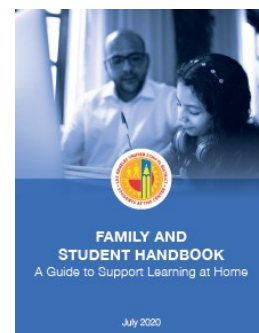
Attached for your information and distribution are two documents that summarize restrictions on activities for the upcoming November 3, 2020 election and the District's local bond measure appearing on this ballot. It is particularly important to observe that Members of the Board of Education, Leadership and Staff may not advocate for or against a ballot measure while on District time or when using District resources. Any activity undertaken by or on behalf of the District must be impartial. Please read the [Interoffice Correspondence](#) and the [Ballot Measure Tip sheet](#) carefully.

Family and Student Handbook

Attached you will find the [Family and Student Handbook](#) to support our families with starting the 2020/2021 school year online. This handbook is meant to be a guide to help parents and students with information they will need in the days leading up to and through the first weeks of school.

Please plan to share the Handbook with your parents today in the following ways:

- Post the downloadable handbook on your school website
 - Email the links below to the handbook to families
- <https://bit.ly/familyandstudenthandbook> (English Version)
- <https://bit.ly/manualparalafamilias> (Spanish Version)
- Share the link to the handbook via social media
 - Share the handbook with families via Schoology



Your school will be provided a limited number of paper copies of this handbook in both English and Spanish to support families that wish to have a physical copy. More information on the delivery of the handbooks to come. Our hope is that this Family and Student Handbook will serve as an additional tool to help make the start of this school year a success.