



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
LOCAL DISTRICT CENTRAL**

**“Smart Start”: A Principal’s Framework of Preparedness for Virtual Learning  
Fall 2020**



The purpose of this document is to provide elementary and secondary principals guidance to ensure students and families are equipped with necessary resources and are prepared to begin the 2020-2021 school year virtually.

| Activities  | Suggested Timeline | Recommended Resources  | Person(s) Responsible                               |
|---|--------------------|--|---|
| <b>Human Resources</b><br><i>Principals will work with office staff to obtain the “Position with Incumbent” (PWI) report in order to identify any vacancies.</i> <ul style="list-style-type: none"> <li>SAA provides principal with PWI report</li> <li>Principal communicates with personnel specialist to fill vacancies</li> </ul>   | By July 24         | <a href="#">School Fiscal Services Job Aids</a>  | Principal<br><br>SAA                                |
| <b>Device and Instructional Materials Distribution Plan</b><br><i>Develop a plan to ensure all students have a device, access to the internet, and necessary materials; the device/textbook/material distribution plan(s) is to be shared with the COSA.</i> <ul style="list-style-type: none"> <li>Survey families (who needs a device and who needs a hotspot)</li> <li>Inventory and organize instructional materials and technology to determine needs</li> <li>Develop a plan of distribution</li> </ul> | By July 27, 2020   | <a href="#">Paperless Device Distribution and Responsible Use Form/Remedy</a><br><br>Michelle Gorsuch<br><a href="mailto:michelle.gorsuch@lausd.net">michelle.gorsuch@lausd.net</a><br><br><a href="#">Guidance on Device Distribution</a><br><br>Tom Castillo<br><a href="mailto:tom.castillo@lausd.net">tom.castillo@lausd.net</a><br><br>Jamie Campbell<br><a href="mailto:jamie.campbell@lausd.net">jamie.campbell@lausd.net</a> | Principal<br><br>Instructional Device Manager (IDM) |

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| <p>Support Staff Preparation of Distribution of Devices and Materials<br/><i>Contact and secure additional support staff that will help with distribution of devices and materials.</i></p> <ul style="list-style-type: none"> <li>Consider what funding source is available to bring back staff earlier than August 17, 2020</li> <li>Hours must be provided to Support Staff (i.e., campus/supervision aides, office techs, etc.) to return early (at least 10 days before the start of school) to assist with the preparation, organization and distribution of computer devices and hotspots, instructional materials, textbooks, QR Codes and usernames/passwords to students and families.</li> <li>Develop a brief training on distribution processes and procedures</li> </ul>   | By July 27          | Additional Hours for classified staff  | Principal             |
| <p><b>Establish School Office Hours</b></p> <ul style="list-style-type: none"> <li>8:00 am – 4:30 pm – via in person or by phone</li> <li>Establish student registration hours</li> <li>Establish school office hours access for public</li> <li>Contact US Post Office for regular mail delivery and pick-up</li> </ul>   | By July 27, 2020    | <a href="#">School Office Staff</a>  | Principal             |
| <p><b>Communication to Families – Personalized Contact with Families</b><br/><i>In order to ensure that parents have the opportunity to ask questions, get answers and obtain vital information about the opening of the school year, consideration should be given to conduct virtual Town Hall/Coffee with the Principal meetings prior to August 14, 2020. Dissemination of information to families can take place via letters, post cards, school websites, social media platforms, and Blackboard Connect messages, phone calls, etc. Consideration to the use of multiple modes of communication to ensure timely delivery of information is also recommended.</i></p> <p>Listed below are some possible methods of meeting and topics:</p> <ul style="list-style-type: none"> <li>Multiple Small Group Family Meetings, Town Halls, Coffee with the Principal, Parent Workshops (Schoolology, Virtual Classroom Norms, grading expectations, and student supports for academics and social emotional)</li> <li>Summer Mailers (i.e. welcome letters, QR Codes, username/passwords, and etc.)</li> <li>Communication of device/hotspot and Instructional materials/textbooks distribution schedule</li> <li>Attaining and Using QR Codes and Usernames/Passwords</li> <li>School Schedule</li> <li>School Meal Schedule/Grab and Go (Breakfast and Lunch)</li> </ul> | July 27 - August 14 | <a href="#">Blackboard Connect</a><br><br>Connect-Ed Scripts<br><br>School Websites<br><br><a href="#">Zoom for Parents</a><br><br><a href="#">Mail Support Services</a><br><br><a href="#">Sample Parent Letter</a><br><br><a href="#">QR Codes</a> | Principal             |

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| <b>Social Media Platforms</b><br><i>The update of all social media platforms (Facebook, Instagram, Twitter, etc.) as well as the school website and marquee will be critical during this time of virtual learning to keep the community engaged, supported and informed.</i>   | By July 31         |  | Principal  |
| <b>Collection of Outdated or Damaged Devices</b><br><br><b>Collecting and Cleaning of Devices</b><br><i>Outdated/damaged devices should be returned to the school site as well as any devices in the possession of students that have matriculated/graduated or will be transitioning from an iPad to a Chromebook.</i> <ul style="list-style-type: none"> <li>• Inventory updated in Remedy</li> <li>• Elementary Schools: Collection of iPads from students transitioning to Chromebooks.</li> <li>• Secondary Schools: Collection of devices 12th graders</li> <li>• Proper cleaning of devices prior to being redistributed to new students</li> </ul> | By August 3        | <a href="#">Restitution Memo</a><br><br>Tom Castillo<br><a href="mailto:tom.castillo@lausd.net">tom.castillo@lausd.net</a><br><br>Jamie Campbell<br><a href="mailto:jamie.castillo@lausd.net">jamie.castillo@lausd.net</a><br><br>Michelle Gorsuch<br><a href="mailto:michelle.gorsuch@lausd.net">michelle.gorsuch@lausd.net</a>                   | Principal<br><br>IDM   |
| <b>Ordering of New Devices or Hotspots</b><br><i>To ensure all students will have a device and/or hotspot prior to the opening of schools, a school inventory should be conducted, updates should be recorded in Remedy and ordering of additional devices can commence.</i>   | By August 7        | <b>New Device Request</b><br>Tom Castillo<br><a href="mailto:tom.castillo@lausd.net">tom.castillo@lausd.net</a><br><br>Jamie Campbell<br><a href="mailto:jamie.castillo@lausd.net">jamie.castillo@lausd.net</a><br><br>Michelle Gorsuch<br><a href="mailto:michelle.gorsuch@lausd.net">michelle.gorsuch@lausd.net</a><br><br>Requesting a Hot Spot | Principal  |
| <b>Distribution of Technology and Instructional Materials</b><br><i>Implement plan that ensures all students obtain necessary equipment (devices and/or hotspots)/supplies/instructional materials <u>prior</u> to the beginning of school.</i> <ul style="list-style-type: none"> <li>• Utilize support staff to safely distribute devices and hotspots to students new to the District and those requiring replacement devices. Issue essential instructional materials and textbooks to all students in ETK to grade 12.</li> </ul>   | By August 14       | <a href="#">Paperless Device Distribution and Responsible Use Form/Remedy</a><br><br><a href="#">Preparing Your School for Device Distribution</a><br><br><a href="#">Guidance on Device Distribution</a>  | Principal<br><br>Clerical Staff<br><br>Campus/<br>Supervision<br>Aides |

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| <ul style="list-style-type: none"> <li>Provide QR Codes, usernames/passwords and Parent Portal pin numbers to families and students.</li> <li>Social distancing guidelines outlined by the County of Los Angeles for distribution of devices and instruction materials must be observed</li> </ul>  |                    | <a href="#">QR Codes Getting Started Guide</a>  |                            |
| <b>Pupil Free Day Agenda</b><br><i>The Pupil Free Day agenda will be developed by the principal.</i>  | By August 14       | <a href="#">Sample Pupil Free Day Agenda</a>  | Principal                  |
| <b>Schoology (LMS)</b><br><i>Teachers should be provided opportunities to engage in professional development that will prepare them for the use of Schoology.</i>   | By August 17       | <a href="#">Schoology Quick Tips</a>  | Principal<br>Lead Teachers |
| <b>Zoom</b><br><i>Teachers should be provided opportunities to engage in professional development that will prepare them for their use of Zoom for synchronous instruction.</i> <ul style="list-style-type: none"> <li>Teachers will establish recurring Zoom schedules and upload links to Schoology</li> <li>Teachers will provide class meeting link(s) to administrator</li> </ul>  | By August 17       | <a href="#">Zoom Meeting Set-Up Basics</a><br><br><a href="#">How to add Zoom to your Schoology – Way #1</a><br><br><a href="#">How to add Zoom to your Schoology- Way #2</a> | Principal<br>Lead Teachers |
| <b>Personalized Contact with Families</b><br><i>Teachers (supported by school staff) will communicate and confirm with parents that they are aware of the logistics for the first day of instruction.</i><br><br>Teachers may contact their students' families to introduce themselves and ensure they have the essential information (i.e., usernames/passwords) and instructions to successfully enter their classrooms on the first day of school. | By August 17       | Teachers may use the following platforms:<br><br>Phone Calls (Google Voice)<br>Schoology<br><br>US Mail – Personalized Letter   | Principals<br>Teachers     |
| <b>Preparation for Engagement with Staff and Community</b><br><i>Ensure that all required safety supplies are on hand and will be ready for in person engagement with stakeholders.</i> <ul style="list-style-type: none"> <li>Request additional supplies (PPE)</li> <li>Physical organization of office and other public spaces for social distancing</li> </ul>  | Ongoing            | <a href="#">Signage PDF</a><br><br><a href="#">LAUSD Health and Safety Guidelines</a>   | Principal                  |

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| <b>Curb Appeal</b><br><i>The Principal will confer with the Plant Manager to ensure that the exterior of the school site is clean and appealing (through daily cleaning and removal of weeds and debris, etc.) in preparation for families to come to campus.</i><br><br><i>US Flag is flying daily during school hours</i>   | Ongoing            |  | Principal<br><br>Plant Manager   |
| <b>Enrollment - Registration</b><br><i>Students will be enrolled in MISIS and assigned a student schedule within 24 hours <b>after</b> the document sequestration period of 72 hours (for safety purposes)</i> <ul style="list-style-type: none"> <li>• Systems in place per school site (<i>Suggestion: Posters or flyers around each community, reminding parents to visit each school and/or the Community of School's website with important information regarding enrollment/registration</i>)</li> <li>• Must ensure that all students are enrolled and appear in MISIS (this is necessary for students to access their class/es in Schoology)</li> <li>• Updated phone numbers and emails provided to the school by parents</li> <li>• Parents can be encouraged to utilize the Parent Portal to update phone numbers (if Parent Portal account has been activated)</li> </ul> | Ongoing            | <a href="#">Online Enrollment</a><br><br><a href="#">Online Emergency Card</a>   | Principal<br><br>Clerical Staff<br><br><u>Secondary:</u><br>Attendance and Counseling Office |
| <b>Parent Portal</b><br><i>Activate a system to register parents on the Parent Portal. In order for parents to access Schoology/Grades, they <b>must</b> have an active Parent Portal account.</i> <ul style="list-style-type: none"> <li>• Distribution of Pin Numbers for parents (Two possible solutions: in person or via phone)</li> <li>• Registering for Parent Portal</li> <li>• Logging in to the Parent Portal</li> </ul> <i>Classified and out of classroom personnel have access to pins. However, district guidelines must be adhered to when providing the pin to parent (i.e. ask for ID)</i>  | Ongoing            | <a href="#">QR Codes getting Started Guide</a><br><br><a href="#">Parent Portal Information</a><br><br><a href="#">How to register for parent portal</a> | Principal<br><br>Clerical Staff<br><br>Community Reps  |



Indicates high priority and potentially complex action items