



# LOCAL DISTRICT CENTRAL

CONNECT • ENGAGE • THRIVE

Eugene L. Hernandez  
Administrator of Operations

## Important Dates

1st-2nd Yr New Principals' Meeting	10/13
Principals' Meeting	10/14
SAA Meeting	10/22
After the Bell	10/29

save  
the  
date

## 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 9

October 2, 2020



## National Principals' Month

**National Principals' Month** is a month-long event that occurs each October, where school leaders are put in the spotlight for their endless commitment to the principalship.

We celebrate our heroes of education and recognize their need for the continued support of the communities they serve.

**National Principals Month** seeks to honor our principals for their significant impact on the success and well-being of our Local District Central's students.

For Tips and Ideas on how to celebrate National Principals' Month go to: <https://www.alphabest.org/5-tips-for-celebrating-school-principals-day/>.

Thank you for your Leadership!

## Back to School Tips and Free Training for Schools from CDE

Please refer to the [Back to School Tips](#) from Sandy Hook Promise on promoting student connectedness. Reducing social isolation and noticing warning signs are so important now when many students are learning from home, and are physically isolated from their teachers and peers.

We hope you find these tips useful in connecting and supporting your students.

In the 2020-21 school year, the CDE continues to partner with Sandy Hook Promise, a national non-profit organization, to deliver free virtual *Start with Hello* and *Say Something* trainings to schools under Project Cal-STOP.

You can also request *Youth Mental Health First Aid* trainings to support your staff in addressing the social emotional and mental health for students and themselves.

All these trainings will be delivered virtually via Zoom at NO COST to schools under Project Cal-STOP.

To help you learn about these free trainings, we are scheduling a [45-minute webinar](#) on Tuesday, October 13 at 3:00 pm. Please see the attached webinar flyer for registration info.

## Choices Application Process and Timeline

Starting October 1, 2020, parents may apply for one or more of these programs by submitting the paper application or by going online to [GoTo.LAUSD.net](http://GoTo.LAUSD.net). The deadline for submitting applications is 5:00 p.m., Friday, November 13, 2020.

We would appreciate you sharing this information about these exciting educational programs with any of your parents/guardians interested in applying. For further information regarding the Choices programs, please call the Choices support line at (213) 241-4177 or email [applyforschools@lausd.net](mailto:applyforschools@lausd.net).

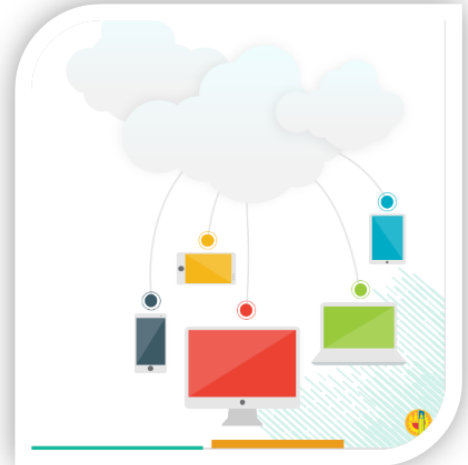
COMING  
SOON

## ATTENDANCE CODING UPDATES IN MISIS

Beginning October 7, 2020, in anticipation of hybrid (in-person and online learning) instruction, new attendance codes will be available in MiSiS. During Distance/Online Learning, teachers will use the following attendance status codes when submitting attendance:

**NEW!**

Distance Present (DP)  
Distance Absent (DA)



*\*Tardies and Left Earlies will not be available for selection during Distance/ Online Learning.*

Attendance status Present (P) and Absent (A) will continue to be available, and should only be used to record in-person attendance when necessary/appropriate. Please note that during district-wide, fulltime Distance/Online Learning, any student attendance entered before October 7<sup>th</sup> with a (P) and/or (A) will be automatically converted to (DP)

## Systems of Support Update

### Social Emotional Learning for Adults

Even before the COVID-19 Pandemic and subsequent lockdown, more and more educational institutions have begun to embrace Social Emotional Learning on their school campuses. However, much of the focus of social emotional learning is on students. So, what about adult social emotional learning? Dr. Marc Brackett is the founder and director of the [Yale Center for Emotional Intelligence](#) and the lead developer of [RULER](#), an evidenced based approach to Social Emotional Learning. Dr. Brackett emphasizes that if we are to build social emotional intelligence in our students, we have to start with the adults. And now, more than ever, we find ourselves needing to *lean into SEL* so that we foster resilience within ourselves, with our colleagues and with our students that we serve. According to Brackett, “educators and parents have to demonstrate the ability to identify, discuss, and regulate their own emotions before they can teach the skills to others.” In a recent podcast, Brackett outlines five reasons why understanding emotions, particularly during this unprecedented time, is important:

- Emotions affect our ability to pay attention
- Emotions affect our decision making
- Emotions affect our relationships
- Emotions impact our physical and mental health
- Emotions affect our performance and creativity.

When we are able to recognize, understand, label, express, and regulate our emotions, we build and strengthen the resilience needed to survive and thrive. If your school is interested in exploring adult social emotional learning and emotional intelligence, please do not hesitate to contact your Systems of Support Advisor for your community of schools.

## School Mental Health Updates

As **September is Suicide Prevention Month** comes to a close and we embark on another month of virtual learning, the School Mental Health team would like to share some of the amazing social emotional and mental health work that Psychiatric Social Workers are facilitating across LD Central. At **Hooper Ave. EL, PSW, Tina Ying** alongside her Wellness Team (RN, PSA, School Psych) have developed **“Virtual Lunch Bunch”**. The Virtual Lunch Bunch provides an opportunity for students of particular grades to come together every week and connect with friends, play games, or just hang out. The Virtual Lunch Bunch has been a big hit with students! The Wellness Team is looking at increasing the number days that it is being offered. Additionally, Ms. Ying has developed healthy, mindful activities for the school community to partake in as part of **“Wellness Week”**. Some activities include **Mindful Monday**, in which you’d take a mindful moment to notice the here and now and **Feel Good Friday** in which you’d do something that makes you smile. Lastly, Ms. Ying has developed a list of mental health apps, available in [English](#) and [Spanish](#), available for download. Some of the topics these apps cover are: general mental health, anxiety and stress management, suicide prevention and apps for children.



**THEMATIC COMMUNITY BUILDING ACTIVITIES** 10/5-10/9

**MINDFUL MONDAY**

1. Take a [Rainbow Breath](#)
2. Do a thumb check-in
3. Do [muscle relaxation video](#) (3:25)
4. Check-out with affirmations of students for participating.

**GRATI - TUESDAY**

1. Take a [Bee Breath](#)
2. Do a [color check-in](#)
3. Write 4 things you are grateful for this week.
4. Check-out with affirmations.

**WELLNESS WEDNESDAY**

1. Take a [Rainbow Breath](#)
2. Do a thumb check-in
3. Watch [Healthy Habits](#) (1:15)
4. Check-out with affirmations and air fives with students.

**THOUGHTFUL THURSDAY**

1. Take a [Bubble Breath](#)
2. Do a [color check-in](#)
3. Write a small thank you note!
4. Check-out with 1-2 students affirming one another.

**FUN FRIDAY**

1. Take a [Bee Breath](#)
2. Do a thumb check-in
3. Do Fun Friday [Cookie Monster Nosh](#) (2:32)
4. Check out with affirmation and [Self Hug w/ ABBY!](#)

**Sophia Dupree, Noelle Kinman, Eva Mays, Marina Delgado, and Ana Milanes** are PSWs that are assigned to a total of nine LD Central elementary school sites (10<sup>th</sup> St, Aurora, Normandie, Weemes, Pointdexter, Alexander Science, Olympic Primary, Toland Way, and Dayton Heights). They have been collaborating and creating weekly Social Emotional (SEL) Thematic activities that they facilitate in classroom and/or share with teachers to help cover weekly SEL topics. Check out their colorful and fun [weekly flyer](#) for SEL ideas for your school site. They have also been co-facilitating Second Step and Sanford Harmony lessons with teachers and many other mental health activities/resources. Suicide prevention is about mental wellness. Elementary schools are a great place to start learning about skills that are essential for our overall mental health.

To get more information on the PSWs highlighted please click on all their names to get their link to their virtual offices. If your school is interested in developing activities related to mental health at your school site, please feel free to reach out to our LD Central School Mental Health Coordinator at [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net) or our Specialist at [anne.gauto@lausd.net](mailto:anne.gauto@lausd.net)

## Covid-19 Testing

All schools site personnel should have completed their Covid-19 test at one of our LAUSD Covid-19 Testing Sites. An email was sent informing staff who are working remotely to make an appointment for their Covid-19 test. Please monitor your emails for the announcement and letter template to inform your staff.

## One-to-One in Person Tutoring Program

Upon notification of the inspection from the County of Los Angeles Department of Public Health, please notify your Operations Coordinator of the date and time of the visit so that they may support you. It is imperative that your school site has a Comprehensive School Safety Plan. Please ensure that you are following County Guidelines as stated on [Appendix T1](#) and [T2 guidelines](#)).

## Screening Questions

We are obligated to continue with asking the [screening questions](#) to everyone who comes onto our campus. Ensure that someone is assigned to the school entry monitoring, welcoming and ensuring your all persons are screened.

## Parent Unit Updates

**ELAC Chairs are invited to the ELAC Convening! Coming SOON October 16, 2020 at 2:00 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 5<sup>th</sup>, 2020: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE**

Tech Talks & More workshops will offer: "How to Support Learning at Home: "A Play Card for Families" on Wed. October 7th, and "Remote Learning: Notes from the Field" on Friday, October 9th, 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 Hall October 8<sup>th</sup> Glassell Park Community of Schools from 5:00-6:00 pm.**

Zoom Webinar ID: 950-6522-2023

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

**October 12<sup>th</sup>, 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 [iarregui@lausd.net](mailto:iarregui@lausd.net). Also, please visit the Parent and Community Services Department website with updated information and resources. <https://achieve.lausd.net/Page/11304>

**Local Control and Accountability Plan (LCAP) Study Group for Parents: 10/06/20 LCAP Goal 4 Parent Engagement & ELECTIONS for PAC** Session 2 of the LCAP study group sessions will be commencing on Tuesday, October 6, 2020 from 2:00-3:30 pm. During these study group sessions participants will have the opportunity to: Build understanding about the LCAP with Local District Central parent leaders, capture parent feedback about LCAP programs and funding, and provide parents with opportunities to serve on the District-level Parent Advisory Committee (PAC). Schools are asked to invite two parent representatives to attend, but the Study Group is open to any parent that is interested in joining us! Session 2 will include elections to the District level Parent Advisory Committee. <https://lausd.zoom.us/j/96469921237>

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



On time application window starts October 1 thru November 13<sup>th</sup>. Magnet, Schools for Advanced Studies, Dual Language, Affiliated Charter and

Admission Criteria Schools will be invited to participate and showcase their schools, principals will receive information regarding structure for the event and how to promote their schools virtually.





## Tdap Immunization Compliance SCHOOL YEAR 2020-2021

All standard immunization requirements remain in place for school registration this year, despite the current virtual attendance. The state law has not change concerning immunization requirements for school entry. For immunization updates, please refer to [shotsforschool.org](http://shotsforschool.org) website. Student’s immunization records are accessible through MiSiS by designated school staff (SAA and Main office clerk), and parents can access the records through the LAUSD parent portal. For more information, please refer to the [District Nursing Services Hotline flyer](#).



LD Central Nurses want to thank everyone for your assistance with immunization documentation in MiSiS. We are very grateful for all your support with immunization compliance.

**Tdap and Varicella#2** are required immunization for 7th grade advancement. Please be aware that the required **Tetanus/Diphtheria/Pertussis** commonly known as **Tdap**, must be documented in **MiSiS** as **Tdap**. In some cases, it is marked as **td** or **Dt**, the **wrong immunization type** within MiSiS capturing the student is non-compliant with Tdap on the immunization report. The Dt/Td vaccine is missing the critical Pertussis portion of the vaccine. Therefore, students appear as Tdap non-compliant.

Credentialed School nurses and LVNs are checking the California Immunization Registry (CAIR) to verify the student’s missing required immunizations. They are discovering some of the students have received the Tdap immunization as documented in CAIR but entered in MiSiS **incorrectly** as Td or Dt type of immunization. Nurses are correcting the MiSiS documentation after CAIR verification. To ensure accurate documentation of Tdap on MiSiS we would like to address the issue to make everyone aware of the documentation error and improve the Tdap documentation as well as immunization compliance report. Moving forward the nurses will be contacting each school site when documentation error is identified in MiSiS, and may provide documentation training as needed to school staff.

**SELECT Tdap as IMMUNIZATION TYPE. Do NOT use Diphtheria and Tetanus (NO pertussis)**

**CORRECT Tdap DOCUMENTATION**

## Fall 2020 District-wide radio communications test

Participation in this exercise is critical and we hope you can designate one person on your campus to participate on your school’s behalf.

Please note some additional details.

- Date:** Tuesday, October 13, 2020
- Time:** 10:00 a.m. to 11:00 a.m. (phase I), and 11:00 a.m.-12:00 p.m. (phase II) (actual time depends on your type of school)
- Participants:** All TK-12 schools (excluding independent charter schools), Clear Creek Outdoor Education Center and Point Fermin Outdoor Education Center
- Facilitators:** LASPD, Office of Emergency Services and Radio Unit

## Community of Schools Presentation by Student Support Programs Highlights Needs

Last week, the Administrator of Student Support Programs had the opportunity to speak at the Community of Schools Administrator meeting. Information was provided to the administrators about the role of the Specialized Student Services Counselors and special needs that their students have. Each year students experiencing homelessness and students in foster care have an array of initiatives in which to participate ranging from assistance with graduation expenses to college tours to assistance with prom dresses to graduation events.

**STUDENT HEALTH AND HUMAN SERVICES**  
**Initiatives and Targeted Support: Students in Foster Care**

- Foster Youth Leadership & Empowerment Councils (virtual)
- Pathways to College Tours 2020-2021 (virtual)
- Community Collaborative Meeting (Oct. 2020 & March 2021)
- FAFSA Challenge (targeted support)
- Pathways to College Celebration: Laptop Drive
- Pathways to College Celebration (virtual)
- Section 8 Housing Vouchers (50 distributed, 450 forthcoming)

**STUDENT HEALTH AND HUMAN SERVICES**  
**Initiatives and Targeted Support: Students Experiencing Homelessness**

- Sponsor a Family
- Sponsor a Graduate and Tux Event
- HOPE Scholarship
- Bright Future Scholarship
- Hope Community Development Center Scholarship
- Graduate Recognition Luncheon and Resource Fair (virtual)
- Operation School Bell Prom Event
- Bi-annual Homeless Community Collaborative (virtual)
- LAUSD Faith-Based Homeless Collaborative (virtual)

Currently, these same students are experiencing far greater barriers to accessing their education and curriculum due to their life circumstances, so it is important that our school administrators and staff realize the special situations they are encountering in logging onto Schoology and “attending”.

**STUDENT HEALTH AND HUMAN SERVICES**  
**Barriers During COVID: Access, Connectivity, and Engagement (ACE)**

ACCESS	CONNECTIVITY	ENGAGEMENT
Immediate enrollment of students in special populations	Inability to connect to classes	Alignment of curriculum (e.g., Special Education)
Access to technology (devices and internet)	Poor internet connections (multiple student families)	Lack of connections at school
Digital/technology literacy (students/caregivers)	Passwords/PIN issues	School refusal
Housing instability (transiency and changes to placement)	Navigating District platforms	Adequate workspace at home

**STUDENT HEALTH AND HUMAN SERVICES**  
**What Can Schools Do to Support Targeted Student Populations?**

- **Create systems of support** and collaboration at the school site
  - Connection to the school community
  - Educate to create culture of awareness
  - Resources available for identified students to address matters related to equity
- **Create opportunities for professional learning** regarding the issues confronting students in special populations and relevant supports/services
  - Regularly **review data** – grades, credits, discipline referrals, etc.
  - Support **efforts to uphold educational rights of students**

The recommendations proposed during the meeting include allowing time for the SSS Counselor to present to the staff on

trauma, educational rights and strategies in which to engage the students during these difficult times and inform the staff about how to recognize when students need additional support. For more information, please contact Coordinator Traci Williams at [traci.williams@lausd.net](mailto:traci.williams@lausd.net)

## 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. Responsibilities of the CSC include:

- ◆ assisting the Site Administrator in complying with hazardous material management,
- ◆ conducting employee trainings,
- ◆ establishing a laboratory safety protocol, and
- ◆ attending CSC meetings once per semester.

For performing these responsibilities, the CSC receives a supplemental assignment differential, as indicated in Section IV below.

The Site Administrator must select a CSC who is a certificated staff member, preferably a science teacher or faculty member with a background in chemistry. The CSC should also have the ability to train and effectively communicate with staff about the hazardous properties of chemicals used at the school.

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.

## **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](https://achieve.lausd.net/itam) and clicking on Reports & Dashboards.

At [achieve.lausd.net/itam](https://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