



# LOCAL DISTRICT CENTRAL

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## Important Dates

|                    |             |
|--------------------|-------------|
| Operations         | 11/4        |
| After the Bell     | 11/12       |
| Thanksgiving Break | 11/23-11/27 |



# Friday Operation's Brief

Volume 8, Issue 13

October 30, 2020

## National Homeless Youth Awareness Month Kicks Off



November is National Homeless Youth Awareness Month and we could not think of a better way to kick it off then to share a video that features one of our local shelters for our families experiencing homelessness—the Alexandria House. Founded in 1996, **Alexandria House** is a transitional residence and house of hospitality providing safe and supportive housing for women and children in the process of moving from emergency shelter to

economic stability and permanent housing. Located in the densely populated and ethnically diverse Mid-Wilshire area of Los Angeles, they also serve the broader neighborhood community by providing educational and enrichment opportunities for our neighbors as well as their residents.

More than 92% of the women who have moved through the **Alexandria House** program have succeeded in securing financial stability and permanent housing.

<https://images.app.goo.gl/WXdEYxhbJwgJFHB57>

Let's take a look at our intentions each day as the video suggests and remember our ability to support our students experiencing homelessness by creating new and innovative methods of outreach and engagement for our most vulnerable students.

## COVID-19 Reporting Update

Effective immediately, Principals are no longer required to complete the Google sheet for employees testing positive or suspecting exposure. Administrators are to use [this new form](#) and ask contact tracing questions of the CASE employee and submit completed document to [CE@lausd.net](mailto:CE@lausd.net).



Please refer to the [Job Aide](#) for help. The Community engagement team will take care of interviewing any positive cases and reach out to the appropriate people regarding quarantine and next steps. They will also monitor the employees and clear them for their return.

Employees who are testing outside of LAUSD must submit their own test results, positive or negative, to the link in the Covid-19 Appointment Webpage: <https://achieve.lausd.net/covidtestingappt>.



The Fall, 2020, More Than A Meal Campaign ended on October 29. Thanks to the efforts of school teams, Local District Central achieved an excellent outcome. More details and final data results for schools are forthcoming next week.

## Collaboration: Creating an Attendance/Engagement Team

Attendance is everybody's business and should be a focus at all schools! This statement is even more meaningful during these challenging times when school communities are doing all they can to reach and stay connected to our students and families.

Reaching and maintaining connection will take strategy, buy-in and follow up. Assembling an attendance/engagement team helps to divide the work load and responsibilities. With help from a dedicated team, we can make strides in reaching our goal of 100% connectivity and engagement.



School Attendance & Engagement teams can review attendance data, implement incentive plans, and help raise awareness in various ways during distance learning. Attendance messages can be shared on:






- ◇ campus data walls
- ◇ learning platforms such as Schoology or Class Dojo
- ◇ school webpages
- ◇ parent newsletters
- ◇ social media announcements



Once your teams are established, consider using a monitoring tool such as the [Attendance Systems Checklist - Distance Learning](#) to ensure that the team is working toward a common goal and that each member clearly understands their vital role as an attendance champion.

For additional tips and resources on increasing student engagement during distance learning, such as the [Strategies for Connecting with Students and Families](#) please visit [www.attendanceworks.org](http://www.attendanceworks.org)

| Attendance Systems   |                           |
|--|---------------------------|
|  <b>Looking at Data</b>     | <b>Who's the Champion</b> |
| Examining and Analyzing data (Ongoing)   |                           |
| Sharing data with stakeholders (1-2/month)   |                           |
| Looking for attendance trends/patterns (Quarterly)   |                           |
| Identifying target students (MSIS/FOCUS) (Quarterly)   |                           |
|  <b>Taking Attendance</b> | <b>Who's the Champion</b> |
| Submitting attendance by 3:00pm (daily) <i>&lt;cor by earlier time designated by principal&gt;</i>             |                           |
| Notifying teachers of ANS  |                           |
| Monitoring attendance not submitted (ANS) (daily)  |                           |
| Teacher notification of ANS (daily)  |                           |
| Following up with teachers after notification  |                           |
|  <b>Clearing Absences</b> | <b>Who's the Champion</b> |
| System for generating and mailing <b>Uncleared Absence Memos</b>   |                           |
| System for inputting absence reason codes  |                           |
| Who is responsible for clearing absences?  |                           |
| Generating discrepancy reports, distributing to teachers and clearing discrepancy                              |                           |



## SPOTLIGHT ON OUR SCHOOLS

### 50<sup>th</sup> Day of School Celebrations and Monthly Attendance Challenges

Please click the links below to be inspired on ways to promote attendance!

- [New Open World Academy 50<sup>th</sup> Day Flyer](#)
- [Commonwealth ES Attendance Challenge](#)
- [Eagle Rock HS Attendance Challenge](#)
- [Riordan PC 50<sup>th</sup> Day Flyer](#)
- [Hoover St ES Attendance Spirit Week](#)
- [Central HS/Tri-C Attendance Challenge](#)
- [Lizarraga ES 50<sup>th</sup> Day Dance Party Flyer](#)
- [Main St ES 50<sup>th</sup> Day Flyer Spanish](#)

Attendance Matters in LD Central

50th Day Celebrations & Attendance Challenge Flyers  
 New Open World Academy, Commonwealth ES,  
 Eagle Rock HS, Riordan PC, Hoover St ES,  
 Central HS/Tri-C, Lizarraga ES, Main St ES

## School Mental Health Updates



### Psychological First Aid for Staff During Political Elections

As we prepare for Election Day on November 3rd, we are aware that political elections may trigger strong emotions for staff, students, families, and community members throughout the District and across the nation. As school personnel, we play a critical role in promoting a sense of safety, as well as in healing the divisiveness that may permeate our schools and communities. For many students and families, the results may trigger feelings of concern, fear, anger, and sadness.

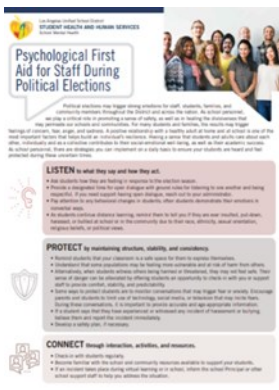
In response, Crisis Counseling and Intervention Services, School Mental Health has adapted the Psychological First Aid handout to assist *staff, parents, and caregivers* with supporting the social-emotional well-being of our students during this election season. Each handout has direct links to our LAUSD Human Relations Diversity and Equity website with additional tools and resources for engaging students (Election Stress Disorder is Real - <https://achieve.lausd.net/human-relations>). Click on the handouts below for more information.

As a reminder, students, parents/caregivers, as well as staff supporting students and families can call the Student and Family Wellness Hotline at (213)241-3840 Monday through Friday from 8:00am-5:00pm for support and consultation.

[PFA for Staff During Political Elections](#)

[SMH PFA During Political Elections Parent](#)

[SMH PFA During Political Election for Parents Spanish](#)



## Resource to Help Reduce Stress



October is a difficult time for us at school sites, but distance learning has added to the stress. This additional stress can cause us to go into a “fight, flight, or freeze” mode where for students, learning can be impossible. For adults, the stress can affect our productivity and our general well-being. What we can do is learn to understand triggers, big or small, and know that there are ways we can rapidly reset our brains to be able to move towards a calm space.

A great resource for educators, students and their families is Headspace. Sign up to access meditations, as well as sleep and movement exercises, designed to help you care for your mind — all free through 2020 to LA County residents. To access the app, you have to physically be in L.A. County. Make sure your browser is set on “share location,” which will allow the company to verify your eligibility. The offer is good through the end of the year and open to new subscribers only. For more information visit <https://www.headspace.com/lacounty>.

## Parent Unit Updates

### Fall 2020 School Experience Survey Window

The School Experience Survey administration window this year will be Monday, October 26th through Friday, December 11th, 2020. To protect the health and safety of everyone in the LAUSD school community, all parents are highly encouraged to complete their survey online if possible. Parents can access the ONLINE Parent Survey by:

Going to <http://lausd.net/schoolexperiencesurvey>. Clicking on the appropriate Parent Survey button. Choosing their child's school from a drop-down menu to begin the survey. NOTE: Parents can do 1 survey for each of the schools that they have a child attending (one per school).

Note: No login required to access the online Parent survey. You will not be able to see who has completed the online surveys.

Only a limited number of paper surveys will be shipped to schools. Paper surveys will be reserved for those households with limited or no internet connectivity. Parent who need a paper copy of the survey should contact their child's school. Those parents who receive a paper survey will mail it back directly to our vendor rather than return it to the school. Postage-paid envelopes will be provided with each paper survey.



### WEEK OF November 2nd, 2020: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: "School Experience Survey" Wed. Nov. 4th, and on Friday, Nov. 6, 2020 "Fun Friday Activities" 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.

### School Site Council Training: Saturday, October 31<sup>st</sup>, 2020 8:30-11:30 am

SSC Certificated and Classified staff members will be compensated for their attendance at their training rate. Administrators please make sure you have shared your approved & signed Extra Duty Pay form to Vilma Monzón at [vlm3436@lausd.net](mailto:vlm3436@lausd.net) for payroll purposes. Administrators, please ensure this is processed and approved before the day of the event. For time reporting purposes, school staff please register at: <https://bit.ly/3jZkz91>.

Parents, students, and community members that comprise your SSC Membership can register at the following link:

<https://bit.ly/SSC2020Parents>



School staff please note: When attending the plenary and workshop sessions the day of the training, you will need to join using your lausd.zoom.us account; we will use the Zoom usage reports to verify your attendance. If you need support or have questions about these directions, please email Vilma Monzón at [vlm3436@lausd.net](mailto:vlm3436@lausd.net).

The itinerary for the Training is as follows: 8:30 am-9:00 am- Plenary Session – Format: Zoom Webinar 9:00 am-9:10 am-Transition 9:10 am-10:15 am- Session 1: 6 different workshops- Format: Zoom Conference 10:15 am-10:30 am- Break and Transition 10:30 am- 11:30 am- Session 2: 7 different workshops- Format: Zoom Conference.



### Device Inventory Audits

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

### Zoom Best Practices

Here is a reminder of some best practices for Zoom sessions that will help keep your meetings secure:

When creating the new meeting, please ensure the proper security controls are in place. 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: <http://bit.ly/PLSZoomGSG>.

Additional resources on video conferencing are available at <https://achieve.lausd.net/videoconferencing>.

### Instructional Device Management - Unverified Devices

This is a reminder that October 30 was the deadline for all devices to be updated in your inventory.

Note that these devices include laptop, tablet, netbook device types acquired from 2016 until the present. Devices that are in “Transferred” or “Received” status are considered “unverified” and must be checked into your school in Remedy. Additionally, devices that have been assigned to students or staff must be checked out in Remedy. Note that this applies to hotspots as well. Please understand that only devices “In Inventory” (checked-in) status can be checked out to students or staff.

Jamie Campbell is holding “Office Hours” via Zoom next Tuesday and Thursday (Nov 3 & 5) from 10:00-11:00 am.

If you’d like to attend Office Hours, please follow this link at the appropriate time(s):

<https://lausd.zoom.us/j/85492596328?pwd=Q29NNTBIUHM4TzJPQzI5MHITVHZ5UT09>

### 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]. Depending on your schools deficit or surplus, LDC will determine the best way to support your needs, given limited resources. Please ensure your inventory is completely updated and accurate in [Remedy](#).

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

*A Friendly Reminder*

### 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](http://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](mailto: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>.

