



# LOCAL DISTRICT CENTRAL

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## Important Dates

Assistant Principals' /APEIS	9/9
SAA Meeting	9/10
After the Bell	9/24

# Friday Operation's Brief

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## California Admissions Day and Labor Day



California Admission's Day is a legal holiday in the state of California in the United States. It is celebrated as a day of observance annually to commemorate the anniversary of the 1850 admission of California into the Union as the thirty-first state.

Labor Day, the first Monday in September, is a creation of the labor movement and is dedicated to the social and economic achievements of American workers. It constitutes a yearly national tribute to the contributions workers have made to the strength, prosperity, and well-being of our country. The Board of Education has declared Friday, September 4, 2020, as the Admissions Day Holiday. The Labor Day Holiday will be observed on Monday, September 7, 2020. All school and offices will be closed on Admissions Day, Friday, September 4, 2020 and Labor Day, Monday, September 7, 2020.

For more information on holiday pay and overtime for classified employees, please refer to [Mem-075300.1](#).

## Food Service Division Grab 'N Go

Schools may be receiving inquiries regarding the new barcodes for students or other questions at the Grab 'N Go food sites. Please refer to the [Frequently Asked Questions sheet \(FAQ\)](#) to help you address questions from your parents and community members.



The More Than A Meal dashboard is now active. To access the dashboard, go to [mtam.lausd.net](http://mtam.lausd.net). Click on the HIF graphic and follow the prompts. All administrators, SAAs, and full time school-based coordinators have access to this dashboard. To determine which students still need to provide a Household

Income Form, run the "Missing" list.

At this time, forms are **not** being processed at the Beaudry Building as stated at the bottom of the HIF, but should instead be sent via school mail to:

**Student Records Center  
Local District East  
Attention: Mark Dominguez**

Please note that Mr. Dominguez supervises the processing of forms for multiple District initiatives. He is unable to respond to schools' questions regarding the HIFs. Should you have questions, concerns or require support with the HIFs, continue to work with your assigned Local District Central More Than A Meal support provider:

John Gamboa ([john.gamboa@lausd.net](mailto:john.gamboa@lausd.net)) -or-  
Maria Martinez (m.s. [martinez@lausd.net](mailto:martinez@lausd.net))

Mr. Gamboa and Ms. Martinez are also available to pick up HIFs at your school and deliver them to the processing center at the Soto St. building.

## Tips for Flagging and Documenting No Shows and Withdrawals During Distance Learning



School Leaders should work closely with all stakeholders to ensure accurate attendance taking, 100% attendance submittal in order to help recover students who have been flagged as a No Show.




- Students with 13 or more absences **will not** be excluded from schools' norm counts.
- SB98 states that schools are to follow-up with students that are absent three or more times in the school week.
- Beginning August 31<sup>st</sup> schools may flag students as NO SHOW after making every effort to locate student and exercising due diligence.

### Common No Show Processing Errors

- Student marked present
- Student has attendance not submitted
- Student has grades entered
- Student classified Special Education student receiving transportation.

 School Shall Make Every Effort to Locate Students and Exercise Due Diligence 

- Designate staff to make phone calls.
- Call all known contact numbers listed in MISIS.
- Email parent/guardian/caregiver, if a verified email address is listed in MISIS.
- Mail the *Not Attending, Not Enrolled, No Show Letter*.
- Use Blackboard Connect.
- Use Marquee or banner to post welcome back message.



### Best Practices

Attached Resources:

- [Presentation No Show Procedures](#)
- [Attachment C: No Show Procedures and Withdrawals](#)
- Parent Assurance Letter: [English](#) and [Spanish](#)
- [Not Enrolled/Not Attending Letter English and Spanish](#)

## Zoom Etiquette

During Distance Learning, it is of paramount importance that administrators communicate with faculty and staff members, the importance of having video-conferencing (ZOOM) etiquette. Administrators must use a triple track mindset, so that administrators train their teachers and support staff, so that they can train their students on proper Zoom etiquette. First, all teachers and support staff members must consider their Zoom environment and have teachers, teach their students the same. Consider the following:

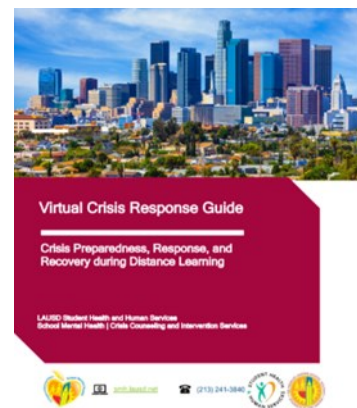
- **Clean up and have a simple background** (a plain wall, a potted plant, or a bookshelf works perfectly). Zoom also provides **virtual backgrounds**. It is important that adults and students check their backgrounds to ensure that there are no inappropriate items in the background.
- **Position yourself so that most of the light is coming from in front of you** (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.
- **Find a quiet space to meet, shut the door, and mute yourself as necessary.** Television background noise, background conversations, barking dogs, slamming doors and kitchen cooking noises are very distracting to the audience.

There has been an escalating number of incidents from schools in regards to inappropriate behavior from both students and adults, while in Zoom sessions. Administrators are to remind their faculty and staff of their obligation to appropriately intervene with students, if they are being disruptive or inappropriate, while in zoom sessions. Administrators must advise teachers and support staff of their responsibility to follow school procedures, when dealing with incidents involving students or others while in Zoom.

## School Mental Health (SMH) Reminders

SMH would like you to know we are here to work together to support one another as we face these challenging times and to build resilience. We understand you have extra duties you are performing in our current unusual circumstance to launch the new school year through distance learning. We want to take this opportunity to remind you, per [BUL 962.1](#) Organizing for Crisis Intervention, “Under the direction of the principal or designee, every school shall establish a crisis team, which has primary responsibility for providing necessary assistance after various types of crisis.

The responsibilities of the crisis team shall be included in the Integrated Safe School Plan.” Crises will continue to impact our school sites while we are in distance learning, it is best practice to work on getting your school-site crisis team convened as early in the school year as possible. Engaging in virtual meetings as a team to plan and coordinate is important. For guidance on how to apply the Crisis bulletin virtually, add the **School-Site Crisis Team Group** to your Schoology account with the **Access Code:C45W-76V2-XR5JF**. The **School-Site Crisis Team Group** under the Resources Tab as a newly created [Virtual Crisis Response Guide](#). It also provides an easier way to access District Policies and Bulletins (Suicide, Crisis, Threat, Workplace Violence, etc.) Our Crisis Counseling and Intervention Services Program will be hosting a Virtual District-Wide School Site Crisis Team Training Conference tentatively scheduled for the end of September and beginning of October.



For the first time ever, all of our School-Site Crisis team members can attend. There will be several workshops offered more than once and recorded so everyone on your team can be trained. More information on the Virtual District-Wide School Site Crisis Team Training Conference will be shared in the Operations Friday’s Brief once the dates are confirmed. Please reach out to LD Central School Mental Health Coordinator, Myrna Reynoso Torres, LCSW, via email at [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net), if you would like help with information and support from one of our MH Consultants or CCIS PSW, regarding setting up your school crisis team.

## LD Central SSS and A-G Team Lead the Way

We would like to introduce you to our LD Central Student Support Program Team. Soon, a Specialist will join the team, but meet your Coordinator and Local District Support Counselor:



Traci Williams joined LAUSD with the Foster Youth Achievement Program in July 2014. She realized her passion for working with the foster youth population during those 5 years. She obtained her Administrative Credential from CSUDH and was given the opportunity to become the LD Central SSP Specialist last year and has now been promoted to Coordinator. Traci is excited for the opportunity to support the SSS and A-G Counselors in this new capacity. She believes the key to effective and strong leadership is teamwork and collaboration and she is eager to support her counselors to continue to grow and provide the most high-quality services to the students in LD Central. Prior to coming to LAUSD, Traci worked many years ago with Healthy Start as a contractor, so she has a passion for integrating community resources with the needs of students on their school campus.

Local District Support Program Counselor Marie-Helene Demers began with LAUSD in October 2016. Her first assignment was with the Attendance Improvement Program where she worked at Roybal Learning Center for three years. She had the privilege to work alongside many inspiring and knowledgeable people both at the school site and in her program. This past year, she became an SSS Counselor with LD Central and was assigned to 10 schools. She states that her students probably taught her the most. And of course, all of the wonderful counselors, leads, and admin team were essential to her learning. Now, she is thrilled to have the opportunity to support SSP for LD Central. She shared, “I know our team will conquer whatever challenges we face and grow stronger from it. I leave you with a quote that is my intention for this new position and this year: ‘Have a mind that is open to anything & attached to nothing’ - Wayne Dyer”.

## Parent Unit Updates

### WEEK OF AUGUST 31ST: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will support parents having access to Parent Portal, a PACE Office Hour Session & Health & Wellness. The Tech Talks & More Schedule will be posted on the LDC webpage & Schoology. Please have your parents join us, we are glad to support!

### TRAINING FOR ELAC & SSC Orientations and Elections

MORNING SESSION	AFTERNOON SESSION
<b>Date:</b> Monday, August 31, 2020	<b>Date:</b> Wednesday, September 2, 2020
<b>Time:</b> 9:00 AM - 12:00 PM	<b>Time:</b> 12:30 PM- 3:30 PM
<b>Join Zoom Meeting:</b> <a href="https://lausd.zoom.us/j/96643569927">https://lausd.zoom.us/j/96643569927</a>	<b>Join Zoom Meeting:</b> <a href="https://lausd.zoom.us/j/96643569927">https://lausd.zoom.us/j/96643569927</a>
<b>Meeting ID:</b> 966 4356 9927	<b>Meeting ID:</b> 966 4356 9927

### Guidance for ELAC & SSC Elections

#### [School Site Council and English Learner Advisory Committee Elections & Responsibilities](#)

#### Important Updates to Volunteer Program

Highlights referenced in the attached document include:

- Volunteers may participate in assignments that may be performed in the safety of their home.
- Schools and offices have the option to process their Tier II and Tier III volunteers through the Volunteer Management System, <https://volunteerapp.lausd.net>, although school site activities, including interaction with other persons at a school site, will not be offered until new health guidance is communicated.
- Principals will receive emails identifying volunteers approved for virtual volunteer opportunities and the Volunteer Management System will reflect approvals.

Link: [Parent Volunteer Program](#)



#### Important Updates to Parent Organizations:

Highlights referenced in the attached document include: · Events organized for groups to convene in person are not permitted. Fundraisers may continue using online, Grab N Go, and other opportunities that do not disregard Los Angeles County Public Health guidelines.

Link: [Parent Organizations](#)

## Integrated Safe School Plan (ISSP) Update

- 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, if desired, 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 213-332-6734 (Claudia), 213-505-8206 (Jill) 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>.



## TECHNOLOGY UPDATE



### 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

Upon the commencement of the 2020-21 schoolyear, teachers should now access the QR codes in Schoology and print them themselves. Please review the following link to instructions for generating the codes: <https://achieve.lausd.net/lmsupdates>. Please review the message under the section **New Feature! QR Codes for PreK-2 Students** and follow the links to instructions in generating QR codes. Included is this link to a very helpful instructional video [HERE](#).

### 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. For more information please visit [Zoom Meetings and Webinar](#) for support.

### Student SSO Setup Support

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

### Zoom/Schoology Troubleshooting Support

We understand that our students and employees are reporting issues with access to Zoom and/or Schoology on their iPads. For support please reference the following [troubleshooting tips](#) guide.

## Technology Updates (con't)

### 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. 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.

With guidance from our partners in ITD, we are providing some helpful notes to share with any families requesting mobile 'hotspot' devices to help with home internet connectivity.

- Hotspots are either Verizon or T-Mobile Hotspots. Both come with a 1-2-3 quick-start guide to powering up the device and connecting it to a network.
- T-mobile hotspots are currently set to provide up to 50 GB of data each month; Verizon currently does not have any monthly data limits.
- Users may experience lower internet speeds at certain times of day when there is higher congestion on networks.
- When devices fail to connect or speeds are unusually slow, users can try powering down devices and reconnecting after a few minutes, which usually resolves the issue.
- For technical support, users should call 800-922-0204 for Verizon devices or 844-361-1310 for T-mobile devices.
- When requesting support, it is helpful for users to inform the support center that the device was provided by LAUSD.
- If support personnel request an IMEI or SIM number for the device, the number can be located under the battery.
- Should you have issues with Verizon Jetpacks, we have been advised that a "hard reset" should resolve connectivity issues. After the hotspot powers back up, it may take a few minutes while it retrieves any updates from Verizon. Please refer to the "[Verizon Hard Reset](#)" instructions.

### 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.

## Campus Aides Make-up Meeting

A Campus Aide Make up meeting for those Campus Aides that did not attend our August 17<sup>th</sup> meeting has been scheduled for **September 11, 2020 at 8:15am**. Campus Aides Assigned to a Local District Central School will be receiving an email and letter at home inviting them to our meeting. We ask that SAA also notify campus aides who did not receive a Completion Certificate in school mail. We want to reiterate that this is a **mandatory meeting**.



## 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](mailto:tony.cortez@lausd.net).