



Friday Operation's Brief

Volume 8, Issue 1

August 7, 2020



Welcome to the 2020-2021 school year. I hope this newsletter finds you and you loved ones safe and in good health. We want to thank you for your hard work in preparing to welcome staff, families, and students.

LOCAL DISTRICT CENTRAL

Eugene L. Hernandez
Administrator of Operations

Begin the 2020-2021 school year by connecting, engaging, and thriving with each household by letting students and families know how much we miss them and look forward to their return. Connections are important during these uncertain times. Our families and communities have experienced trauma during this crisis.

School leaders, Roberto, Jared, Julie, and I recognize the challenges you have encountered and endured and are grateful for the work you have done with your community. Your leadership, understanding voice, and accessibility go a long way.

Please take time out of your busy day or week to focus on continuing to connect with each household. This can be done one household at a time.

We are here to assist you with whatever you may need. Let us have a successful year and remember to CONNECT, ENGAGE and THRIVE!

Important Dates

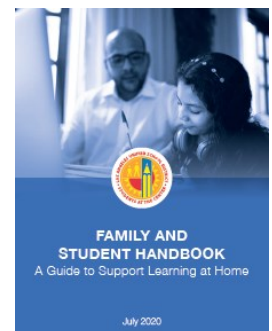
New Principals' Meeting	8/10
Principals' Operations Meeting	8/12
Virtual Graduation	8/13
Pupil Free Day	8/17
Campus Aide Training	8/17
First Day of Instruction	8/18
Second Day of Instruction	8/19
Regular Day Schedule	8/20 / 8/21
Community Reps Meeting	8/26

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.



Rubric of Implementation



Completion of Fall ROI is suspended at this time. Additional information and resources to support Positive Behavior Interventions and Supports/Restorative Practices is available via the PBIS/RP website https://achieve.lausd.net/PBIS_RP and Schoology group. The PBIS/RP Schoology group access code is: **ZV2B-2PCZ-BMJVX**



Welcome to the 2020-2021 School Year! To facilitate timely enrollment of students entering Transitional Kindergarten/Kindergarten through 12th grade and ensure that school staff can seamlessly access all of the features of the [Online Student Pre-Enrollment Portal](#). Below you will find the links to 4 updated enrollment job aids below. Please note, only students who do not have a 2020-2021 enrollment in MiSiS or who are new to LAUSD should submit an application through this portal. This portal is not for continuing, transferring, or matriculating LAUSD students, or students in Expanded Transitional Kindergarten (ETK) or Choice Programs (Magnet, Open Enrollment, Dual Language).

Until the application has been approved by the school, parents may edit the application and upload additional documents. Parent/guardians and school staff receive an automatic email when the application is submitted and when the application status changes. School staff may view, edit, transfer, and approve the applications for their assigned school in the Student Enrollment Portal. After the application is approved by the school, the student enrollment information will be automatically uploaded to MiSiS. School staff complete the student enrollment in MiSiS and schedule the student.

User Notification and settings : This job aid provides directions for managing user access to the Student Enrollment Portal (setting up email notifications/ users)

School user navigation : This job aid is designed to provide directions to complete the following tasks at the school level:

- Log In to Enrollment Portal
- View Administrator Home Screen
- View and Edit Student Enrollment Application
- Update Student Enrollment Application Status
- Transfer an Application

Enrolling from Enrollment Portal: provides directions for searching for a student using Enroll Search and enrolling the student using the MiSiS enrollment screen

MailMe Pre- Enrollment: Steps to mail enrollment packets to households

School Mental Health Updates

Happy first week of August! The beginning of the school year gives us a great opportunity to introduce our LD Central School Mental Health Team. I'm Myrna Reynoso Torres the SMH Coordinator and I manage 69 Psychiatric Social Workers (PSW) that are assigned to over 80 LD Central school sites. Four of the 69 PSWs are assigned to my LD Central SMH team (listed below) and are available to support your schools.

- * Veronica Real, Mental Health Consultant PSW
- * Gustavo Sagredo, MH Consultant PSW
- * Monica Topete Para Los Ninos Mental Consultant
- * Nidia San Jose, Crisis Counseling and Intervention Services (CCIS) PSW

Our SMH team responds to crisis at school sites to provide crisis counseling support to staff, students and parents as needed. We can also assist with school site crisis team training on how to create a crisis team, on Suicide Risk Assessment, Threat Assessment, and Crisis Response. If you need help on how to complete a suicide risk or threat assessment or have students who have intense and complicated mental health needs, you can reach out to our team for assistance. The mental wellness of staff, students, and parents is a priority at this critical time. Our team can provide professional development and workshops that address strategies and coping skills to manage stressors related to the pandemic. For a menu on the PD and workshops offered, you can email me at myrna.reynosotorres@lausd.net. During the school closures, our SMH team has been and will continue to be managing the calls from the Student & Family Wellness Hotline at 213-241-3840. They aid students and families in providing social emotional support, risk assessments and connecting them with basic needs resources. Copy the logo below to add to your school websites as a resource for your families. This number also provides mental health consultation and guidance for staff needing help with suicide risk assessments. You are not alone, we are here to help, email myrna.reynosotorres@lausd.net for assistance with mental health consultations and supports.





Senate Bill 98 Highlights and Attendance Accounting Procedures

The state of California passed SB 98 in late June of 2020, defined **distance learning as instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee** of the local educational agency and providing specific requirements for school districts related to distance/online learning.

Distance/Online learning may include, but is not limited to communication between the pupil and certificated employee through:

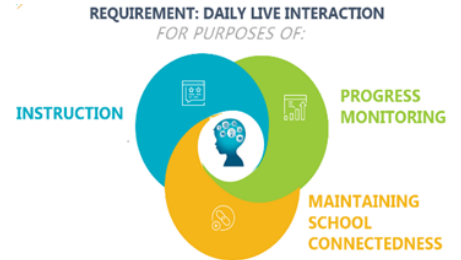
- Use of computer or communication technology through interaction, instruction, and check-ins
- Use of video or audio instruction such as online interaction, instructional television, video, telecourses, or other instruction that involves the use of communication technology
- The use of print materials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

The legislation also advises that every school must offer **daily live interaction between a teacher or certificated staff (i.e. special education service providers, counselors, and school administrators)** and all students and may include:

- an exchange of communication between teacher and each student
- internet and/or telephone communication
- other means permissible under public health orders

Daily student participation is further defined in this bill:

Daily participation types	Examples of activities to be considered "in attendance"
<input type="checkbox"/> evidence of participation in daily live interaction and/or other online activities	Strategies to capture depend on platform SSO ✓ Zoom (recommend SSO or log in via Schoology) enabled ✓ Students to check-in via Zoom chat, or respond to a prompt to show present, or take roll by calling student names at the beginning of live interaction time (consider effective use of time) ✓ Schoology conferencing ✓ MS Teams meeting with SSO
<input type="checkbox"/> completion of regular assignments	✓ Submit assignments in Schoology OR other platforms ✓ Exchange between teacher and student via other district platform, including email ✓ Schools should consider assignment deadlines to capture same-day participation
<input type="checkbox"/> completion of assessments	✓ Schoology ✓ Other LAUSD applications that require SSO log-in/completion of assessments
<input type="checkbox"/> contacts between employees of the local educational agency and pupils or parents or guardians	✓ Recommend that all contacts be documented in contact log, including "attempted contact" ✓ Contacts between certificated employees and pupils will count for this purpose. ✓ Online/Form -Survey response ✓ Email communication



Attendance Taking during Distance/Online Learning

SB 98 states that principals ensure student attendance is recorded daily, accurately, and in a timely manner in MiSiS for all students in all class periods and that teachers submit and certify attendance in MiSiS daily.

Additional District guidelines regarding attendance accounting procedures are being developed and will be forwarded as they become available. Please contact your LD Central PSA Team for additional support.

- Leilani Morales, Coordinator: lxm8995@lausd.net (Koreatown/Mid City COS)
 Rafael Rubalcava, Specialist: rafael.rubalcava@lausd.net (Koreatown/Mid City COS)
 Chan Paulino, Lead Counselor: chan.paulino@lausd.net (Eagle Rock/Highland Park COS)
 Omar Maynez, Lead Counselor: omar.maynes@lausd.net (Downtown/MacArthur Park COS)
 Rebecca Mena, SARB Chair: ram9788@lausd.net (Jefferson/South Central COS)

Parent Unit Updates

FAMILY ENGAGEMENT: COMMUNICATION AND OUTREACH

Thank you for all that you are currently putting in place to communicate with families. Many of you are already conducting Zoom Town Hall Orientations and sending out important messaging to families. A quick visual that summarizes the multiple channels, cadence, format, content and types of communication that can be expected by families is an important tool to keep communication on track throughout all LD Central schools. This information has been shared with SAA's, Office Techs, & AP's, please share with key school team leaders that support your websites, Blackboard, social media and other forms of communication at your school sites so these items are on track and messaging has an expected "cadence".



**Join Us at
Our Town Hall
Meeting**

TOWN HALL EVENT: Tuesday, August 11th 5:00-6:00 pm for the Manual Arts/Vermont Square Community of Schools

Hosted by Ms. Veronica Moscoso, Community of Schools Administrator- Updates, Q & A and much more will be included! <https://lausd.zoom.us/j/99361161337>

DISTANCE LEARNING TIPS: ENGLISH & SPANISH

Please see informational [Distance Learning Tips](#) that is available to you in English and Spanish. These items will be great to post on your website, sent via email, reviewed during community meetings-virtual coffee chats. This document can help support informational meetings with families.



WEEK OF AUGUST 11TH: TECH TALKS: PARENT WORKSHOP SCHEDULE

[Tech Talks workshops](#) will support parent access to Parent Portal, Schoology, Clever & Emails will be provided. See link to access schedule and feel free to disseminate widely.

Campus Aide Mandatory Meeting

Our Annual Campus Aide Training is scheduled for August 17, 2020. Two meetings have been scheduled for our Campus Aides based on their Community of Schools Assignment. To ensure connectivity we are asking that all campus aides report to school and use a school computer to access our Zoom while practicing safe distancing protocols.

<p>Eagle Rock/ Highland Park Glassell Park/ Los Feliz Downtown/ MacArthur Park</p> <p>Monday, August 17, 2020 8:15am-9:15am Zoom Meeting ID: 976-5716-5475 Password: For security reasons, password will be included in their invitation letter. Principals to receive a copy in separate email.</p>	<p>Manual Arts/Vermont Square Jefferson/South Central Koreatown/Mid-City</p> <p>Monday, August 17, 2020 9:45am-10:45am Zoom Meeting ID: 953-1520-0821 Password: For security reasons, password will be included in their invitation letter. Principals to receive a copy in separate email.</p>
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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.

Buying Tips for Schools & Offices

Before purchasing supplies and books, refer to the attached [Buying Tips for Schools & Offices](#). Please share with your SAA and Office Technicians.



Student Support Programs Welcome LD Central Counselors Back



We are excited to welcome back our A-G Counselors and our Specialized Student Services Counselors (formerly SSP). During the week of August 3, these counselors are receiving 4 days of training so that they can better support all of the LD Central schools, students and parents with high-quality supports and services addressing ACE (Access, Connectivity and Engagement). The keynote speakers include Pia Escudero, Executive Director of SHHS, Alicia Garoupa, Administrator, SHHS, Kelly Barnes, Office of General Counsel and the Welligent training team.

Counselors have received valuable information on social/emotional well-being for self and students/parents, an overview of SB 98 with guidelines for attendance rules/regulations during distance learning, legal issues related to distance learning and an introduction to the new data entry and data collection platform of Welligent. This week, all counselors will participate in an hour-long asynchronous learning in a course created on Schoology, so they are honing their technology skills and will be better able to support their students as digital learners.

The counselors are eager to start the year on a hopeful and positive note and look forward to collaboration with school administrators, teachers, SHHS staff and the Community of Schools administrators. For more information, please contact Specialist Traci Williams at traci.williams@lausd.net.

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 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)

A screenshot of the "Submit Immunization" form in MiSiS. The form has fields for "Immunization:", "Exempt:", "Verification Type:", "Exemption Reason:", "Exemption Date:", and "Exemption Expiration Date:". A dropdown menu is open for "Immunization Type", showing options: "-Select Immunization Type-", "Diphtheria and tetanus (NO pertussis)", "HPV", "MCV4", and "Tdap".

CORRECT Tdap DOCUMENTATION



Thank you to all the More Than A Meal school teams whose amazing work resulted in a 99.8% return on Household Income Forms (HIFs) for the 2019-2020 re-base year. This translates into millions of dollars of TSP funding for Local District Central schools for the next four years.

For the 2020-2021 school year, we only need to collect a Household Income Form from:

- (1) any student who is entering LAUSD for the first time this year.
- (2) any student who may have previously been enrolled in an LAUSD school, but did NOT attend even one day in 2019-2020.

When in doubt about whether a student needs to return a HIF, consult the "Missing Student" list on the More Than A Meal dashboard which will go live on or about August 24.

If a parent opts to complete an online HIF, the parent must request and submit to the school the Confirmation Number which is offered at the end of the application.

At this time, retain all collected HIFs at the school until after the first day of student attendance. Instructions on where to mail the forms will be given after August 18. The processing center may not be located at the Beaudry Building, as it has been in past years. When the location of the processing center is finalized, schools will receive that information.

Welcome to John Gamboa, retired administrator, who will be the More Than A Meal liaison for the Communities of Schools led by Susanna Gutierrez (Downtown/MacArthur Park) Chiaie Kitayama (Koreatown/Mid-City) and Norma Spencer (Los Feliz/Glassell Park). Mr. Gamboa can be reached at john.gamboa@lausd.net

Maria Martinez will serve the Communities of Schools led by Titus Campos (Eagle Rock/Highland Park), Veronica Moscoso (Manual Arts/Vermont Square) and Carlos Montes (Jefferson/South Central). Ms. Martinez's email is m.s.martinez@lausd.net

Further updates on More Than A Meal will appear in the LD Central Operations Brief. Please check back every week.

Technology Updates

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 webpages 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](#)



Important note: all schools will need to update their site inventory by August 7th as the ITD project team will determine school device needs based on Remedy IT Asset Management reports and ECAST data. Before additional device requests are considered for fulfillment please ensure your site inventory is completed in Remedy IT Asset Management which includes devices that are checked-out, check-in returned, broken, salvage, lost or stolen, and the current site stored inventory. Should your school need to request additional learning devices for your students you may send an e-mail request to the LD Central ITD Liaison, Jamie Campbell (jamie.campbell@lausd.net), however, please note your request will be placed on a spreadsheet until sites can verify they have a device deficiency according to Remedy reports and ECAST data.



School Mail Delivery

The mail unit will be delivering school mail. To find out when your delivery days are, please visit the Mail Unit web page at <https://achieve.lausd.net/Page/4022>. Further information, contact the Mail Unit at 562-654-9002. if you have urgent mail that needs to go out, you can drop it off at Local District Central, Lanterman Campus.