



LOCAL DISTRICT CENTRAL

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Friday Operation's Brief

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is now open!

The deadline for schools to complete their E-CAR classroom inventory reviews is **WEDNESDAY, SEPTEMBER 30, 2020 at 11:59 pm.**

During E-CAR 2020 each Principal will have the opportunity to verify the number of classrooms at their school, edit information related to how their classrooms are being used, and review their school's capacity assessment. Because it is essential that each school's classroom count and utilization information be complete and up-to-date, **participation in E-CAR 2020 is mandatory for all schools on the official E-CAR Participating Schools List.**

After the Bell Training



Our upcoming After the Bell Training will be on September 24, 2020. This session will focus on **COVID-19 Testing Sites, Childcare Supervision Sites, and Safe School Plan.** This is a great learning opportunity. We look forward to seeing you! Please refer to the [flyer](#) for more information.

School-Site Crisis Team Training | Webinar Series 2020

School crises can happen at any time and impact the school's learning and safety, even during remote work and distance learning. According to [BUL-5800.0](#), Crisis Preparedness, Response and Recovery Bulletin, "Each school site under the direction of the Principal or designee shall establish a Crisis Team." Please refer to the Crisis Team Members listed in your Safe School Plan, to select a group to attend the Annual LAUSD Crisis Team Training. It is suggested that the team include support services personnel (Nurse, PSW, PSA Counselors, School Psychologists, Deans, Office Staff, Campus Aides, School Counselors, etc.).



GREAT NEWS! To support your school community during crisis situations, this year the Crisis Counseling & Intervention Services, School Mental Health is providing an informative and interactive training as a [4-week Webinar Series](#) for all School-Site, Local District, and Central Office Crisis Team Members throughout the District. Registration is now open. Each day there will be up to 3 live webinars hosted on various topics related to crisis response and recovery (grief and loss; suicide risk assessments, threat assessments, etc). Webinars will be recorded and uploaded in Schoology. Your school's participation in this training is vital. There is no space limitation, all your school site crisis team members can attend.



WHEN: Tuesday, September 29 – Friday, October 23, 2020

WHERE: For more information and to register, visit MyPLN.

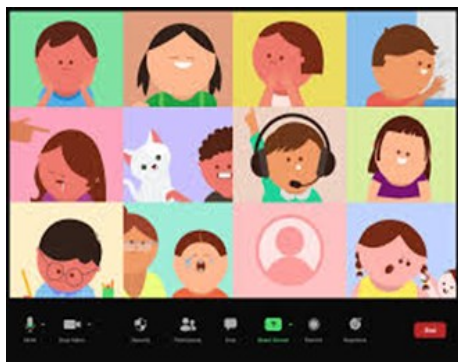
Search keywords: crisis or crisis team



Important Dates

After the Bell	9/24
1st-2nd Yr New Principals' Meeting	10/12
New Principals' Meeting	10/13
Principals' Meeting	10/14
SAA Meeting	10/22

In addition, to have access to virtual crisis resources, tools, and information, join the Schoology group **School-Site Crisis Teams Access Code: C45W-76V2-XR5JF.**



Boosting Motivation and Engagement

According to researchers, the novelty and excitement of new school sessions tapers off around week 6. The question becomes how do educators support student engagement? Teachers and support staff have an enormous impact on a student's self-efficacy and motivation. Engaged teachers and support staff online means being visible in the class which include regular announcements, replying early and often to build connection, engaging in a variety of communication tools such as calls or videos, providing a variety of feedback and demonstrating commitment through messages or office hours.



If you are looking for resources on increasing Motivation and Engagement for schools, take a look at these resources for building and maintaining relationships during distance learning.

- [Building Developmental Relationships during the COVID-19 Crisis](#)
- [Boosting Motivation and Engagement](#)
- [Compassionate Listening Tips](#)
- [Connecting with Students in a Virtual Space](#)



Systems of Support Update

During distance learning, Systems of Support Advisers look forward to providing support to our Community of Schools to cultivate safe, healthy, welcoming and affirming learning and working environments where all students thrive. Most of us come with knowledge of and ability to conduct coaching, mentoring and build capacity of school community stakeholders. We will provide assistance with trauma and resilience, social emotional support, check-in, community building circles. We can be a liaison to school sites by leveraging District and community resources. During this pandemic, our stakeholders need resources more than ever that address basic health needs of students.

Upon returning to in-person instruction or during a Zoom meeting, we are able to share experiences with the School-Wide Positive Behavior Intervention and Support (SWPBIS) framework. We are also available to participate in Student Success and Progress Team meetings (SSPT) or similar multi-disciplinary teams as a resource to tier interventions.

We have provided our home or cell phone numbers, along with email addresses in the introductory email we sent to all principals. We know you have major responsibilities; however, we would appreciate hearing from you.

Publicity Release Electronic Forms Report

For access to the submitted publicity release forms please go to <https://myapps.lausd.net/schooltools>, sign in as admin/principal with your SSO, and then click "Publicity Release."

Special Program Substitutes at Elementary Schools

Elementary School Principals must ensure that Special Program Substitutes that were assigned to the school to relieve the combo classes are not pulled to perform other duties during instructional time from 9:00a.m. to 2:15p.m. During those work hours, Special Program Substitutes are to take one grade level of the combo class and work under the direction of the registered teacher. The registered teacher is responsible for lesson plans and the overall instructional program of all the students in the combo class.

Student Support Programs Welcomes New A-G Counselors to the Team

Student Support Programs in LD Central is happy to announce the start of 3 new A-G Counselors. Please see their bios and information below. Join me in welcoming them as they are new to LAUSD and are ready to be a part of our LD Central team.



My name is Celene Garcia and I graduated from the counseling program at CSU Dominguez Hills in May. I attended UC Irvine for my undergraduate and graduated with a Bachelor of Arts in Spanish Literature, a Bachelor of Arts in Educational Sciences, and a minor in Chicano Studies. Some of my hobbies include, going to the gym, yoga, and watching Shark Tank. Something I am excited for this year is collaborating with other counselors and getting to know the students. I will be the A-G Diploma Counselor at Eagle Rock High School and Sotomayor this school year. Looking forward to a great year!



My Name is Jason Marin. I will be starting the 2021 academic school year as the A-G counselor at Obama Middle School. I am excited to embark back into a counselor role for the upcoming school year. Prior to being hired at LAUSD I spent the last 11 years in the charter school system. I have held a number of various roles as an educator, ranging from a Counselor, Dean of Students, Assistant Principal and Principal. My body of work comes from working in South Los Angeles where I worked to close the achievement gap for students of color. During my transformational leadership I also gained exposure and awareness with students who were exposed to trauma and how best to support their needs in the classroom. In my spare time I enjoy spending time with family, cooking, reading and working out. Bringing my best means I can be a CHAMPION for my students.



Lauren Guzman is excited to join the LAUSD team as an A-G Counselor at Marshall High School. Lauren is deeply passionate about supporting children, youth, families, and school communities by providing compassionate, person-centered care grounded in her experiences in school social work, case management, and education. Lauren has a bachelor's degree in Geography with a minor in Education from University of California, Berkeley and a Master of Social Work from California State University, Long Beach. Prior to returning to graduate school, Lauren worked as an AmeriCorps Member and Program Manager with City Year Los Angeles at multiple LAUSD schools. Lauren also loves spending time with her family, friends, and many pets, practices Krav Maga, enjoys attending concerts, and loves reading fiction.

Unassigned Day, Monday, September 28, 2020

Reminder, "A" basis employees (Building & Grounds, Plant Managers) are scheduled to work. This is a great time to have them deep clean restrooms or complete any special project. Please call Operations if you have any questions.

Breaking the Silence Child Abuse Awareness

If you suspect that a child is being abused...
REPORT Physical Abuse Neglect
Sexual Abuse Exploitation



On-Line Child Abuse Training

The on-line Child Abuse training **must be completed by ALL staff by September 30, 2020**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other **mandatory** trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.

Mandated Suicide Prevention Training for All Employees

Per policy bulletin [MEM-6910.4](#) there is a mandate that requires **ALL** LAUSD employees to complete the Suicide Prevention and Awareness Training and assessment annually. The training should be completed no later than **October 31, 2020**. New employees hired after September 16th are required to complete this training within 45 days of course enrollment.



Parent Unit Updates

WEEK OF SEPTEMBER 21: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: "Schoolology: A Tool for Parent Empowerment!" on Wed. Sept. 23rd, and "Understanding Distance Learning for Students with Disabilities" on Friday, Sept. 25th, both sessions will be conducted from 3:00-4:00 pm next week. The Tech Talks & More Schedule will be posted on the LDC webpage & Schoolology. Please have your parents join us, we are glad to support!

<https://lausd.zoom.us/j/95673676024> Zoom ID: 956 7367 6024.

Guidance for ELAC & SSC Elections NEW BULLETIN BUL-6743.5

This bulletin provides guidance related to the review of Targeted Student Population (TSP) plans, and it changes the minimum requirement for the retention of SSC and ELAC records from three to five years. In addition, this bulletin removes the requirement for SSC meetings to take place after the instructional day and directs school staff to work collaboratively with SSC members to select a meeting time outside of the instructional day. Lastly, this bulletin allows SSC members to serve as a Chairperson at more than one school, eliminating the prohibition of serving as a Chairperson at more than one school per school year.

School Site Council and English Learner Advisory Committee Elections & Responsibilities

Many important UPDATED documents can be found on Schoolology (more to come) and also new updates in Tools for Schools. Ensure that you use SAMPLE AGENDAS, SCRIPTS and Tools that are provided for you! See Parent & Community Services Tools for Schools: <https://achieve.lausd.net/Page/11304>

Local Control and Accountability Plan (LCAP) Study Group for Parents: 10/06/20 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>

TOWN HALLS

Join the Jefferson/South Central Community of Schools on Tuesday, Sept. 22, 2020 at 5:00 pm

Join the Koreatown/Mid-City Community of Schools on Thursday, Sept. 24, 2020 at 5:30 pm

IMPORTANT ZOOM UPDATE: MESSAGE FROM LAUSD ITD

Just in case you missed it there is an important updated provided to all employees:

As a courtesy, we want to let you know of upcoming changes recently announced by Zoom. You can [read all about them at zoom.us](#). In summary, starting September 27, Zoom will require that all meetings have a passcode or a waiting room enabled. Note that having waiting rooms enabled is already the default for teachers; therefore, if you are a teacher you will notice little change. Users should log into their Zoom web portal and go into settings to enable a Passcode or Waiting Room. If you have questions or concerns, [contact the IT Helpdesk](#). Thank you and have a great day.

Staff Relations: Conference Memorandums

At some point during the school year, you may need to provide a certificated employee with a conference memorandum. At such time, please provide your Staff Relations Field Director a copy of a finalized conference memorandum for a certificated employee. Please include the following:

- Your initial by your name (your initial is what makes a memorandum official)
- All attachments to the conference memo, just as they were given to the employee (we need an exact replica of what the employee received)
- Any written response that the employee may have provided as a response to the written memo

Please consult with your Operations Coordinator for assistance with ISTAR and investigations and consult with your Staff Relations Field Director prior to scheduling a conference that may lead to discipline.



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.

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.

Technology Updates (con't)

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](#).

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.

Instructional Device Management - Unverified Devices

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 and clicking on Reports & Dashboards.

At 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. If you need additional support IT staff will be conducting a live webinar on Thursday, September 24. To register please visit MyPLN and search “**IT Assert Management Webinar**” to see the current dates and times. Note, this webinar is not replacement for IDM online training. Local District Central also 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**.

National Junior Fire Marshal Day

The Hartford will be hosting a [National Junior Fire Marshal Day](#). There will be fire safety lessons facilitated by an elementary school teacher and a fire department public educator, as well as, videos of a fire safety trailer demonstration and congratulations from firefighters around the country. Students will take the Junior Fire Marshal pledge and receive a certificate of completion as they become Junior Fire Marshals.

When: October 6, 2020

Time: 7:00 am
10:00 am

Educators can register at www.juniorfiremarshal.com/register and share URL with students. For more information, please refer to the flyer. Jeff Welch, The Hartford representative, is also available for questions at 860-547-7623 or 860-338-1144.