

Friday Operation's Brief

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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



Integrated Safe School Plan 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 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 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>.

Welcome Flaminio Zarate!



My name is Flaminio Zarate and I am excited to be working with the Operations team at Local District Central. I will be supporting the schools in the Glassell Park/Los Feliz, Downtown/MacArthur Park, & Manual Arts/Vermont Square Community of Schools Centers.

I have worked previously in the Highland Park Community while serving at Franklin High School for seven years and worked in the San Fernando Valley area supporting the Panorama City Community for fifteen years. I am now back in the Los Angeles area where I started my career helping students, supporting parents and assisting the community. As a father of a 12 year old son, I understand the importance of keeping our students and community safe. I look forward to working with our Local District Central Team and Schools.



For new students to be included in the TSP funding allocation for next year (2021-2022), Household Income Forms must be processed by the end of October. Late submission of forms constitutes the forfeiture of thousands of dollars of available funding for the District and individual schools in next year's budget.

With one month remaining in the Fall campaign, 25% of LD Central CEP schools have submitted 100% of their forms. An additional 27% of schools are missing 5 or fewer forms. This demonstrates excellent effort and teamwork at each of the schools!

For the timeliest processing turnaround, contact your assigned MTAM liaison--either John Gamboa (john.gamboa@lausd) or Maria Martinez (m.s.martinez@lausd.net) to pick up forms at your school. If mailing forms, send to Student Records, LD East, Attention: Mark Dominguez.

Multidisciplinary Student Engagement Tools

School leaders play a vital role in supporting student engagement and attendance. It is important to share instructional and support service options with our students and families experiencing challenges during distance learning. Please find Student Engagement, Instructional, and Mental Health Resources below.



STUDENT ENGAGEMENT RESOURCES

Student Engagement Team Letters (SET-Formally known as Student Attendance Review Team)

These letters can be utilized as another tool in communicating our desire to connect and support our families and students who are struggling with regular engagement and after the 5th day of absence. The 3rd letter also serves as an invitation to a parent meeting via video-conferencing.



[Engagement and Outreach Letter](#)
[Engagement and Outreach Letter](#)
[Engagement and Outreach Letter](#)

INSTRUCTIONAL RESOURCES

Independent Studies

Short-term independent study may be a good choice if students need more independence or if families want to take a larger role in teaching or coaching students with the coursework. This is a voluntary option available through a student's school of enrollment.

[Independent Studies BUL-6779.1](#)
[Independent Studies Job Aides](#)

MENTAL HEALTH RESOURCES

If any of your students or families are experiencing social-emotional issues that are creating barriers to learning, the District has a variety of mental health resources available.

- **LAUSD Mental Health Hotline:** 213-241-3841, M-F 8am-5pm
- **National Suicide Prevention Lifeline** (Didi Hirsch) 24/7: 1.800.273.TALK (8255)
 - Veterans: press 1 or text 838255
 - Para español, oprima el numero 2
- **Los Angeles County Department of Mental Health**
Access Line: 1.800.854.7771
- **LA County Warmline:** 855-952-9276, Nightly 10:00p.m.-6:00a.m.
- **Disaster Distress Helpline:** 800-985-5990
- **Crisis Text Line** (24/7): Text LA to 741741



Congratulations!



Local District Central would like to thank and congratulate IDM, Megan Miller and her administrative team at Santee Education Complex for a job well done! On Tuesday, September 22, Santee had 1,695 unverified devices. On the morning of Wednesday, September 23, 2020 they had 0! What a jaw-dropping effort and achievement. Thank you so much!



School Mental Health

National Suicide Awareness Prevention Month Across LD Central



It is so important to continue to connect to our students even if it's through distance learning and check ins, to support mental health concerns and encourage wellness. With COVID 19, and Safer at Home practices in place, parents and their children are feeling more anxious and depressed due to social isolation, fears for health, and concerns about basic resource needs. Ways to promote mental wellness is by validating our students' feelings and being aware of parents/caregivers and children's need for social support. We also encourage you to participate in the

September is National Suicide Awareness Prevention Month campaign. It's critical that we all work together to prevent suicide. Educating our staff, students and parents on knowing the risk factors and warning signs is the first step to prevention. We all have to be ready to be the "one" to help someone in need.

Many of our LD Central PSW's are supporting their school sites in different ways. **Sophia Dupree, PSW at 10th Street Elementary**, and **Ana Milanes, PSW at Olympic Primary Center, Dayton Heights ES, and Toland Way EL** provided a zoom parent workshop on Self Injury and Suicide Prevention for parents and caregivers. **Frances Perez, PSW at Gratts Elementary and Mac Arthur Park Elementary** also coordinated a zoom parent workshop on this topic. These workshops were facilitated by Monica Topete and Veronica Real, Mental Health Consultants for LD Central. Parents were provided information on risks and warning signs about self-injury and suicide. They were also educated on protective factors and how to support their children with healthy coping skills and wellness, such as exercise, talking to others for support, drawing, listening to music, walking, being outside in nature, etc. The five components of the evidenced informed model, Psychological First Aid, Listen, Protect, Connect, Model, and Teach were reviewed. The workshop focused on increasing parents/guardians' connection and awareness to their child's needs and in building their child's resilience skills. Resources were provided for community mental health linkage and support. Several schools were invited to attend this zoom parent workshop to build the connection and collaboration in the Community of Schools model.

Maricela Fernandez, PSW at 9th Street Elementary supported Suicide prevention month during a zoom school assembly. She shared a video on mental wellness that helped students identify feelings, coping skills, and what trusted adults they can go to for help. Teaching elementary school children about mental wellness is another way to prevent suicide.

If you would like support in hosting a mental health related parent workshop or any other mental health support, please reach out to Myrna Reynoso Torres, Coordinator for LD Central SMH myrna.reynosotorres@lausd.net, or Anne Marie Gauto, Specialist for LD Central SMH anne.gauto@lausd.net.

LA County Department of Public Health

Below are two recent LA County Department of Public Health documents that may help your school communities plan for upcoming holidays. One document is new guidance on Halloween – carnivals and festivals are prohibited and trick or treating is not recommended. The other document is a revised Vehicle-based Parade protocol that allows for drive-through events that can include treat bags of candy.

Halloween:

(English) <http://publichealth.lacounty.gov/media/Coronavirus/docs/community/GuidanceHalloween.pdf>

Spanish) <http://publichealth.lacounty.gov/media/Coronavirus/docs/community/GuidanceHalloween-Spanish.pdf>

Vehicle-Based Parade:

(English) http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_CarParades.pdf

(Spanish) http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_CarParades-Spanish.pdf

We hope this information is helpful to you and your schools.

Parent Unit Updates

WEEK OF SEPTEMBER 28: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: “The Important Role of Parents” on Wed. Sept. 30rd, and “Growing Great-Nutrition” on Friday, October 2nd, 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 & Schoology. 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

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

Many important UPDATED documents can be found on Schoology (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>

ELAC Chairs are invited to the ELAC Convening! Coming SOON October 16, 2020 (Time: Pending)

***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.

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>

Fiscal Updates

SAA if you need a refresher course or help with “Reconciling Imprest Reports”, the Organizational Excellence Classified Training Unit, is offering “Imprest Fund Trainings” webinar classes on:

Dates and Time:

Sept 29th 10- 12 noon,

October 1st 10 -12 noon,

October 15th 10 -12 noon,

October 28th 10 -12 Noon

If they are interested they need to register through MyPLN

Save the Dates

School Front End (SFE) training: October 20 & 27, 2020

COVID Updates

Covid-19 Testing

By now all of our Local District Central schools should have gone through their first round of testing. Everyone who is reporting to work on a regular weekly basis should have been tested. If there is someone who missed their appointment or recently begun an assignment, intends to return to work regularly at least once a week, please provide them with a link to make an appointment for a Covid-19 test at one of District testing sites.

LAUSD Covid-19 Testing program is a baseline testing program. Currently, we are **NOT** testing symptomatic, positive or suspected exposed employees. All employees who test should not suspect that they are positive for the virus and have no symptoms. Schedule your appointment at: <https://achieve.lausd.net/covidtestingappt>.

Next week all non-school site based personnel and teachers participating in the 1:1 tutoring will be tested. Students who participate must also test negative prior to beginning our program.

Screening Questions

In order to keep everyone as safe as possible, it is our responsibility to ensure that everyone is screened prior to entering our campus. Questions asked: [English](#)—[Spanish](#).

Child Supervision Sites

If you have staff members who need to take advantage of the TK-8th grades Student Supervision Program, please have them complete the application at one the following appropriate links and schedule their child's appointment for LAUSD's Covid-19 testing (A negative results is necessary prior to beginning the program).

For a LA's Best Program online application: <https://lasbest.org/>

All other Beyond the Bell Programs: <https://btb-lausd-ca.schoolloop.com/file/1574494009806/1574494003555/5873715017618201046.pdf>

LAUSD and Community Partners

Los Angeles Unified School District is working closely with community partners. Currently, our community partners provide an array of virtual services including mental health/counseling, case management, and enrichment activities. Local District Central receives numerous requests for new community partnerships. **We are well aware of numerous organizations requesting to provide virtual services to our student.** If you are interested in formalizing a community partnership or need further guidance on the process, please contact Ricardo Lopez, Organization Facilitator at ricardo.l.lopez@lausd.net

Student Health and Human Service has issued the following bulletin to assist school sites in developing and understanding the MOU process: **Establishing No-Cost Health, Non-Health and Mental Health Services MOUs and Agreements on School Campuses ROUTING All Locations NUMBER: BUL- 07670.**

Parent/Guardian Publicity Authorization and Release

Below is the updated fillable parent consent form for teachers to record/photograph students via Zoom and other digital platforms.

<https://myapps.lausd.net/schooltools/en-US/Parent/WaiverForm>

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."

Meet the New SSS Counselors Joining the LD Central Student Support Program Team



Taryn Larribas is assigned to the Alternative Education sites in LD Central:

A little about me: I am coming from 6 years as a School-Based PSA Counselor, previously at John Marshall High School (2 years) and before that LA Academy Middle School (4 years). I am nearing the end of my Clinical Supervision to take my test to become a Licensed Clinical Social Worker and have served on the LD Central Crisis Response Team for the past 2 years. Fun fact, I have colored hair (currently it is blue and purple). It started as an incentive for Excellent attendance and culmination at LA Academy and now has become a bit of a trademark with students! I am looking forward to learning more about Alt Ed and digging deeper into the case management required for these vulnerable and resilient students.



Minerva Flores is assigned to 8 schools in the Marshall complex:

My name is Minerva Flores and I have over 14 years of experience with the LAUSD and 17+ years in education in varying roles. Most recently I worked as a school-based PSA Counselor at multiple school sites. I grew up in the Northeast Los Angeles area and attended LAUSD schools. For the past seven years, I have worked either in a clinical setting providing therapeutic treatment to or implementing attendance and engagement interventions in schools to support urban youth succeed academically and socio-emotionally. I am excited to join the Local District Central Student Support Programs and continue supporting our students in foster care, experiencing homelessness, and in the juvenile justice system. Within this role, I am most proud of my advocacy work using socio-emotional interventions through which I support families and students.

Merging Restorative Practices and SEL

Both SEL and restorative practices promote the same outcomes and are beneficial to student success.

Many teachers and administrators have received Tier 1 and Tier 2 Restorative Justice training within the last few years. As we continue to build our repertoire of support systems, Restorative Justice does not have to be completely eliminated as we delve deeper into SEL competencies and integrate SEL skills with fidelity. School communities can utilize restorative practices to support the implementation of social-emotional learning.

Building upon a site’s previous exposure and working knowledge of Restorative Justice, SEL skills can be learned and refined in the remote classroom through a simple, common restorative practice. For instance, the “check-in and check-out” process that most utilize to build community/relationships gives teachers and students the opportunity to talk about and reinforce a new SEL skill.

TIP: Begin a lesson or unit with a check-in question that fosters increased awareness of one of LAUSD’s SEL competencies. For instance, if a particular topic or content area is difficult for most students to understand, begin a difficult lesson/unit with a check-in question about “growth mindset” (i.e. What do you know about growth mindset? How does growth mindset relate to learning this concept?). At the end of the lesson/unit, ask a check-out question that encourages students to reflect on their growth (i.e. How did you use a growth mindset to tackle this difficult topic? How can a growth mindset be helpful in overcoming negative feelings about this new activity?). You’d be utilizing a restorative practice to support and reinforce SEL development.

For additional support, contact your Systems of Support Adviser.

Systems of Support Adviser	Community of Schools
Rosalyn D. Lee, J.D. —E-mail: rosalyn.lee@lausd.net	Jefferson/South Central Community of Schools
Raphael Lieberman —E-mail: rxl8749@lausd.net	Koreatown/Mid-City Community of Schools
Lataska Pittman —E-mail: lpitt1@lausd.net	Manual Arts/Vermont Square Community of Schools; supporting Glassell Park/Los Feliz Community of Schools and Eagle Rock/Highland Park Community of Schools
Trisha Lutero Farris —E-mail: tcl2993@lausd.net	Downtown/MacArthur Park Community of Schools



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](#).

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.

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.



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.

