



# LOCAL DISTRICT CENTRAL

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Interim Administrator of Operations

## Important Dates

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

# Friday Operation’s Brief

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November 6, 2020

This year, Veteran’s Day falls on Wednesday, November 11, 2020. Wishing all veterans a well deserved holiday.

In an effort to continue meeting the educational needs of our students, we are requesting your assistance in ensuring that staffing needs are met for the upcoming Veteran’s Day Holiday. Due to the possibility of an increased number of substitute requests for Tuesday and Thursday before and after Veteran’s Day, we are asking principals to speak with teachers about the importance of meeting the instructional needs of students.

Thank you for your cooperation.

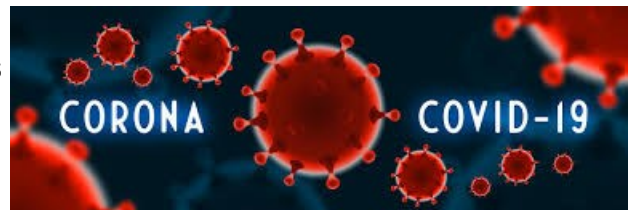


All of Local District Central Principals completed the Integrated Safe School Plan by the November 2nd deadline.

Thank you for your tireless commitment to keeping students and staff safe.

## COVID-19 Safety Reminder

In order to keep yourselves, students and staff safe please continue the following safe practices:



- Ask anyone entering campus the screening questions ([English—Spanish](#))
- Wear a mask at all times
- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Limit in-person meetings
- Always stay 6 feet away from others
- Clean high-touch surfaces frequently
- Use signage to maintain 6 feet distance

Please review the [County Public Health County K-12 School Reopening Guidelines](#)

## Engaging and Building Rapport with Struggling Families

Parental involvement is essential to student achievement and success, especially during distance learning. The school's investment in building rapport with families can have significant impact on attendance and engagement, by increasing parent buy-in and empowering students. Families struggle with school engagement for a variety of reasons. In these unprecedented times, the barriers are multiplied and can include financial hardship, poor time management skills, maladjustment to traumatic events, homelessness, or death(s) in the family. While district policy does not excuse absences for some of these reasons, it is vital for schools to be receptive and supportive to struggling families as they learn about distance learning engagement and attendance policy, and begin to make necessary changes.

The following are strategies schools can utilize to engage and support families, when addressing attendance issues:

1. Listen carefully; let the family/student tell their story
2. Elicit feedback from family regarding barriers to engagement/attendance and school success
3. Identify student/family strengths and resilience
4. Establish goals and next steps
5. Ask how the school can support. Reassure the family that you are there to help and are committed to the students well-being and success
6. Monitoring and Check-ins as a form of accountability
7. Share school and community resources as appropriate



Please click on the links below to find some helpful flyers to message the importance of school engagement/attendance to parents of students at various school levels. ([www.attendanceworks.org](http://www.attendanceworks.org))


[AW-PRESCHOOL-FLYER](#)  
[AW-ELEMENTARY-FLYER](#)  
[AW-MIDDLE HIGH SCHOOL-FLYER](#)

## Short-term Independent Study

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.

A master agreement, detailing the policies, the assignments for each course for the period of independent study, and other requirements must be signed before the student can begin. Work is assigned by a teacher or out-of-the-classroom employee with the appropriate subject matter credential.



 While short-term independent study must be similar to the regular school program, *there will not be daily live instruction or interaction*, but instead a regular check-in with the teacher (e.g. at least weekly). This will allow the flexibility that some of our students and families may need at this time

Short-term independent study, from 5-90 days, may be requested through the school's principal.

For more information, please visit [Learning Options](#).

## School Mental Health Updates: Gratitude as Self-care



Practicing gratitude is one of the most beneficial self-care activities. Research shows the multi-faceted benefits of engaging in this meaningful practice. According to the American Heart Association, practicing gratitude can improve immune function. This is especially important during the COVID-19 crisis, since people with compromised immune systems face a high risk of becoming severely ill from coronavirus.

Gratitude also has a positive effect on lowering risk for mental health issues. Studies have shown that people who practiced gratitude showed a significantly lower risk for major depression, generalized anxiety disorder and substance dependence and abuse, according to the National Alliance on Mental Illness.

Getting a handle on stress and cultivating wellbeing is essential during these trying times. Focusing on positive emotions can help improve one's ability to cope with stress by bringing a sense of equilibrium and optimism. Our LD Central PSWs are supporting their school community's mental wellness for the month of November by promoting various gratitude activities. To learn more about Gratitude activities for your school site click on [30 days of Gratitude Calendar](#) created by Choose Love Movement at <https://chooselovemovement.org/gratitude-month/>. For more information on professional development on self-care and mental wellness practices, please contact Myrna Reynoso Torres, LD Central Coordinator at [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net) or (213)241-1278, or Anne-Marie Gauto, LD Central Specialist at [anne.gauto@lausd.net](mailto:anne.gauto@lausd.net) or (213)407-6603.

## Special Population Updates

### SSS Counselors Bring Awareness to National Homeless Youth Awareness Month

On July 11, 2007, the United States Congress established November as National Homeless Youth Awareness Month. Since then, the resolution has been adopted by many national organizations and school districts across the country. On October 18th, 2016, the Board of Education of the Los Angeles Unified School District, in collaboration with the Homeless Education Office, passed a Board resolution to recognize National Homeless Youth Awareness Month to support the unique needs of LAUSD students and promote social awareness. In November 2018, Board Members Gonez, Melvoin and Garcia, sponsored the resolution, Increasing Opportunities and Supports for Our Homeless Students and Families to further expand Board support for LAUSD initiatives addressing equity and access for LAUSD students and families experiencing homelessness.



Youth experiencing homelessness face many challenges in their education. According to the 2020 Los Angeles Homeless Services Authority (LAHSA) Youth Count, there were 4,775 youth who were experiencing homelessness throughout Los Angeles County which was a 19% increase over the previous year. Students facing housing insecurity are eight times more likely to be asked to repeat a grade. In addition, families in transition move two to three times during a school year, which greatly affects a student's academic achievement.

As of June 2020, LAUSD identified 15,138 students as experiencing homelessness. The goal of the National Homeless Youth Awareness Month is to encourage discussion pertaining to supportive strategies to end homelessness among students, parents, district employees, and community members. At our school sites in LD Central, encourage your staff to conduct a canned food drive to support our students experiencing homeless or a poster campaign to bring awareness to our students by displaying virtually a poster about how we can reach out to support our most vulnerable students. Speak to your school's SSS Counselor for more ideas on bringing awareness to our students experiencing homelessness.

## Systems of Support Updates

LD Central and our Community of Schools are focused on social emotional learning for our caring students/families. As Systems of Support Advisers, we try to determine where students/families and stakeholders are, acknowledge, address their anxieties and help them cope. One recommendation is to always practice self-care, health and well-being. These include mindfulness strategies and mental health.

“Mindfulness means maintaining a moment-by-moment awareness of our thoughts, feelings, bodily sensations, and surrounding environment, through a gentle, nurturing lens. Mindfulness also involves acceptance, meaning that we pay attention to our thoughts and feelings without judging them—without believing, for instance, that there is a “right” or “wrong” way to think or feel in a given moment.” **Greater Good Magazine; Science Based Insights for a Meaningful Life, UC Berkeley**

Breathing and Relaxation Exercises

Growth Mindset -- belief that one’s ability can grow with effort. Learning awareness of senses, thought and emotional regulations.

Self-Efficacy – belief in one’s own ability to succeed in achieving an outcome or reaching a goal. Developing compassion and connection towards others/building relationships.

Self-Management—ability to regulate one’s emotions, thoughts, behaviors effectively in different situations.

Social Awareness—ability to take the perspective and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms of behaviors, and to recognize family, school, and community resources and supports.

**Programs** within LAUSD include Sandy Hooks, Sanford Harmony, Second Step and visit PBIS on Schoology.

## FREE Immunization School-Based Clinics

LAUSD school-based clinics, S.E.P.A Center Clinic and Telfair Student and Family Wellness Center will begin accepting calls at the 213-202-7590 number for **immunization only**. Due to COVID 19, both school-based clinics will be providing services starting on **November 10<sup>th</sup> by appointment only**. **NO** services will be provided during the holidays and Thanksgiving week.

### S.E.P.A Center Clinic

1339 Angelina St.

Los Angeles 90026

Monday - Friday

Hours: 8:00 am - 3:00 pm

### Telfair Student & Family Wellness Center

10911 Telfair Ave.

Pacoima 91331

Monday - Friday

Hours: 8:00 am - 3:00 pm

- Serving students & siblings ages 1 - 18 years old
- With or without health insurance to those who are eligible
- Following COVID-19 safety guidelines
- Masks required for everyone (2 years & older)

## 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 9nd, 2020: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

Tech Talks & More workshops will offer: Learn about A-G and progress towards Graduation the session 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.**



### Parent and Family Center Staff Meeting

Our Parent and Family Center staff meeting is on Monday, November 6, 2020 from 8:30-11:30 am. We will be



reviewing best practices for School Experience Survey completion with parents, an informational session on Attendance and more.

### TOWN HALLS

Glassell Park/Los Feliz Thursday, November 12, 2020 from 5:00-6:00 Mtg. ID# 978 2563 3073

## Reminder on Behalf of OGC: School Files Project



The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Please upload conference memoranda, but do not upload SCAR reports, attachments, witness statements, investigatory notes, other evidence, or disciplinary documents such as Notices of Unsatisfactory Acts. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for information on the uploading requirements, please contact your Staff Relations Field Director.





## 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 daily from now through Wednesday, November 11 from 10:30-11:30 am.

If you’d like to attend Office Hours, please follow this link:

Join Zoom Meeting

<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 [\[HERE\]](#). 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](#).