

East Los Angeles Skills Center Newsletter

Week of 04/17/18
Volume 1, Issue 26

Andrea Rodriguez, Principal
Gity Family, Asst. Principal Counseling
Jose Rico, Asst. Principal Operations
Lynda Daniel, Asst. Principal Operations

We're on the Web!
www.eastlaskillscenter.org

Empowering Students!

Thank you for all the pictures and activities for Adult Education Week. Please continue to submit pictures of your classes and activities, so; we can feature in the newsletter.



Are You On The Wall?

We are recognizing students at East Los Angeles Skills Center and Eastside Learning Center for completing an academic program, a CTE program, and completing an ESL Program at Level 6.

Congratulations to all students who have completed thus far. If you would like to know how you can complete a program, please see an advisor or teacher counselor.



WASC Wrap-Up

School Newsletter

On Wednesday, March 21st, we wrapped up our WASC visit with the committee members reading out their report to all East Los Angeles Skills Center staff that could attend. Again, thank you all for your hard work and for a successful WASC visit.



Vision:

To be a dynamic educational and job training institution to empower students to be college prepared and career ready.

Mission:

The East Los Angeles Skills Center in collaboration with community—based organizations and stakeholders will provide access to educational programs and services to students to achieve their personal and or career goals through language acquisition, academic and career pathways.

School wide

Learning Outcomes:

The East Los Angeles Skills Center offers opportunities for all students to:

- Have access to an educational plan and course of study to increase employability
- Obtain technical skills for entry and advanced employment
- Acquire language and academic skills for advanced educational options and careers

Adult Education Week



Ms. Carrasco's students in level 4-5-6 are learning about their civic responsibilities and they wrote a couple of sentences to assembly member Wendy Carrillo about the importance of adult education.

Los Angeles Unified School District
EAST LOS ANGELES SKILLS CENTER Division of Adult and Career Education

EMPOWERMENT FOR SUCCESS

Fourth Annual
STUDENT CONFERENCE
EASTSIDE LEARNING CENTER
WEDNESDAY, APRIL 18, 2018
 ALL EASTSIDE STUDENTS ARE INVITED TO ATTEND

CONFERENCE SCHEDULE		WORKSHOPS
Welcome/Greetings	8:00 a.m.-8:20 a.m.	Nutrition & Wellness
Workshop #1	8:30 a.m.-9:30 a.m.	Domestic Violence
Workshop #2	9:40 a.m.-10:40 a.m.	New Tax Laws, Study Skills
BREAK	10:40 a.m.-11:00 a.m.	Financial Education
Workshop #3	11:00 a.m.-12:00 p.m.	Disaster Preparedness
Evaluations	12:00 p.m.-12:15 p.m.	ELASC Programs & Careers
		Coping with Stress,
		Job Seeking Skills
		Transitioning into College

WHAT YOU SHOULD KNOW



The District is implementing its 2-year email retention policy in three phases:

- Phase 1 is the deletion of email older than 7 years (6/1/2018)
- Phase 2 is the deletion of untagged email older than 4 years (9/28/2018)
- Phase 3 is the deletion of untagged email older than 2 years (1/1/2019)

Phase 1

Beginning June 1, 2018, emails with a received date older than 7 years will be automatically deleted daily from your email account, including email in folders you have created and in your online archive. Below are important details to assist you in ensuring your business records are preserved:

- Save or Move Business Records
 - If your school or organization has a repository, such as a SharePoint Library, shared drive, or other document management system to keep and share District records, move your emails and attachments into those systems.
 - If you have emails that are not District business records but are still needed to perform your duties, move those into your [OneDrive account](#), your hard drive, or other personal storage space.
 - If you have emails that are District business records that need to be retained longer than 7 years and you have no other storage options please contact emailretention@lausd.net

- Email Recovery

Deleted emails can be recovered within 30 days; however, if the recovered emails were received more than 7 years ago and not moved to another repository, they will be deleted again on the following day. ([See Office 365 Help for steps to recover deleted email](#))

- What do I need to do now?
 - Review any emails in your account that are older than 7 years and take action to preserve any business records you need to retain.
 - Visit achieve.lausd.net/moveto2 to learn all you need to know about the Move to 2 and how to preserve emails that need to be retained longer.

Please send questions or concerns to Emailretention@lausd.net, call 213 241-8310, or visit the Move to 2 website at achieve.lausd.net/moveto2.

What's Happening?

04/18/18: Empowerment for Success, Eastside Learning Center, 8:00 am – 12:15 pm

04/21/18: IET Teacher Advisor Meeting, Auditorium, 8:30 am – 1:30 pm

04/22 – 04/28: **ADMINISTRATIVE PROFESSIONALS WEEK**

04/24/18: Armenian Genocide Commemoration Day

04/24/18: School Bus Drivers Appreciation Day

04/24/18: Plant Manager Meeting, Auditorium, 12 pm – 3:00 pm

04/24/18: 3rd – High School Graduation Mtg, ELASC 10:30 am Rm 216, Eastside LC 10 am & 7 pm, Franklin ACCT 11:00 am

04/25/18: Administrative Professional Day

04/26/18: Take Our Daughters and sons to Work Day

04/26/18: School Administrative Assistant Meeting, 1:00 pm – 3:00 pm

04/27/18: Deadline for Graduation Fees

04/27/18: All Staff PLC, 8:00 am – 12:00 pm in Auditorium

04/27/18: AC²T Advisor Meeting, ELAOC, 8:00 am – 12:00 pm

04/27/18: LARAEC Mtg, Auditorium, 1:00 pm

04/27/18: AC²T/ Youth Source Mtg., 1:00 pm – 3:00 pm, Rm 342

On March 12, 2018, all District employees were enrolled in a mandatory MyPLN course titled Suicide Prevention and Awareness Training. You received an email from MyPLN regarding the auto-enrollment. This online course includes an overview of warning signs and risk factors for suicide and self-injury, as well as information and resources for how to support students in crisis. The deadline to complete and pass the assessment for this course is **Wednesday, May 23, 2018**.

Information regarding the mandated course can also be found in MEM-6910 Suicide Prevention and Awareness Training, which can be found in the e-Library or by clicking on the following link: [MEM-6910, Suicide Prevention and Awareness Training](#).

Lastly, an optional course is also available on MyPLN, as an addendum to the Suicide Prevention and Awareness Training. This course is called Protective Factors and Psychological First Aid for Students. To access the course, you can search keywords: suicide prevention, PFA, Protective Factors. This training provides an overview of strategies all employees may use to assist students who might be in crisis or feeling suicidal.

APRIL IS:

ASIAN PACIFIC ISLANDER HERITAGE, AUTISM AWARENESS, FINANCIAL LITERACY, JAZZ APPRECIATION, MATHEMATICS AWARENESS, MILITARY CHILD, NATIONAL BILINGUAL/MULTILINGUAL LEARNER ADVOCACY, NATIONAL CHILD ABUSE PREVENTION, NATIONAL POETRY, PARKINSON AWARENESS, PUBLIC SCHOOLS, SEXUAL ASSAULT AWARENESS, STRESS AWARENESS, AND YOUNG CHILD MONTH

Happy Birthday

- Irma Cuevas
04/05/18
- Bertha Galvan
04/12/18
- Gity Family
04/25/18
- Robert Estrada
04/26/18