

Moving Forward

School Operations – December 2005

Premier Issue-

School Operations encompasses so many areas related to daily and long term operation of school sites. Within that realm, many tasks, situations and issues arise which must be handled by you—the school administrator and your team to keep your school “Moving Forward.”

We at the Central Office believe you will be better supported by us with this document. It will be a monthly compilation of the latest LAUSD Bulletins and information related to School Operations; upcoming deadlines and reminders for documents or necessary school activities which must be performed. Our goal is to provide you a centralized source for reference information and activities.

This document is primarily electronic as it will include attachments and hyperlinks to websites or other information as needed.

Please send comments and suggestions to Ryan Whetstone by phone 213-241-DUMB (3862), or email:
ryan.whetstone@lausd.net

SAFETY FIRST!!!

Safe School Plans

Thank you to the following schools who have submitted their Safe School Plan Volume 2.

- Hollywood CAS
- Kennedy-San Fernando CAS
- Los Angeles Tech Center
- Wilson-Lincoln CAS
- Maxine Waters EPC

URGENT!!— the school plan was DUE October 31, 2005.

1) Please submit it online* and
2) FAX a copy to Veronica Graves, DACE Facilities 213-241-8417. Print a copy of your data input page from the OEHS website.

Login to [INSIDE LAUSD](#), click on [Safe School Plans](#) (lower right corner), next, click on Safe School Plan volume 2. The password for first time users is “changeme.”

***NOTE—when you submit the document online, a second input document is necessary that will be sent directly (electronically) to school police.**

2005-06 Deadlines

September 2005
Fire Drill (REF-1314)

October 2005
31—Safe School Plan - Volume 2

November 2005
14-18 —Shelter in Place Drill

December 2005
9 – Alt. Fall Emergency Exercise
31- Workplace Harassment Prevention Training (required for all administrators)

January 2006
31—School Site Lease Agreements Due at DACE Facilities.

February 2006
Fire Drill

March 2006
1—Safe School Plan—Volume 1 (include community meeting verification and sign in sheets)

June 2006
15—School Inventory

For Assistance with Operations Issues please contact
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Division of Adult and Career Education
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**Workplace Harassment Training
for Managers**

All Principals and Assistant Principals are MANDATED by Senate Bill **AB1825** (stated in District Bulletin BUL-2043) to complete **at least two hours of Sexual Harassment Training by January 1, 2006.**

The LAUSD Office of Organizational Excellence and the General Counsel's office have developed an online version of this training to satisfy the requirement. Please complete it as soon as possible.

The training programs take place in a fictional virtual workplace – Working People Magazine. You will be introduced to a host of characters who experience real-life work situations and problems. As you maneuver through the different modules, you will be able to consult with various resources to make decisions about each of the situations. In each case, you will be given immediate feedback to every choice, right or wrong. At the end of the course, you will be asked to complete an acknowledgement and print a completion. The course also includes printable resource guides and summaries of key learning points.

These are the log-in instructions:

- 1) logon at <http://lausd.elt-inc.com>
- 2) enter your six-digit employee ID number
- 3) select either the Workplace Harassment for Managers or the Equal Opportunity course (you must do both)
- 4) begin the course (the program allows you to stop and start where you left off).
- 5) When you finish, print your "certificate of completion" and retain for your records.

If you require technical assistance to access the training, please call the ITD Helpdesk @ 323-224-2277.

Any questions regarding the training may be directed to Bob Martin, LAUSD Organizational Excellence – 213-353-4307.
bob.martin@lausd.net.

The printable versions of the **EEOC Resource Guide** (29 pages), **Workplace Harassment Resource Guide for Managers** (32 pages), and the **LAUSD Sexual Harassment Policy** (2 pages) are attached to this document (MS Word files).

School Accreditations

The following DACE Schools will be undergoing accreditation reviews in 2006:

March 20–22, 2006
Metropolitan Skills Center

March 27–29, 2006
Roosevelt CAS

April 24–26, 2006
Friedman Occupational Center
Fremont/Washington CAS
Maxine Waters EPC
North Hollywood/Poly CAS

December 2005

Schools being accredited in 2006 should be getting their books ready to go to the printer. Remember protocol is to have your book into the hands of the visiting team 4-6 weeks prior to the date of the visit. Schools with **visits in late March** should send books out early to mid-February. If your **visits are in late April** try to get yours out early to mid-March.

January 2006

Do your students understand the concepts of accreditation and ESLRs?

Can they describe the relationship of ESLRs to their learning environment?

December School Operations Related Documents

Document Subject	Summary
Emergency Procedures and Drills REF-1314	General Information regarding emergency drills and procedures, i.e. Fire Drills. File can be found on the Office of Environmental Health and Safety website – Resource Documents – Reference Guides – REF -1314 or click: http://www.lausd-oehs.org/docs/ReferenceGuides/Ref1314.pdf
Special Report on School Safety (#4543)	Report on School Safety w/Principals Emergency Checklist. See attached Adobe PDF.
Safety Alert Asbestos (Aug 05)	School staff and students are not to tear into walls, etc.; repairs must be performed by trained maintenance personnel, etc. File can be found on the Office of Environmental Health and Safety website – Resource Documents – Safety Alerts -05-10 or click this link: http://www.lausd-oehs.org/docs/SafetyAlerts/05-10.pdf
BUL - F-25 Policy on District Use of Shared Grounds (DRAFT)	Revision of bulletin regarding the relationship between K12 and DACE School sharing facilities. See attached Adobe PDF.
LA County Worksource Center List	List of all LA County Worksource Centers and contacts. See attached Adobe PDF.
Bul - 2047.0 Responding to Hate Motivated Incidents and Crimes	This bulletin updates District policy and procedures for the documentation and reporting of hate-motivated incidents and crimes. Access this document via the “ E-Library ” link. Type in “ BUL-2047 ” in the Search Box.
Preparing for Emergencies (9/20/05)	Summary of emergency actions and telephone numbers. See attached Adobe PDF.
Ref-1300.1 Fall Alternate Emergency Exercise (lockdown)	Emergency Drill for schools 11/14-18. Access this reference document via the “ E-Library ” link. Type in “ Ref-1300.1 ” in the Search Box.

***Using Inside LAUSD and the “E-Library” link:**

Go to the **Inside LAUSD** website from the [LAUSDnet Homepage](#). Select "Inside LAUSD" from the Navigation bar (under HOME) or click on the "Employee" link. You must log in with your email address and password. Click on the “**E-Library**” link on the right side column of the screen. You can search for District Bulletins, Memos and other important district communication documents.

Website links of the Month:

<http://www.lausd-oehs.org/> **LAUSD Office of Environmental Health and Safety**- Information related to school safety, Local and Federal compliance procedures, etc.

http://www.lausd.k12.ca.us/lausd/offices/general_counsel/ **LAUSD Office of the General Counsel (OGC)**- The legal resource for the district community. On the right side of this website, there is an **OGC Help Manual** for a comprehensive review of school legal issues.

<http://ethics.lausd.net/> - **LAUSD Ethics Office** – Helping LAUSD Officials “do the right thing.” Take a look at the **Guide to Holiday and Social Events** location on the left column of the main screen.