



Believe ♦ Behave ♦ Become

### Calendar Dates

Search Logs	10/16
Radio Check	10/17
Principals Meeting	10/18
Shake Out	10/19
Assistant Principals Meeting	10/25
College Fair	10/19
LDC Crisis Team Training	10/25
After the Bell Training	10/26
SAA Meeting	10/26
Bullying Training of Trainers	11/2

### What's Due

Water Flushing Certification	10/2
More Than a Meal Applications	10/26
Admin Certification Due	11/3

# Friday Operation's Brief



## National Bullying Prevention Month

October is National **Bullying** prevention month and LAUSD is supporting the cause! Bullying may cause low attendance rates, negative school climate, withdrawal in student participation, increased violence, and in extreme cases, suicidal ideation. The anti-bullying campaign provides school leaders an opportunity to promote awareness and implement programs that best serve the individual school population. Seeing as it is a nationwide effort, various organizations will be participating and can be great sources to increase school engagement.

- The *Stomp Out Bullying* organization is inviting all schools to support the campaign by accessing information on their website at <http://www.stompoutbullying.org/index.php/campaigns/blue-shirt-day-world-day-bullying-prevention/>.
- First Book Marketplace, a nonprofit social enterprise, is also recognizing the issue by selling books on the topic of bullying at a discounted rate. They can be found at [http://www.fbmarketplace.org/bullying/?gclid=EAIaIQobChMI2pDWjoWR1gIVUGx-Ch3-KAS2EAMYAiAAEgKwOfD\\_BwE](http://www.fbmarketplace.org/bullying/?gclid=EAIaIQobChMI2pDWjoWR1gIVUGx-Ch3-KAS2EAMYAiAAEgKwOfD_BwE).
- *Not In Our Schools* is a nationwide program targeting all grade levels, that provides resources such as films, trainings and lesson plans in support of the anti-bullying movement. These resources and more can be found at <https://www.niot.org/nios>.
- LAUSD policy, trainings, lesson plans, and student/family resources can be found at <https://achieve.lausd.net/Page/3582>.



All efforts are centered around the goal of creating a positive school climate that will allow students to thrive!

## Bullying Training of Trainers

The Office of Inspector General's audit of the District's bullying efforts called for a comprehensive bullying training for principals and/or their designees for all schools. The training will ensure that school leaders are informed of best practices in bullying prevention and response as well as preparing them to conduct their own staff training on bullying. Local District Central's Bullying TOT will take place on **Thursday, November 2, 2017** at Orthopaedic Medical Magnet High School during two 3 hour sessions: 8:30 am to 11:30 am and 12:30 pm-3:30 pm . An email was sent out earlier this week to all school leaders with the attached sign-up (Attachment 1).





## School Mental Health PSWs receive Girls Build LA Grants

Clinton Middle School and Cortines VAPA PSWs have received Girls Build LA grants through the LA Promise Funds. Congratulations to Monique Bustos, Clinton MS PSW and Laura Travnitz, Cortines VAPA PSW!

Ms. Travnitz is currently working with 6 students from Ramon C. Cortines School of Visual and Performing Arts and they have chosen their theme "Health & Wellness". This led them to reach out to community organization *K9 Connections* to bring in shelter dogs to campus to as part of a stress-reduction measure. *K9 Connections* specifically targets 14- to 18-year old underserved youth who are facing challenges such as homelessness, truancy, depression, chemical dependency, domestic abuse and academic impairment. The *K9 Connections* program consists of daily active participation for three weeks with an experienced dog trainer who teaches through the medium of positive reinforcement as an alternative to violence. The selected student trained their assigned dog in basic obedience and agility, helping the dogs to attain skills to become adoptable.



The program has been so successful and well-received by the students in the Girls Build LA grant that Ms. Travnitz hopes to continue receiving funding so sessions can continue for Spring Semester 2018. Students will be having their culmination of the program on October 13, 2017 at 4:00pm at the Ramon C. Cortines School of Visual and Performing Arts Campus.

## Restorative Justice

Restorative Questions lay the foundation for and act as the building blocks for all forms of restorative processes that seek to discover the root cause/s of challenging behavior, determine impact, repair harm, and ultimately restore damaged relationships.

Restorative questions:

- are non-blaming and open ended
- allow for storytelling and attentive listening
- separate people's behavior from their intrinsic worth as a person
- allow for all people involved to identify their thoughts and feelings associated with particular actions
- provide a forum for meaningful expression of emotions (affective statements)
- focus on impact and how others (people and community) were affected by the action/s
- are an inclusive and collaborative approach to problem solving, emphasizing finding solutions rather than assigning blame
- holds people accountable
- requires people to take responsibility for their actions
- attends to the needs of those harmed
- resolves underlying issues that act as the root cause of challenging behavior.







## Schools Telephone Auto-Attendant

In an effort to provide personalized customer service, all secondary schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.

## Attendance Reminder

When employees strive to meet or exceed the District's 96% attendance goal, the reward is students and parents knowing they can count on a functioning school. The employees' team members know that they can count on each other. If you identify Classified Staff that are not on track with meeting this goal, Senior Human Resources Representative, Classified, Chrys Nguyen, at [c.nguyen@lauds.net](mailto:c.nguyen@lauds.net) or 213-241-8227. for assistance and guidance.

## Staff Relations Reminder

### Purpose of a Formal Conference with Certificated Employees:

- ◇ To present the employee with information regarding specific concerns / deficiencies (Facts from Observations/ Facts from Investigation)
- ◇ To provide the employee with an opportunity to clarify concerns and respond to them
- ◇ To provide the employee the opportunity to correct the behavior/improve their practice
- ◇ To increase employee awareness of policy and/or pedagogy
- ◇ To establish clear expectations for conduct and performance (Indicate activities/ behaviors that are required to remediate deficiencies)
- ◇ To delineate consequences of unacceptable conduct/performance



Administrators planning to hold a formal conference with a certificated employee for issues with conduct should work with their Operations Coordinator during the investigation. Once the investigation is complete, send all investigatory documents along with the draft conference memo to the Field Director assigned to your school. Once a draft memo is complete, the employee should be invited to the conference.

## Vision To Learn



The Los Angeles Unified School District (LAUSD), Student Health and Human Services (SHHS) has partnered with Vision to Learn (VTL) and the Los Angeles

Clippers Foundation to bring much needed vision care to students from low-income communities. VTL is a non-profit organization that provides free eye examinations and eyeglasses to students. They have partnered with LAUSD for over five years, providing over 33,000 exams to children in our schools. During the course of the next two school years, VTL plans to serve 60,000 students, with 30,000 being served during the 2017-2018 school year alone.

This program operates via mobile clinics that visit school sites to conduct a comprehensive eye exam for students who have failed the initial vision screening. Additionally, VTL returns a few weeks after their initial visit to distribute eyeglasses to students. The program will work directly with school sites and schedule visits for services. School sites visited will be prioritized based on need, including utilizing information from the Student Equity Index. Schools may participate according to the attached list of criteria (Attachment 2).

## Preventing Strain and Sprain Injuries

The attached Safety Alert is being sent on behalf of Robert Laughton, Director, Office of Environmental Health and Safety (Attachment 3).





**Los Angeles Unified School District  
Local District Central  
Operations Unit**

**TRAINING OF TRAINERS - BULLYING AND HAZING**

The Office of Inspector General's audit of the District's bullying efforts called for a comprehensive bullying training for principals and/or their designees for all schools. This is a **mandatory** training where participants will be informed of best practices in bullying prevention and response. Schools are asked to send up to 2 representatives to participate in a half-day Training of Trainers on the topic of Bullying and Hazing Prevention and Intervention. The ideal participants should be out of the classroom personnel (e.g. assistant principals, counselors, deans, psychiatric social workers) who can commit to providing trainings to their individual school site.

The training of trainers, participants will be able to:

- clearly define bullying and hazing
- recognize the different types of bullying
- speak knowledgeably about related legal considerations
- deliver engaging workshops on bullying and hazing to staff, parents and students
- provide consultation in specific incidents of alleged bullying and hazing
- identify and assess resources and implement appropriate strategies for preventing or responding to bullying and hazing

Two training sessions are being offered at:

Orthopaedic Medical Magnet  
300 W 23rd St  
Los Angeles, 90007

Thursday, November 2, 2017, 8:30 – 11:30 a.m.

Thursday, November 2, 2017, 12:30 – 3:30 p.m.

School/Work Site: \_\_\_\_\_

Participants Names	Title	Email	Preferred session		
			8:30	12:30	either
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To register, please complete this form with your contact information and return to Teri Landázuri

By: Friday, October 20, 2017 by 5:00 p.m., via email: [teresa.landazuri@lausd.net](mailto:teresa.landazuri@lausd.net)

For additional questions, please contact your Operations Coordinator or the Office of Human Relations, Diversity and Equity at (213) 241-5337.

Los Angeles Unified School District  
**Office of the Associate Superintendent, Support Services**  
Student Health and Human Services

**Schools may participate in Vision to Learn according to the following criteria:**

- VTL will only visit schools that have received prior approval from the School Principal. Schools that are interested in participating must submit a Principal Approval form (Refer to Attachment A).
- Schools must have a minimum of twenty (20) signed consent forms returned by students to have the VTL mobile vision clinic visit their site. Consent forms for services must be completed and received by the school prior to any students being served by the VTL program.
  - VTL Mobile Vision Services Consent and Release Forms were included in the Parent- Student Handbook. Schools should disseminate consent forms to all students that have failed their initial vision screening. (Refer to Attachment B).

**Student Health and Human Services and Vision to Learn Collaboration**

LAUSD Credentialed School Nurses and VTL staff will be working in collaboration to screen all students who are eligible for a referral to VTL.

District Nursing Services will be responsible for:

- Conducting vision screenings for students in mandated grades (Kindergarten, 2nd, 5th and 8th grades).
- District Nursing Services will provide VTL with a list of students who fail their vision screening.
- Students who already wear eyeglasses will be automatically referred to VTL for services.

**VTL will be responsible for:**

- Conducting vision screenings for students in non-mandated grades (mandated grades mentioned above).
- VTL staff will follow-up with parent(s)/guardian(s) of students who have failed the vision screening and have not returned a signed consent form.
- Students that require additional eye care for conditions beyond the scope the mobile clinic is able to offer will be provided a referral form. In addition, a VTL optometrist will contact the student's parent/guardian to explain the reason for the referral and encourage them to schedule a follow-up exam with an appropriate provider.
- The mobile clinic will return to the school approximately three weeks after the initial visit to distribute eyeglasses to students, provide written instructions on when and how to use eyeglasses and educate them on proper care and cleaning.
- Following the completion of school visits, VTL will provide the school administrator a Vision Services Confirmation Form indicating the names of students who were served and the types of services received.

**School Principal or school designee will be responsible for:**

- Ensuring that all tasks listed in the Principal or Designee Checklist to Receive Vision to Learn
- (VTL) Services are completed (Refer to Attachment C).
- Approval of the Vision Services Confirmation Form, confirming that the indicated names of students were served and the types of services received.

VTL will make every effort to ensure all students who have failed their vision screening and whose parents have consented to an exam are seen regardless of the number of consent forms received at a particular school site. All eyeglasses will be warrantied for one year and damaged or lost glasses will be replaced free of charge. Additionally, students are able to choose the design of their eyeglasses frame.

This partnership with VTL will assist students in accessing critical services to decrease barriers to learning. Having the opportunity to receive eyeglasses at no-cost is significant for many students and families.

If you have any questions and/or require additional information please contact Eileen Mitchell, Nursing Specialist with District's Nursing Services at (213) 202-7580.

## Vision to Learn Principal Approval Form

**Due by October 30, 2017**

School Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Administrator's Name: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

School Designee Name: \_\_\_\_\_

School Designee Title: \_\_\_\_\_

Are you interested in Vision to Learn conducting vision screenings/exams for students on your school campus and would you like to receive proposed dates for a mobile clinic visit?

☐ Yes, I am interested and would like to schedule a date/time for a mobile clinic visit.

☐ No, I am not interested in scheduling a mobile clinic visit.

Please return completed form to District Nursing Services:

Eileen Mitchell, Nursing Specialist

[Eileen.mitchell@lausd.net](mailto:Eileen.mitchell@lausd.net)

Office: (213) 202-7580

Fax: (213) 580-6557



**MOBILE VISION SERVICES  
CONSENT AND RELEASE FORM**

Dear Parent/Guardian,

Vision To Learn is a nonprofit that offers eye exams and glasses to kids at no cost. Vision To Learn will be bringing its mobile vision care clinic to your child's school to provide eye exams and glasses to children who need them. If you would like to give your child permission to participate in the Vision To Learn program, please complete and sign this form. Return the completed form to the school nurse.

There is no cost for your child to participate in the program.

**PLEASE PRINT OR TYPE:**

<b>REQUIRED:</b>	
Child's First Name:	Child's Last Name:
<input type="text"/>	<input type="text"/>
Child's Date of Birth: Month / Date / Year	Child's Gender (please check one):
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Parent/ Guardian First Name:	Parent/ Guardian Last Name:
<input type="text"/>	<input type="text"/>

**CONTACT INFORMATION:**

Street Address:	Unit/ Apt:	City:	State:	Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number:	Emergency Phone Number:	Email:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

**SCHOOL INFORMATION:**

Name of School:	Name of Teacher:
<input type="text"/>	<input type="text"/>
Grade:	Classroom:
<input type="text"/>	<input type="text"/>

**INSURANCE INFORMATION:****OPTIONAL:**

<input type="checkbox"/> Child Has Medi-Cal	
Provider (circle one): L.A. CARE HEALTHNET	I.D. Number:
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Child Has Private Insurance	
Provider:	I.D. Number:
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Child Is Uninsured	

By signing this form, I agree to allow my child to receive vision care services through Vision To Learn's mobile vision clinic. I acknowledge that I have the right to refuse any services provided by Vision To Learn but that I am choosing voluntarily for my child to receive vision services. I understand that receiving vision services through Vision To Learn's mobile vision clinic will not disqualify me from accessing services for vision care through my insurance. I agree that I am waiving any and all claims against the school of which my child is a participant that may arise from my child's participation in the Vision To Learn program. My signature shows that I have read and understood this voluntary Consent and Release and I agree to its provisions.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Vision To Learn  
Focus on the Future

Principal or Designee Checklist to Receive Vision To Learn (VTL) Services



- ☐ Sign and submit the Vision to Learn Principal Approval Form and designate a point person for your school. Return the form to District Nursing Services, Eileen Mitchell, Nursing Specialist.
- ☐ Once form is submitted, VTL will contact school designee to schedule our visit.
- ☐ School Designee will ensure consent forms are distributed and collected from students who currently wear glasses or do not pass a vision screening.
- ☐ School Designee will work with VTL to collect the return consent forms two weeks prior to VTL mobile clinic exam.
- ☐ School Designee coordinates VTL visit including parking and power needs for mobile clinic.
- ☐ VTL works with school designee to schedule eyeglasses distribution date.
- ☐ Principal or designee signs vision services confirmation form after glasses are dispensed.



Thank You!



Office of Environmental Health and Safety  
333 South Beaudry Avenue, 21<sup>th</sup> Floor  
Los Angeles, CA 90017  
(213) 241-3199



# SAFETY ALERT

No. 17-03

Preventing Strain and Sprain Injuries

September 2017

LAUSD is committed to providing our employees a safe and healthy work environment. Our goal is to ensure everyone returns home safely to his or her loved ones. Sprains and strains present a hazard not only to District workers but workers nationwide. The U.S. Bureau of Labor Statistics has found "Sprains and Strains" to be the number one cause of non-fatal work place injuries in the United States. In fiscal year 2016-17, 32% of all Occupational Safety and Health Administration (OSHA) recordable employee injuries at LAUSD involved strains or sprains resulting in over 1,000 injured employees. In the past 4 years, sprains & strains has consistently been in the top 3 causes of employee injuries.

Although sprains or strains can be perceived as minor injuries, recovery times, days away from work and medical costs add up quickly. Last year, incurred costs associated with these injuries cost LAUSD over \$13 million. This cost does not include productivity loss associated with the absence of injured employees, or time and effort put into looking for and training interim replacement employees.

By evaluating and recognizing the contributing factors of these types of injuries, the number of accidents can be significantly reduced. Work practices, personal habits and lifestyle all play a part in the likelihood of being injured. Risk factors for injury include ergonomic and individual aspects.

## Ergonomic Risk Factors that Can Result in Sprains & Strains

Risk Factor & Definition	Examples
Static Postures - Standing or sitting for long periods of time	<i>Office worker:</i> Performing most of their tasks at their desk without taking breaks to stretch.
Awkward Posture - Overreaching or twisting	<i>Cafeteria worker:</i> Reaching over their shoulders to pick up items off the shelf.
Excessive Force - Pushing, pulling or carrying items that are too heavy	<i>Teacher:</i> Moving a heavy box of paper while reorganizing their room.
Repetitive Motions - Frequent bending, lifting or typing	<i>Buildings and Grounds Worker:</i> After lunch, emptying out all the school's trash bags into the dumpster.

## Individual Risk Factors

- |   |  |
|---|--|
| ▪ Not enough sleep or rest              | ▪ Lack of exercise                         |
| ▪ Poor nutrition and insufficient water | ▪ Not recognizing early signs of an injury |

## What Can I Do to Prevent Injury?

Managers should encourage employees to incorporate stretching exercises, such as those listed on the next page, before their shift and throughout the day. Stretching can make a difference in your personal health by increasing muscle flexibility and circulation.

## Which Stretches Can Help Prevent Sprains & Strains?

The following stretches can increase muscle flexibility, improve circulation and your posture!



### SHOULDER STRETCH

Raise your arm over & behind your head with elbow bent grasp your elbow with other hand & pull gently until a stretch is felt. Hold for 10 seconds. Repeat on opposite side.



### LEG SPLIT

Stand with feet as wide apart as possible. Place hands on your hips. Shift hips to the left. Hold the stretch for 10 seconds. Repeat on opposite side.



### UPPER BACK STRETCH

Bring your left arm across in front of your body. Hold elbow with your opposite arm. Gently pull across your chest until a stretch is felt in your back. Hold for 10 seconds. Repeat on opposite side.



### BACK ARCHES

Stand with feet shoulder distance apart. Put your hands on your lower back. Arch your back backwards. Hold the stretch for 10 seconds. This stretch can be done standing or sitting on the edge of your chair.



### EAR TO SHOULDER

Gently grasp right side of head while reaching behind with other your other hand. Tilt head away until a gentle stretch is felt long the left side of your neck & left shoulder. Hold for 10 seconds. Repeat on the left side.



### CALF STRETCH

Face a wall & stand 12 inches away from it. Extend one leg behind you, keeping both feet flat on the floor. Keep your back leg straight. Lean towards the wall until you feel a stretch in the calf of the extended leg. Repeat on opposite side.



### ROLL FORWARD & BACKWARD

Start off with your arms relaxed at your sides. Then lift & roll shoulders forward in a circular motion for 10 seconds. Repeat by rolling shoulders backwards.



### CHIN TUCK

Keep your head straight & tuck your chin into your neck. Hold for 5 seconds.



### STANDING QUAD STRETCH

Stand & hold on to a stable object for balance. Grasp your ankle from behind. Pull ankle towards buttocks until you feel a stretch. Hold for 10 seconds. Repeat on opposite side.



### SEATED STRETCH

Sit on a chair & cross arms over your abdomen. Slowly bend neck down & lean forward. Keep elbows straight & try to reach the floor. Hold for 10 seconds.

**\*\*Caution must be taken if you have existing conditions. Please consult with your medical doctor prior to performing any of these stretches.**