



Believe ♦ Behave ♦ Become

Calendar Dates

Safe School Plan Drop-in Session	9/25
Assistant Principals Meeting	9/27
Safe Passages	9/28
After the Bell	9/28
Operation School Bell on Wheels	9/29

What's Due

E-CAR 2017 Deadline	9/29
Grace period for free meals at pricing schools ends	9/27
Online School Self Review Checklist for Student with Disabilities	9/29
Child Abuse Awareness Training	9/29
Reclassification Designee Survey—Grades 6-12	9/30
More Than a Meal Applications	10/26

Friday Operation's Brief

LD Central - Disaster-Ready

Images of children in Mexico pulled out from under the rubble of their school after this week's earthquake reminded all school educators across our District of the importance of being disaster ready. As school leaders are finalizing their Safe School Plan for the October 2nd deadline, it is highly encouraged that supplies in the school emergency bin are inventoried, checked for expiration dates, etc. Most importantly, please ensure that your water supply is up to date and tagged with date of next water change. This year the *Fall Semester Shakeout Earthquake Emergency Exercise*

will be held October 19, 2017 at 10:15 a.m. Schools may choose a different date and time within that week to hold the drill. The Reference Guide is available on the [LAUSD Emergency Documents](#) page of the Emergency Services website.

The **2017 Fall Semester Radio Test** conducted in conjunction with districtwide emergency drills will take place on **Tuesday, October 17, 2017, beginning at 10:00 a.m.** The updated [Emergency Radio Communication Tree](#) is available. A communications test of all District employee and parent/guardian phone numbers will also be conducted that day via Blackboard Connect. Please calendar these drills.

In addition, schools should have a record of all their emergency drills. Both the Fire Department and the Office of Environmental Health and Safety audit and issue citations to schools for failure to comply with the mandated drill schedule. Schools can follow the reference guide, "Emergency Drills and Procedures," and use the [Emergency Drill Data Worksheet](#) to record their drill activity. The worksheet can then be used to enter data on the [LAUSD Post-Emergency Drill Survey](#) website.



After the Bell: Building Capacity on Attendance Monitoring

This special After the Bell session is designed for school leaders to attend with their school team: PSA, SAA, Dean, Community Rep, Categorical Coordinators, teachers, etc. to build upon practices around monitoring student attendance. Participants will identify targeted populations and obtain resources to improve student attendance rates at their schools. This month's training will be at Rosemont ES on Thursday, September 28, 2017 from 3:15 am–4:45. Please see attached flyer for more information (Attachment 1).



Safe Passages

Safe Passages addresses safety concerns around the immediate perimeter of the school, specifically an hour before and after school. **Your** active involvement is important in continuing the effective collaboration with LAPD, LASPD, and other community stakeholders, including city council members' offices.

Please refer to the attachment for all of this month's Safe Passages meetings (Attachment 2). If you have any questions or concerns, please feel free to contact Ricardo L. Lopez at (213) 241-0167. We look forward to seeing you there.

Friday Operation's Brief

Page 2



What are you doing for Attendance Awareness Month?

As Attendance Awareness Month continues, we would like schools to share their *attendance* promotional, informational and/or celebratory events with the Local District by sending pictures of your event (s) with a *brief* paragraph describing your events and your pictures may be included in the next Operations Brief. Send your pictures to Mario Vega (mvega@lausd.net).

Attendance Submittal: August 15 through September 15

77 Local District Central schools have a 100% cumulative attendance submittal rate, from August 15 through September 15; 92 schools are still below the 100% submittal rate goal.



School
10th Street Elementary
20th Street Elementary
24th Street Elementary
28th Street Elementary
28th Street Elementary
Aldama Elementary
Aldama Elementary
Allesandro Elementary
Ascot Avenue Elementary
Atwater Avenue Elementary
Aurora Elementary
Buchanan Street Elementary
Bushnell Way Elementary
Cahuenga Elementary
Clifford Elementary
Delevan Drive Elementary
Dolores Huerta Elementary School
Dorris Place Elementary
Jones Primary Center
Lee Elementary Med Mag
Alexander Jr Science Center School
Eagle Rock Elementary
Roybal Learning Center
Elysian Heights Elementary
Esperanza Elementary
Estrella Elementary

School
Frank Del Olmo Elementary
Lanterman High School
Franklin Elementary
Garvanza Elementary
Glassell Park Elementary
Glenfeliz Boulevard Elementary
Gratts AYS
Hobart Boulevard Elementary
Hooper Avenue Elementary
Hooper Avenue Primary Center
Hoover Street Elementary
Mack Elementary
Lafayette Park Primary Center
Lake Street Primary School
Weemes Elementary
Politi Elementary
Lexington Avenue Primary Center
Logan Academy of Global Ecology
Los Angeles Elementary
Los Feliz Elementary
Burbank Middle School
Main Street Elementary
Maple Primary Center
LaMotte Elementary
Mariposa-Nabi Primary Center

School
King Jr Elementary
Mayberry Street Elementary
Menlo Avenue Elementary
Micheltorena Street Elementary
Monte Vista Street Elementary
Nava College Preparatory Academy
Normandie Elementary
Norwood Street Elementary
Olympic Primary Center
Jones Elementary
RFK - Ambdsr Gbl Education
RFK - Global Education
RFK - LA HS of the Arts
Lizarraga Elementary
Riordan Primary Center
Rosemont Avenue Elementary
Castro Middle School
Ride Elementary: A Smart Academy
San Pedro Street Elementary
Sotomayor LC - LA River School
Salvin Special Education Center
Toland Way Elementary
Trinity Street Elementary
Vermont Avenue Elementary
Yorkdale Elementary

2016-17 District Attendance Target: 73% of Students attending 96% or Higher

School Name	96% and Above YTD
DBM	86.9%
Esperanza ES	83.7%
Kim Academy	83.5%
Cahuenga ES	83.5%
Castelar ES	83.0%
Lee ES	82.2%
Virgil MS	82.2%
Franklin HS	81.6%
Adams MS	81.2%
Hobart ES	80.1%
King ES	79.7%
Orthopaedic HS	79.3%
Franklin ES	78.5%
Hoover ES	78.5%

School Name	96% and Above YTD
MacArthur Park	78.3%
Ivanhoe ES	77.8%
Clinton MS	77.8%
10th Street ES	77.7%
Jones ES	77.7%
32nd St USC Mag	77.5%
Arroyo Seco Mus/	77.5%
Liechty MS	77.1%
Union ES	77.1%
White ES	76.6%
Kim ES	76.4%
West Vernon ES	75.9%
28th St ES	75.6%

School Name	96% and Above YTD
Castro MS	75.5%
Delevan Dr ES	75.5%
Gratts LA For YS	75.4%
NAVA-Schl of Bus&Tech	75.4%
San Pedro ES	75.1%
Del Olmo ES	75.0%
Berendo MS	74.5%
Politi ES	73.9%
Monte Vista ES	73.9%
RFK Amb Glbal Ed	73.7%
Toland Way ES	73.7%
RFK UCLA Comm Schl	73.6%
Burbank MS	73.0%

40 Local District Central schools met or exceeded the 73% target; 39 schools improved their attendance from the 2015-16 school year.

2016-17 District Chronic Absence Target: 11% or Lower

School Name	91% and lower YTD
Franklin ES	3.4%
DBM	3.9%
White ES	4.7%
Cahuenga ES	5.0%
Ivanhoe ES	5.0%
Esperanza ES	5.7%
Arroyo Seco	5.8%
Jones ES	6.2%
Clifford ES	6.7%
Kim Academy	6.8%
Orthopaedic HS	7.0%
King MS	7.2%
Franklin HS	7.3%
Monte Vista ES	7.6%
Castelar ES	7.6%

School Name	91% and lower YTD
Lee ES	7.6%
Hobart ES	7.7%
Delevan ES	7.7%
32nd St USC Per Arts	8.0%
Dahlia Heights ES	8.3%
MacArthur Park ES	8.3%
Los Feliz STEMM	8.6%
Virgil MS	8.6%
San Pedro ES	8.6%
Del Olmo ES	8.6%
Adams MS	8.7%
Eagle Rock ES	8.7%
10th St	8.9%
Kim ES	9.0%
Toland Way ES	9.1%

School Name	91% and lower YTD
Mt. Washington ES	9.3%
Studio School	9.7%
West Vernon ES	9.7%
Clinton MS	9.7%
Hoover ES	9.8%
49th St ES	9.8%
Liechty MS	9.9%
Allesandro ES	10.0%
Union ES	10.2%
Politi ES	10.3%
Huerta ES	10.4%
Nava—Schl of B & T	10.6%
Micheltorena ES	10.6%
RFK Amb Global Ed	10.6%
28th St ES	10.7%

45 Local District schools met the 11% target; 44 schools improved their chronic absence rate from 2015-16 by decreasing their chronic absence rate.

Learning Communities for School Success Program Grant: LAUSD School Mental Health and the Youth Policy Institute (YPI) Collaboration

School Mental Health, under the Division of Student Health and Human Services (SHHS), has partnered with the Youth Policy Institute (YPI) under the Learning Communities for School Success Program (LCSSP) Grant. The proposal focused on building upon existing efforts to establish Trauma Informed Schools at designated school sites. Additionally, the Community Schools framework was identified explicitly in LCSSP statutory language as a key element. YPI has nearly a decade of experience operating Community Schools in Los Angeles. Therefore, the proposal is to implement an evidence-based, non-punitive two-pronged approach at 21 selected LAUSD schools. The first part of the approach, Road to Wellness, will be led by LAUSD Psychiatric Social Workers (PSWs) in LD Central, LD Northeast and LD West to:

- Develop Trauma Informed Schools through assessment, training and building the capacity of school staff, teachers and afterschool programs to better support and provide protective factors to support the large proportions of students who have been exposed to violence or trauma;
- Conduct Resiliency Check In screenings of targeted students to identify those in need of additional supports and ensure access to counseling services, either directly or through partnership referrals; and
- Implement the evidence-based Resilience Classroom Curriculum for targeted students to help them develop coping skills and increase resilience.

For LD Central, PSW Teresa Temores will serve as a Resilient Schools Community Consultant to support the following schools identified in the three year grant:

- Miguel Contreras Learning Complex
- Berendo Middle School
- Virgil Middle School
- Lockwood Elementary School
- Alexandria Avenue Elementary School

For more information, please contact Maria Chua, LD Central School Mental Health Coordinator at maria.chua@lausd.net or Teresa Temores, Resilient Schools Community Consultant at teresa.temores@lausd.net.

Chemical Safety Coordinator Training Fall 2017

The schedule for the Fall 2017 Chemical Safety Coordinator (CSC) Meetings is posted on the OEHS website. See attached schedule and bulletin (Attachment 3).

If your CSC has not scheduled their appointment letter for the 2017-2018 school year, they can do so online at csc@lausd-oehs.org or they can fax the letter to (213) 241-6816.

Should you have any questions, contact the OEHS Call Center at (213) 241-3199.



Operation School Bell on Wheels is a service of the Assistance League of Los Angeles. They provide at risk and underserved children with new clothing for school – backpack, sneakers, socks, underwear, white polos, uniform bottoms, jacket, grooming supplies, and a book. This year Operation School Bell on Wheels will dress our students at Los Angeles Elementary School on Friday, September 29, 2017.

Operation School Bell on Wheels (OSBOW) program still has slots available. Please email only Attachment F as soon as possible or no later than Monday, September 25, 2017.

Should you have any questions, please contact Ricardo L. Lopez, LD Central Organization Facilitator at (213) 241-0137.



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.



The online School Calendar survey for employees is now activated and will be available through September 29, 2017 at <https://2017schoolcalendar.survey.lausd.net/employees>.

Employees with children enrolled in LAUSD schools may complete two surveys: one as an employee (online option only) and a separate one as a parent (paper or online option). Please refer to the survey packet sent home with students on September 18th for more information about the parent survey process.

What are Affective Statements?

They are often described as personal expressions of feelings in response to others' positive or negative behaviors. The idea is for teachers to connect students with how their behavior is "affecting" or impacting self or others. "Using affective statements helps us to specify the behavior that a student is exhibiting and encourage or discourage that behavior while improving or maintaining the relationship between the teacher and student."



Examples of Affective Statements – Simple and Complex statements

Shawn is talking while you are giving the class directions on an important assignment.

Simple	I feel frustrated that not everyone is listening
Complex	When I hear you talking at the same time as I am talking, I feel frustrated because I would like to be heard. Would you be willing to raise your hand when you want to talk?

Lee turns in a homework assignment for the first time this grading period.

Simple	I am so happy you turned in you assignment
Complex	When you turn in you assignment I feel like I am really helping you learn. whatever I can do to help you continue turning in work just tell ask.



2017 Drop-In Workshop Schedule

E-CAR 2017 Drop-in Assisted Preparation Workshops are designed to provide you with expert, step-by-step assistance as you log-in to E-CAR, review and update your school's classroom inventory information, finalize your school's E-CAR application, and review your school's provisional E-CAR report. A team of E-CAR expert staff will be on hand to answer all your questions and help you every step of the way.

>> Please take the E-CAR online training class on LAUSD's Learning Zone and review E-CAR's pre-requisite Reference Documents at www.laschools.org/ecar BEFORE you attend a drop-in workshop!<< There are only a few sessions left:

Date	Time	Location	Address
Tue, Sept 26	8:30–4:30pm	Soto Rivera Training Lab, 1st Floor	2151 N. Soto St, LA 90032
Wed, Sept 27	8:30–4:30pm	Beaudry Admin Offices, 29th Fl, RM 132	333 S. Beaudry Ave, LA 90017
Thur, Sept 28	8:30–4:30pm	Soto Rivera Training Lab, 1st Floor	2151 N. Soto St, LA 90032

Due Date: September 29, 2017

More than a Meal

For Household Income Forms, questions, or assistance contact Maria Martinez at m.s.martinez@lausd.net or 213-241-1919.



On-Line Child Abuse Training
Due: September 29, 2017

The on-line Child Abuse training **must be completed by ALL staff by September 29, 2017.** 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.

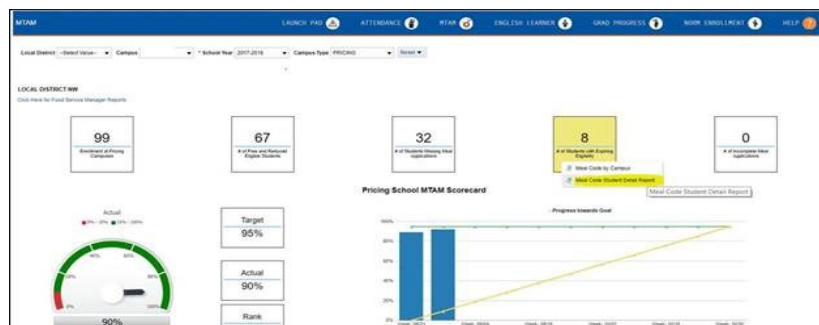
MTAM: End of Students' Grace Period - Meal Eligibility Notification

It is important that you are aware of the potential change in some of your students' meal price eligibility.

Students who had a free or reduced price meal eligibility in 2016-17 but have not submitted a meal application in 2017-18 **will be charged the full meal price on September 28, 2017.** Meal Applications for these students need to be submitted and processed no later than September 27, 2017.

Click the following link to obtain a list of students at your school with an expiring eligibility and please encourage the parent / guarding to submit an application. <https://misadhoc.lausd.net/analytics/saw.dll?Dashboard>

How to Access Your Expiring Eligibility Report. Once you get to the MTAM Dashboard, click on the yellow box that says “# of Students with Expiring Eligibility,” then select the “meal code student detail report” to view a list of those students at your school.



Due to processing time, **it is recommend that Meal Applications for this group of students be submitted as soon as possible.** As we move closer to the expiration date, the volume of application submissions may increase the processing time and result in a gap in eligibility.

Area Food Service Supervisors are also being provided the list as a resource in their work supporting Pricing schools with collection efforts.

Thank you, again, for your great support for all you do on behalf of the students of L.A. Unified. If you have any questions, please contact Manish Singh at 213-241-2983.

Staff Relations Reminder

School administrators are encouraged to contact their assigned Staff Relations Field Director should they have teachers that may receive a Below Standard Evaluation (BSE) this year. By this time, these teachers should have received at least one conference memorandum based on instructional observations. At the time of the required Mid-Year warning, it is highly recommended that two conference memos have been issued to specify concerns and recommendations for improvement.

Schools should identify their lowest performing teachers in each grade level or department and document the support, assistance, and guidance that administration provides throughout the year.





LOS ANGELES UNIFIED SCHOOL DISTRICT
Local District Central
Operations Unit

Reminder

After the Bell

Building Capacity on Attendance Monitoring

This special After the Bell session is designed for school leaders to attend with their school team: PSA, SAA, Dean, Community Rep, Categorical Coordinators, teachers, etc. to build upon practices around monitoring student attendance. Participants will identify targeted populations and obtain resources to improve student attendance rates at their schools.

Your attendance is highly recommended!

Thursday, September 28, 2017

3:15 – 4:45 pm

Rosemont ES
Auditorium
421 N Rosemont Ave
Los Angeles, 90026

To RSVP, please call Beatriz Campos at (213) 241-0167 or email her at
bx2865@lausd.net.



Local District Central Operations Unit



Safe Passages Newton Division

- Date:** September 28, 2017
- Time:** 9:00 am — 10:00 am
- Location:** Newton Police Station
Community Room
3400 Central Ave.
Los Angeles, CA 90011
- Parking:** Available at the station or street parking

Purpose: To prevent the victimization for students traveling to and from school in gang territories within the immediate perimeter of the campus, and at bus stops (primarily one hour before and after school)

Who Should Attend: School Administrators, Community Representatives, Deans, Restorative Justice Advisers, Psychiatric Social Workers, Pupil Services, and Attendance Coordinators

Come and Meet Representatives from your community.

**** If you have information to share, please bring at least 30 copies.**



Local District Central Operations Unit



Safe Passages Northeast Division

Date: September 28, 2017

Time: 10:00 am — 11:00 am

Location: Hathaway-Sycamores Family
Resource Center
Multi-Purpose Room
840 N. Avenue 66
Los Angeles, CA 90042

Parking: Parking Located on street and inside
police station

Purpose: To prevent the victimization for students traveling to and from school in gang territories within the immediate perimeter of the campus, and at bus stops (primarily one hour before and after school)

Who Should Attend: School Administrators, Community Representatives, Deans, Restorative Justice Advisers, Psychiatric Social Workers, Pupil Services, and Attendance Coordinators

Come and Meet Representatives from your community.

****** If you have information to share, please bring at least 30 copies.



Local District Central Operations Unit



Safe Passages Olympic Division

Date: September 28, 2017

Time: 11:00 am — 12:00 pm

Location: Olympic Police Station
Community Room
1130 S. Vermont Ave.
Los Angeles, CA 90006

Parking: Available at the station or street
parking

Purpose: To prevent the victimization for students traveling to and from school in gang territories within the immediate perimeter of the campus, and at bus stops (primarily one hour before and after school)

Who Should Attend: School Administrators, Community Representatives, Deans, Restorative Justice Advisers, Psychiatric Social Workers, Pupil Services, and Attendance Coordinators

Come and Meet Representatives from your community.

**** If you have information to share, please bring at least 30 copies.**



Local District Central Operations Unit



Safe Passages Rampart Division

Date: September 28, 2017
Time: 11:00 am — 12:00 pm
Location: Prosperity Center
LTN Room
303 S. Loma Dr.
Los Angeles, CA 90017
Parking: Parking Located on 3rd Street

Purpose: To prevent the victimization for students traveling to and from school in gang territories within the immediate perimeter of the campus, and at bus stops (primarily one hour before and after school)

Who Should Attend: School Administrators, Community Representatives, Deans, Restorative Justice Advisers, Psychiatric Social Workers, Pupil Services, and Attendance Coordinators

Come and Meet Representatives from your community.

**** If you have information to share, please bring at least 30 copies.**

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Site Administrators
Chemical Safety Coordinators

DATE: September 13, 2017

FROM: Robert Laughton, Director 
Office of Environmental Health and Safety

SUBJECT: CHEMICAL SAFETY COORDINATOR TRAINING

Administrators at secondary schools where the school curriculum includes chemistry or science laboratory classes are required to appoint a Chemical Safety Coordinator (CSC). The CSC must be a certificated employee, preferably a science/chemistry teacher. All CSCs are required to attend two mandatory training sessions each fiscal year and complete all required duties outlined in REF- 1563.4 in order to qualify for the stipend payment.

The CSC Appointment Letter (Attachment A to Reference Guide 1563.4) is due to OEHS every year by August 31st. The CSC training dates for the 1st semester of Fiscal Year 2017-18 are listed below. All meeting times will be from 4:00 p.m. to 5:15 p.m. It is not necessary to register in advance. To validate attendance, attendees must sign the attendance sheet.

If you are required to appoint a CSC and you have not done so, please complete the attached Chemical Safety Coordinator Appointment Form and send via e-mail or fax as soon as possible to the Office of Environmental Health and Safety (OEHS) at csc@lausd-oehs.org or (213) 241-6816. CSC's receive a stipend of \$ 637 per semester. For additional information on the program, please review [REF-1563.4, Chemical Safety Coordinators](#).

All Meeting Times: 4:00 p.m. to 5:15 p.m.

<p style="text-align:center">West <u>Wednesday, October 11, 2017</u></p> <p style="text-align:center">Wright Middle School (Library) 6550 W. 80th Street Los Angeles, CA 90045</p>	<p style="text-align:center">South <u>Thursday, October 19, 2017</u></p> <p style="text-align:center">Gardena High School (Social Hall) 1301 W. 182nd Street Gardena, CA 90248</p>
<p style="text-align:center">North <u>Thursday, October 12, 2017</u></p> <p style="text-align:center">Monroe High School (Courtroom) 9229 Haskell Avenue North Hills, CA 91343</p>	<p style="text-align:center">Central & East <u>Thursday, October 26, 2017</u></p> <p style="text-align:center">Maintenance & Operations Area C3 (2nd Floor Training Room) 1240 Naomi Avenue Los Angeles, CA 90021</p>

Please call OEHS at (213) 241-3199 if you have any questions.

c: Jennifer Flores
Patty Filous
Pauline Garzon
Graciela Merchan
Brad Smith

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

CHEMICAL SAFETY COORDINATOR APPOINTMENT

Each school with a science or chemistry laboratory is required to have a trained member of the professional staff designated as Chemical Safety Coordinator (CSC). The CSC is responsible for the safe use, storage, and disposal of chemicals, the maintenance of an annual chemical inventory, and the training of school staff on the subject of chemical safety.

Please complete this form and return to the Office of Environmental Health and Safety by **August 31st of each year.**

School Name: _____ Date: _____

The Chemical Safety Coordinator appointed for the fiscal year beginning July 1 and ending June 30 of the following year is: *

_____/Employee #:

The Chemical Safety Coordinator's telephone number is: _____

The Chemical Safety Coordinator's e-mail address is: _____

Site Administrator

Mail to: Office of Environmental Health and Safety
333 South Beaudry Avenue, 21st Floor
Los Angeles, CA 90017

E-mail to: CSC@lausd-oehs.org

Fax to: (213) 241-6816

If you have any questions regarding this matter, please contact OEHS at (213) 241-3199.

* If more than one CSC, complete two forms and indicate track/semester of coverage.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Chemical Safety Coordinators

NUMBER: REF-1563.4

ISSUER: Thelma Meléndez de Santa Ana, Ph.D.
Chief Executive Officer
Office of Educational Services

Robert Laughton, Director
Office of Environmental Health and Safety

ROUTING

All Secondary Schools
All Regional Occupational Centers
All Skills Centers
All Educational Service Centers
Adult and Career Education Division
All Science Centers

DATE: September 26, 2016

PURPOSE: The purpose of this Reference Guide is to provide information on the appointment of a Chemical Safety Coordinator (CSC).

MAJOR CHANGES: This Reference Guide replaces REF-1563.3, *Chemical Safety Coordinators*, July 7, 2014 to update the Reference Guide to reflect current program requirements, including due dates, updated links, and Attachment F, *Funding Information for CSC Stipend Payment*.

INSTRUCTIONS: I. SELECTION OF CHEMICAL SAFETY COORDINATORS

Site Administrators at secondary and middle schools with science or chemistry laboratories are required to appoint a Chemical Safety Coordinator (CSC) from onsite Certificated staff. Responsibilities of the CSC include:

- assisting the Site Administrator in complying with hazardous material management,
- conducting employee trainings, and
- establishing a laboratory safety protocol.

For performing these responsibilities, the CSC receives a supplemental assignment differential, as indicated in Section IV below.

The Site Administrator must select a CSC who is a Certificated staff member, preferably a science teacher or faculty member with a background in chemistry. The CSC should also have the ability to train and effectively communicate with staff about the hazardous properties of chemicals used at the school.

The Site Administrator and designated CSC must complete and return *Attachment A, "Chemical Safety Coordinator Appointment"* to the Office of Environmental Health and Safety (OEHS) by August 31st of each year, and *Attachment B,*



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

"*Chemical Safety Coordinator Activity Checklist*" to OEHS by May 31st of each year.

II. DUTIES OF CHEMICAL SAFETY COORDINATORS

In order to maintain a safe environment for students and staff, and ensure compliance with applicable regulations, the CSC is required to:

- Attend two training meetings (after school hours) conducted by OEHS during the school year on the subject of chemical safety. These two trainings are completely different from one another and require different training materials and a different PowerPoint presentation.
- Provide yearly training on the *Hazard Communication Standard* to all school staff, and on the *Chemical Hygiene and Safety Plan* to Science Department staff. Each of these two trainings requires separate sign-in sheets. The type of training provided needs to be clearly marked on the sign-in sheets. The Site Administrator signature is also required on the trainings sign-in sheets. Document all trainings and maintain all records on site for at least five (5) years. Submit copies of *Attachment C, "Health and Safety Training Form"* to OEHS for each training, due March 31st.
- Conduct yearly inventory of all chemicals stored in each school building and chemical storage rooms. Determine chemical usage, arrange for removal and proper disposal of outdated chemicals. Inventory information should include: chemical name, quantity, hazard information, and storage location. If desired, computer software may be used for keeping the inventory. Inventory and chemical order records are to be maintained by the CSC, Site Administrator, or Science Department Chairperson, with a copy sent to OEHS by April 30th. CSCs may use the *LAUSD Approved Chemical Inventory List* at <http://achieve.lausd.net/Page/3987> to document their inventory.
- Maintain Safety Data Sheets. A Safety Data Sheet (SDS) is a written document that outlines information and procedures for handling and working with a chemical product and contains physical and chemical property information, potential hazard information, emergency procedures, and manufacturer contact information. An SDS must be kept for any chemical kept on site or documented on the inventory. These do not need to be sent to OEHS. SDSs are available electronically on the OEHS website, accessible through the LAUSD.net homepage. SDSs are required to be presented in a consistent 16-section format and must provide detailed health and safety information and precautions for handling, storing and transporting hazardous substances, including emergency and first aid procedures.
- Conduct monthly inspections of chemical/hazardous waste storage areas and arrange for removal and proper disposal of outdated chemicals. Submit



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Attachment D, "Monthly Check List for Safe Handling and Storage of Chemicals" to OEHS every month. OEHS must receive documentation of the monthly inspections August through May for schools on traditional calendars. Schools on non-traditional calendars must submit monthly checklist during months of operations. Aggregate submissions of monthly checklists for multiple months are not acceptable.

- Maintain required documents and training records. All required documents for the Chemical Safety Coordinator Program shall be submitted to OEHS by e-mailing them to csc@lausd-oehs.org.
- Assist in responding to emergencies as detailed in *Safe School Plan, Volume 2 – Emergency Procedures*, for a release or threatened release of hazardous materials at or near the school.
- Review the California Department of Education [Science Safety Handbook for California Public Schools \(*.pdf\)](#) to assist science teachers, administrators, and other school staff members in providing safe practices and information related to chemical hazards.
- Refer to *Attachment E, "Summary of the Required Activities"* for a list of the required activities and due dates to ensure compliance.

III. TRAINING OF CHEMICAL SAFETY COORDINATORS

OEHS will provide training and information to CSCs. Two mandatory training sessions are held annually, one in October and the other March, of every school year at various locations throughout the District. CSCs are required to attend both sessions, which are held from 3:30 p.m. to 5:30 p.m. The scheduled training dates and locations are e-mailed to CSCs and the Site Administrators are notified by a memorandum posted in InsideLAUSD. In addition, the training dates are also made available on the OEHS website at <http://achieve.lausd.net/Page/4263>. Non-attendance to these meetings results in non-payment of the stipend. CSCs are required to sign the attendance sheet as proof of attendance.

IV. PAYMENTS TO CHEMICAL SAFETY COORDINATORS

After completion of all responsibilities, including attendance at all required training sessions, OEHS will provide an approval letter for the stipend payment with the funding information to the Site Administrative Assistant (SAA) for time reporting (See Attachment F). CSCs will be compensated with a supplemental assignment differential of maximum \$637 per semester. Multi-track schools are authorized a 20 percent additional payment for 12-month coverage, and payments may be allocated among more than one CSC if more than one person serves in that capacity to provide year-round coverage. For general guidelines and requirements regarding payments to CSCs, refer to REF-1802.12, *Time Reporting Instructions*



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

for Lump Sum Payment of Differentials, or the most current version issued by the Accounting and Disbursements Division.

RELATED RESOURCES:

Information on the CSC program including the "*LAUSD Approved Chemical Inventory List*" may be downloaded from the OEHS website at <http://achieve.lausd.net/Page/3987>.

Applicable code includes:

- Education Code, Section 49340 et seq., Hazardous Materials Education: Recognizes the need for educators to increase the awareness of persons dealing with hazardous materials to minimize dangers.
- Education Code, Section 49411, Removal of Chemicals: Requires periodic removal and disposal of all chemicals whose estimated shelf life has elapsed.
- California Code of Regulations, Title 8, General Industry Safety Orders, Section 5191, Occupational Exposure to Hazardous Chemicals in Laboratories; Chemical Hygiene Plan: Requires employers to minimize employee exposure to hazardous chemicals, by means of a chemical hygiene plan.
- California Code of Regulations, Title 8, General Industry Safety Orders, Section 5194, Hazard Communication; Material Safety Data Sheets: Requires the maintenance of a hazard communication program to provide information to employees on the hazardous substances to which they may be exposed.
- Health and Safety Code, Chapter 6.95, Section 25500 et seq., Hazardous Materials Release Response Plans and Inventory: Requires an annual inventory of chemicals and a business plan for release or threatened release of hazardous materials.

ASSISTANCE:

For assistance or additional information, please contact the Office of Environmental Health and Safety at (213) 241-3199 or email csc@lausd-oehs.org or visit the website at <http://achieve.lausd.net/oehs>.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.4

ATTACHMENT A

CHEMICAL SAFETY COORDINATOR APPOINTMENT

Each school with a science or chemistry laboratory is required to have a trained member of the professional staff designated as Chemical Safety Coordinator (CSC). The CSC is responsible for the safe use, storage, and disposal of chemicals, the maintenance of an annual chemical inventory, and the training of school staff on the subject of chemical safety.

Please complete this form and return to the Office of Environmental Health and Safety by **August 31st of each year.**

School Name: _____ Date: _____

The Chemical Safety Coordinator appointed for the fiscal year beginning July 1 and ending June 30 of the following year is: *

_____/Employee #: _____

The Chemical Safety Coordinator's telephone number is: _____

The Chemical Safety Coordinator's e-mail address is: _____

Site Administrator

Mail to: Office of Environmental Health and Safety
333 South Beaudry Avenue, 21st Floor
Los Angeles, CA 90017

E-mail to: CSC@lausd-oehs.org

Fax to: (213) 241-6816

If you have any questions regarding this matter, please contact OEHS at (213) 241-3199.

* If more than one CSC, complete two forms and indicate track/semester of coverage.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.4

ATTACHMENT B

CHEMICAL SAFETY COORDINATOR ACTIVITY CHECKLIST

REQUIRED ACTIVITIES FOR THE FISCAL YEAR	DATE DUE	DATE COMPLETED
Inspect chemical storage rooms, submit annual chemical inventory list to OEHS and arrange for pick-up of outdated chemicals. Time Spent Inventorying Science Chemicals: _____ Hours Time Spent Arranging for Science Chemical Removals/Pick-ups: _____ Hours	April	
Conduct monthly inspection of chemical/hazardous waste storage areas for housekeeping, chemical storage compatibility and request chemical waste pick-up (e.g. auto shop, graphic arts and photography). Submit " <i>Monthly Check List for Safe Handling and Storage of Chemicals</i> " to OEHS.	Monthly (Aug-May)	
Provide Hazard Communication Training to staff on site.	March	
Provide training on the Chemical Hygiene and Safety Plan to science department staff.	March	
Attend two OEHS Chemical Safety meetings each year and share information with Site Administrator and staff. Submit, " <i>Health and Safety Training Form</i> " to OEHS.	October	
	March	

CERTIFICATION: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Safety Coordinator (CSC) for my school.

CSC (Print Name) _____ CSC Signature _____ Employee # _____ School _____ Date _____

Site Administrator Signature

Please complete and return this form to OEHS, 333 S. Beaudry Avenue, 21st Floor, Los Angeles, CA 90017, by May 31st of each year.

ATTACHMENT C

DATE _____

**[] Occupational Exposure to
Hazardous Chemicals
Laboratories
Section 5191**

☐ Other (specify agency and applicable codes)

Blank manuscript page with horizontal ruling lines.

ATTACH A COPY OF THE AGENDA AND LIST OF TRAINING MATERIALS.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.4

ATTACHMENT D

MONTHLY CHECK LIST FOR SAFE HANDLING AND STORAGE OF CHEMICALS

To be completed by CSC for the Month of _____ / Year _____

ACTIVITY	Yes	No
1. All chemicals are correctly and clearly labeled		
2. Unlabeled containers and chemicals wastes have been inventoried and a disposal request submitted to OEHS.		
3. Only chemicals that are being used are continually being stored.		
4. Only the amounts of chemicals which can be consumed within a year are being stored.		
5. CSC is aware of and has trained others on hazards and precautions for protection prior to using any chemical, and has reviewed the precautionary labels and contents before using any chemical product.		
6. All chemicals are stored by compatibility (see CHSP Appendix IV, Table 1: Chemical Shelf Storage Identification Chart and Table 2: Storage for Compatibility Categories).		
7. Chemicals are stored on shelves below eye level.		
8. Chemicals are NOT being stored on the floor		
9. Chemicals are being stored in approved storage cabinets.		
10. Neutralizing chemicals, absorbent and other spill control materials are readily available.		
11. Compressed gas cylinders are upright and secured to the wall with caps in place.		
12. Storage cabinets for corrosive chemicals (separated for acids and for bases) are appropriately labeled.		
13. Flammable materials are stored in approved storage cabinets.		
14. Shelving is equipped with lips to prevent products from rolling off shelves and secured to walls/floor to prevent tipping of entire sections.		
15. Storage areas/cabinets are labeled to identify the hazardous nature of the products stored within.		
16. Class ABC fire extinguishers are available in chemical storage areas and are in working order.		
17. There are no sources of ignition in the chemical storage area.		
18. Chemicals storage areas have two exits and egress (exiting) area is clear.		
19. Used and contaminated reagents are stored and labeled properly.		
20. Current and dated inventory lists are posted clearly in each storage room throughout the science department.		
21. Chemical storage cabinets are locked when laboratory classes are not in session.		

Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Safety Coordinator (CSC) for my school.

Date

School

CSC Signature

CSC Name (print)

Site Administrator Signature

Date Completed

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.4

ATTACHMENT E

Summary of the Required Activities

1st Semester Activities	Required
CSC Appointment	August - Mandatory
Attend Fall Semester Meeting	October - Mandatory
Completed Monthly Checklist August	✓
Completed Monthly Checklist September	✓
Completed Monthly Checklist October	✓
Completed Monthly Checklist November	✓
Completed Monthly Checklist December	✓
2nd Semester Activities	
Attend Spring Semester Meeting	March - Mandatory
HAZCOM Training (Sec 5194)	By March - Mandatory
CHP Training (Sec 5191)	By March - Mandatory
Chemical Inventory	By April - Mandatory
Completed Monthly Checklist January	✓
Completed Monthly Checklist February	✓
Completed Monthly Checklist March	✓
Completed Monthly Checklist April	✓
Completed Monthly Checklist May	✓

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. REF-1563.4

ATTACHMENT F



Office of Environmental Health and Safety Laboratory
333 S. Beaudry Ave, 21st Floor
Los Angeles, CA 90017
(213)241-3945



Fax (213) 241-6816

To: _____ **From:** _____

Fax: e-mail **Pages:** 1 Including this cover sheet

Phone: _____

Re: Funding Information for CSC
Stipend Payment

The Office of Environmental Health and Safety (OEHS) has reviewed the required documents for the CSC program for:

Site Name: _____ **Location Code:** _____

Date: _____ **Total Stipend Amount:** \$ 637.00

Funding Line: _____ **Semester:** _____

Wage Type	Job Code	Functional Area	Amount
			\$637.00

S A M P L E F O R M O N L Y

Authorized Signature

Print name

THIS FORM IS SENT TO THE SCHOOL FROM
OEHS WHEN THE CSC HAS FULFILLED THE
STIPEND REQUIREMENTS.