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West Valley Occupational Center

(818) 346-3540

Reseda Community Adult School

(818) 758-3700

Van Nuys Community Adult School

(818) 778-6000

Important Dates

Martin Luther King Jr. Day
January 21, 2019
No School



d*oi*
Division of Instruction

A Message from Our Principal

Happy Monday Team WVOC! As we enter the new week, I want to convey a very important message. Usually this newsletter is a place to bring good news and report on the awesome work we do. This week I feel compelled to address a problem. It has come to my attention that on various occasions over the last two weeks some staff members have demonstrated a lack of civility and kindness towards others. One of the issues I addressed specifically during our Back to School - Take 2 meeting was respectful treatment of others. We reviewed the LAUSD Respectful Treatment Policy. While I understand that feelings are still a bit raw and we were all under a lot of stress, it is not an excuse to treat others poorly.

Beyond simply knowing and understanding this policy we must implement it. How? Be mindful of your tone and demeanor when speaking to students and coworkers. If you have a disagreement with a colleague, do not confront them in the presence of others. Follow up when the matter can be discussed in a private setting. Sadly, I heard several reports of teachers addressing coworkers in a loud and angry voice in front of students during registration. I especially find it distasteful when teachers treat classified staff as subordinates. Our WVOC team is made of members of different bargaining units, none of which is more "in charge" than another. We all have our role here. Everyone on Team WVOC will be treated with the utmost respect. We should treat others the way we would want to be treated. That is the expectation. I cannot imagine anyone could argue with this concept.

Please take a few minutes to read the following excerpt from an article about treating coworkers with respect.

Tips for Demonstrating Respect

You can demonstrate respect with simple, yet powerful actions:

- Treat people with courtesy, politeness, and kindness.
- Encourage coworkers to express opinions and ideas.
- Listen to what others have to say before expressing your viewpoint. Never speak-over, butt-in, or cut-off another person.
- Never insult people, use name calling, disparage or put down people or their ideas.
- Do not nit-pick, constantly criticize over little things, belittle, judge, demean or patronize. A series of seemingly trivial actions added up over time, constitutes bullying.
- Be aware of your body language, tone of voice, demeanor and expression in all of your interactions at work.
- Treat people the same no matter their race, religion, gender, size, age, country of origin or job position.
- Praise much more frequently than you criticize.
- The golden rule applies in the workplace, or, as professional speaker Leslie Charles, says frequently, "You want to implement the platinum rule at work: treat others as they wish to be treated."

Respect is a cornerstone of meaningful work. Implemented consistently, these respectful actions help ensure a considerate and professional workplace. You can be certain that a respectful workplace brings benefits for all stakeholders.

Now please take some time to reflect on your behavior over the last few weeks. I trust you will use this opportunity to examine your behavior and how it affects others. Thank you Team WVOC for all you do for our students. We are one WVOC!



Making It Happen

Board of Education Resolution to Enforce the Respectful Treatment of All Persons

ATTACHMENT G

Los Angeles Unified School District

BOARD OF EDUCATION RESOLUTION

TO ENFORCE THE RESPECTFUL TREATMENT OF ALL PERSONS

Motion Presented by
Board President, Jackie Goldberg

MOTION:

Whereas, Good human relations are essential to the goal of achieving a democratic society;

Whereas, The number of hostile acts against various groups of people have dramatically increased in recent years;

Whereas, Students learn from what they hear from peers and adults on the playground and in school; and

Whereas, Reducing tensions among students and school personnel is highly desirable, therefore, be it

Resolved, That the Los Angeles Unified School District reaffirm its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis or race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief; and be it further

Resolved, That the District further ask that a school-wide code of discipline regarding name-calling be developed at each school, and enforced by teachers, administrators, and other staff members; and be it further

Resolved, That District administrators bring this policy to the attention of all employees and students, and to constructively administer its enforcement.

October 1988

BUL-5798.0
Student Health and Human Services

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July 16, 2012



Schoolwide Learner Outcomes

Use spoken and written communication in their field of study
Follow verbal and written directions
Work independently and collaboratively

Demonstrate technological skills that support their goals
Learn skills necessary to enter the workforce or continue their education