

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instruction

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. N-10 (Rev.)
STUDENT AND EMPLOYEE SECURITY

DATE: September 7, 2001

DIVISION: Educational Services

APPROVED: SUE H. SHANNON, Assistant Superintendent

ROUTING

Local District Superintendents
Local District Support
Directors
Local District Operations
Coordinators
Principals
School Administrative Assts.

For further information, please contact the Office of School Operations and Safety at (213) 625-6040 or your Local District Operations Coordinator.

This bulletin replaces Office of School Operations Bulletin No. N-10 of the same subject, dated July 12, 1999. The content reflects changes in current procedures.

I. INTRODUCTION

The following safety suggestions are provided as a supplement to various existing safety practices at school sites and, where appropriate, may be helpful to Principals and School Leadership Councils in programming events, developing guidelines, setting school policy and supporting safe school plans.

II. ADMINISTRATORS' RESPONSIBILITIES

- A. Have custodial personnel check the campus for loiterers and/or trespassers, especially restroom areas, when opening and closing the buildings and grounds.
- B. Call School Police at (213) 625-6631 should an investigation establish a need for assistance when a loiterer appears on or adjacent to the campus.
- C. Develop classroom-to-office contingency emergency communication plans.
- D. Remove graffiti immediately or as soon as possible utilizing LAUSD, community agency and/or private business resources.
- E. Implement a neighborhood school watch program and request residents of the community to report any unusual activities on campus to the principal during regular business hours and to School Police or the local law enforcement agency during nights, weekends and/or holidays. Provide community with aforementioned appropriate telephone numbers.

- F. Identify safe and unsafe routes between school and home for students and staff. Local transportation agencies should be contacted for assistance, information and/or materials such as Pedestrian Route Maps.
- G. Provide safety bulletins and available information to all staff members regarding any incident or situation that might impact their personal safety or the school's educational environment.
- H. Develop strategies to control rumors concerning school or community incidents.
- I. Organize, under the supervision of appropriate school personnel, a team of volunteer parents, other community residents and staff members to patrol the campus and the perimeter. In addition, the team should assist students traveling to and from school.
- J. Review and post, at all utilized entrances, appropriate and approved signs regarding visitors, trespassing, loitering, etc. For assistance in obtaining exterior signs, please contact your Maintenance and Operations Director.
- K. Lock all school gates and exterior doors leading off campus during hours that school is in session with the exception of the main entrance. See Bulletin No. N-33 (Rev.), *Locked Campuses During Class Hours at All Schools*, September 7, 2001, Educational Services Division.
- L. Have all visitors report to the Main Office upon arrival. Issue and require each to carry or wear a *Visitor's Pass* while on campus. The *Visitor's Pass* must be returned prior to departure.
- M. Review District key policy with regard to the subjects of missing/ lost keys, key safes and use of and/or duplication of "A" master keys. See Bulletin No. N-5 (Rev.), *School Plant Key Control*, February 25, 1997, School Operations.
- N. Issue school discipline policies and expectations of students, staff and parents at the beginning of the school year or track.
- O. Monitor or prohibit student access to cars during school hours.
- P. Assign available personnel to patrol the campus perimeter, known trouble spots and all building entrances during the course of the school day.
- Q. Review procedures related to the proper use and security of issued hand-held and base radios. See *LAUSD Radio Unit Handbook for Local Campus Radio System* or call Gary Franks, Senior Radio Communications Technician, at (213) 625-6630.
- R. Prohibit the wearing of gang apparel or the use of gang-related symbols.

III. STAFF'S RESPONSIBILITIES

- A. Report to the Main Office or other designated office prior to proceeding to assigned classrooms or work areas.
- B. Lock classroom doors when working alone before or after school hours.
- C. Establish and maintain a buddy system when working in isolated areas and/or traveling to and from parking areas at the start and close of school.
- D. Exercise stringent control of assigned school keys.
- E. Secure all personal valuables.
- F. Report any person loitering in or adjacent to parking areas, etc., and/or sitting in a parked car.
- G. Instruct students to avoid strangers and provide strategies for avoiding contact with strangers. Utilize the following resources as appropriate: LAUSD crime prevention programs, drug resistance programs (DARE, SANE), child abuse and traffic safety bulletins.

IV. PROCEDURES

Each year, school administrators will be required to review the information contained in this bulletin with the students and staff at the school. The certification form (see Attachment A) must be signed by the principal and returned to the Local District Operations Coordinator.

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Educational Services

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ATTACHMENT A

STUDENT AND EMPLOYEE SAFETY CERTIFICATION

All administrators are required to review with students and staff Educational Services Bulletin No. N-10 (Rev.), titled *Student and Employee Security*, dated September 7, 2001, during the first week of each year for year-round schools and each semester for traditional calendar schools.

The signature below indicates that the above referenced bulletin has been reviewed with students and staff.

School: _____ Local District: _____

Principal's Signature: _____ Date: _____

Please return completed form to your **Local District Operations Coordinator**.