



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Metropolitan Transit Authority and Los Angeles Sheriff's Department - Cooperative Agreement with Los Angeles Unified School District

NUMBER: REF- 5473.1

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ROUTING
Administrators of Operations
Operations Coordinators
Principals
Los Angeles School Police
Department

BACKGROUND: In 2010, a partnership was developed with the goal to keep LAUSD students who ride the MTA buses and trains out of the criminal justice system in the event they are cited for minor infractions. A cooperative agreement was created among LAUSD schools, the MTA, and the Los Angeles County Sheriff's Department (LASD) Transit Services Bureau Deputies who patrol the public transit system. As a result of that meeting, these LASD Deputies will contact school staff on issues involving student behavior and student safety on public transit. The cooperative agreement with the District, the MTA and the Los Angeles County Sheriff's Department (LASD) has three objectives:

1. To provide an alternative to the criminal justice system for students caught for minor infractions on MTA buses, trains or platforms.
2. To establish continuous and regular cooperation between District schools, the Los Angeles School Police Department (LASPD) and Los Angeles County Sheriff's Department (LASD) to combat graffiti, vandalism and other crimes.
3. To establish regular cooperation between District schools and the MTA to improve service to the public.

MAJOR CHANGES: This Reference Guide replaces REF-5473.0 of the same subject dated May 10, 2011, issued by School Operations, and reflects current LAUSD organizational structure and contact information.

INSTRUCTIONS: I. Student Behavior on MTA Buses, Trains, and Platforms

- A. Before this agreement, students who committed an infraction on MTA vehicles or platforms were issued a citation that required them to appear before a judge and possibly pay a fine. For a minor infraction, this was an expensive burden for the student and the parents/guardians as well as



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the criminal justice system. This experience had the potential to de-rail academic success, graduation or college plans. This diversion program allows Sheriff's Deputies on MTA bus and rail lines to refer some students to the school's positive behavior support process as outlined in the Discipline Foundation Policy in place of issuing a citation. These infractions, which are categorized as lesser than misdemeanor offenses, include behavior such as smoking, eating, loud noises, littering, and fare evasion.

1. At the discretion of the LASD Deputy, a Juvenile Information Form (JIF) is filled out at the time of the offense and delivered to the regional LASD Team Leader for referral to the school.
 2. The LASD Transit Service Team Leader delivers a detailed "School-based Discipline Referral Form" (see attachment A) to the school.
 3. The school's existing discipline process then addresses the student's behavior. The school has the discretion to use any or all of their existing interventions and remedies based on the needs of the student.
- B. To assist with student remediation, MTA created an on-line quiz on bus safety that can be used to refresh a student's understanding of the Passenger Code of Conduct. The quiz can be found at http://www.metro.net/about_us/transit_education/images/Metro_Code_Conduct_Questions.pdf. Students who take the quiz will receive a certificate of completion. The school's dean of discipline is encouraged to use this quiz, as well as other options, to assist and guide the student. An example of the completed certificate is included as Attachment B.
- C. In addition, the MTA has modified its Transit Access Pass (TAP) application to include a Code of Conduct agreement that students sign as a condition of receiving a TAP card. The MTA has modified its application to confirm that students understand the Passenger Rules and Regulations. It is anticipated that, as part of any student discipline involving MTA infractions, a reference will be made to the student's understanding of the Passenger Code of Conduct (Attachment G).

II. Cooperation to Combat Graffiti, Vandalism and Other Crimes

- A. At the time that the LASD Transit Service Team Leader delivers the "School-based Discipline Referral Form" to the school, there will be an opportunity for school staff, the LASPD Resident Officer (RO) assigned to the school and the LASD Transit Service Team Leader to



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share information regarding criminal activity that may have a connection to both the school and MTA. This activity may include graffiti or other crimes. Pupil record information, including but not limited to student names and attendance records, may only be disclosed in accordance with BUL-2469.

- B. LASD has extensive experience and a large database of graffiti “tags” and schools are encouraged to cooperate with the LASD to reduce and solve graffiti crimes.

III. Cooperation Between LAUSD and MTA to Improve Safety and Service

LAUSD and MTA agree to work together to protect the safety of our students and improve service to the public.

- A. MTA will take additional steps to inform our students about the MTA Passenger Rules and Regulations. The MTA and LASD are available to present at grade level/school assemblies on issues of bus and train safety and security. The MTA will also produce flyers and informational handouts for schools. The Metro Request Form can be used by school staff to request a presentation for students (Attachment C). Schools near new rail lines are highly encouraged to contact the MTA for this critical safety presentation so that all students understand the dangers of crossing on or near tracks.
- B. Schools will increase promotion of the “See Something, Say Something” program for rider safety (Attachment D). LAUSD will work with MTA and the LASD to promote safety for all riders.
- C. LAUSD personnel are to appropriately supervise students at bus stops and MTA loading zones at schools. MTA bus stops next to schools have become frequent locations for fights and vandalism. The recent changes in LAUSD bus transportation policy has increased the number of students using public transportation to travel to and from school.
- D. MTA will improve service to LAUSD students. Students have reported experiencing problems on MTA buses, but feel that they have no way to report their concerns to the MTA. A form to report such problems is included as Attachment E. Students who have a problem on an MTA bus can describe the problem when filling out the form, such as “the bus passed me without stopping,” and give the completed form to the school staff member who is the contact point for the LASD. The same Sheriff’s Transit Services Bureau Team Leader that delivers the referral form can also pick up the MTA Problem Form. LASD will deliver the Problem Form to MTA Vehicle Operations Management, who will



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follow up and take appropriate corrective action.

IV. School Administrator Responsibilities

Schools are asked to do the following:

- A. Secondary schools are to fill out the School Contact Form (Attachment F) and fax or email it to the Office of Emergency Services at (213) 241-8950 or emergencyservices@lausd.net. A list of points of contact will be compiled for the LASD Transit Service Team Leaders.
- B. Any school that would like a presentation by the MTA on the Passenger Code of Conduct as well as bus and rail safety should fill out and fax Attachment C to (213) 922-8868.
- C. All schools are to review supervision assignments to ensure that MTA bus stops next to schools are appropriately supervised.
- D. Schools are asked to copy the "See Something, Say Something" flyer (Attachment D) and distribute it to the students who ride the MTA.
- E. Schools are asked to copy the MTA Problem form (Attachment E) and make the form and the identified contact person readily available. This allows students a venue to voice transit concerns, and the LASD Transit Service Team Leader can deliver completed problem form to an MTA supervisor.

V. Attachments

Attachment A	School-based Discipline Referral Form
Attachment B	Passenger Code of Conduct Certificate of Completion
Attachment C	Metro Request Form for Safety, Code of Conduct Presentation
Attachment D	See Something, Say Something Flyer
Attachment E	MTA Problem Form
Attachment F	School Contact Form
Attachment G	MTA Passenger Code of Conduct

ASSISTANCE: For assistance or further information, please contact your ESC Operations Coordinator or the Office of School Operations at (213) 241-5337.