



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Student and Employee Security

**NUMBER:** BUL-5721.1

**ISSUER:** Michelle King, Senior Deputy Superintendent  
School Operations  
Office of the Superintendent

**DATE:** February 25, 2013

**ROUTING**  
All Employees  
All Locations

**PURPOSE:** The purpose of this Bulletin is to provide guidelines, policies and best practices for student and staff security on every campus.

**MAJOR CHANGES:** This Bulletin replaces BUL-5721.0 dated March 12, 2012 issued by the Office of the Superintendent. The content has been updated to reflect additional guidelines for student and campus safety, as well as current contact information and organizational structure.

**GUIDELINES:** The following guidelines apply.

I. INTRODUCTION

The following practices are provided to supplement existing safety practices at school sites and may be helpful to site administrators in programming events, developing guidelines, setting school policy and supporting safe school plans.

II. ADMINISTRATOR’S RESPONSIBILITIES

- A. Have custodial personnel check the campus for loiterers and/or trespassers, especially restrooms areas, when opening and closing the buildings and grounds.
- B. Ensure that custodial or other designated personnel verify that all classroom and building doors as well as campus gates are locked every night. This security measure is equally critical on weekends and prior to holidays. Refer to BUL- 5460.0, *Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks*.
- C. Ensure that custodial personnel or other designated personnel disarm the intrusion alarm when they arrive on campus and arm the intrusion alarm when they leave campus.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- D. Call School Police at (213) 625-6631 for assistance, when needed, should a loiterer appear on or adjacent to the campus.
- E. Develop classroom-to-office contingency emergency communication plans.
- F. Photograph/document then remove graffiti immediately or as soon as possible.
- G. Submit Safe School Plans, Volumes 1, 2, and 3, each year on or before the required date, and be sure that the documents are updated and utilized.
- H. Provide access to the Safe School Plan, 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.
- I. 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.
- J. Support the organization of a safe passage program under the supervision of appropriate school personnel which would consist of a team of volunteer parents, community residents and staff members to patrol the campus and the perimeter. In addition, the team should monitor students traveling to and from school.
- K. Support the implementation of 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 appropriate telephone numbers.
- L. Develop strategies to control rumors concerning school or community incidents.
- M. Review and post, at all utilized entrances and gathering sites, appropriate and approved signs regarding safety, visitors, trespassing, loitering, etc. Please contact your Area Facilities Services Director for assistance in obtaining the required signage listed below.

### Signage/Notices Regarding Employees:

- 1. Workers' Compensation Poster for California, approved by the Division of Workers' Compensation



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

2. Notice re: any person who makes or causes to be made any knowingly false or fraudulent material representation (California Labor Code, section 5401.7)
3. Company compliance policy for illness and injury prevention program (SB 198)
4. Notice re: Employee Polygraph Protection Act
5. Equal Employment Opportunity notice (Federal)
6. Notice of no smoking (AB 13, Labor Code section 6404.5 relating to occupational health and safety)
7. Notice to Employees re: time off for voting (State)
8. Pay day notice
9. Federal Minimum Wage
10. California Minimum Wage
11. Prohibition against harassment or discrimination in employment
12. Notice to employees regarding unemployment insurance
13. Employee rights under the California Family Rights Act and the federal Family Medical Leave Act

### Signage/Notices Regarding Students:

1. Notice regarding outsider access to the campus (Penal Code section 627 *et seq.*)  
This notice must include the following information:
    - a. Requirement for registration to gain access to site premises
    - b. Hours during which registration is required for access
    - c. Directions to the site administrator/designee's location
    - d. Requirement that outsiders comply with this notice
  2. Notice of Safe School Zone (Penal Code section 626 *et seq.*)
  3. Notice of Gun-Free School Zone
  4. Notice of Drug-Free School Zone
  5. Notice of Gang-Free School Zone (Penal Code section 182.22)
  6. Notice prohibiting weapons on campus
  7. Notice prohibiting graffiti (Penal Code Section 640.5)
- N. Lock all school gates and exterior doors leading off campus during hours that school is in session with the exception of the main entrance. Refer to BUL-1325.1, *Visitors to School Campuses and Locked Campuses During Class Hours at All Schools.*
- O. Site administrators should work with the Safety Committee to analyze the school's particular safety and security needs in determining school policy regarding classroom doors remaining locked or unlocked during school hours. Schools may use the following criteria to establish site policy for classroom doors:



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

1. Consult with local law enforcement personnel or the Los Angeles School Police Department (LASPD) to review crime statistics and other pertinent data for the community in which the school is located.
  2. Consult with the Office of Environmental Health and Safety (OEHS) to assess compliance with regulatory requirements in determining school policy.
  3. Assess the particular site configuration: points of egress; location of bungalows, annexes and other detached structures; buildings with enclosed corridors; the number of exterior doors and their proximity to streets, major thoroughfares and high-traffic areas; egress from the auditorium, cafeteria, parking, service and other areas onto the main campus; and any other physical or geographical attributes particular to the school site.
  4. Review existing school policy, procedures and schedules for the following: the location and schedule for student drop off and pick up before and after school; supervision schedules; visitor's policy; and other pertinent information.
  5. The Safety Committee should review the recommended school policy with local law enforcement personnel or the LASPD and OEHS for additional input.
  6. Once the policy has been determined by the site administrator and Safety Committee, communicate safety and security protocols with students, staff members and parents.
- P. 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. Refer to BUL-1325.1, *Visitors to School Campuses and Locked Campuses During Class Hours at All Schools*.
- Q. Issue school discipline policies and expectations of students, staff, and parents at the beginning of the school year or track. Be sure that every family receives a copy of the Parent Student Handbook.
- R. If your school has Safe School Zone signs posted on campus, in the community, and at bus stops, students, staff, and parents should be notified annually by sending the safe school zone flyer home, publicizing at assemblies, meetings, and inserting in school newsletters.
- S. Prohibit and monitor student access to motor vehicles and parking areas during school hours.
- T. Assign available personnel to patrol the campus perimeter, known trouble spots and all building entrances throughout the school day.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- U. Review procedures related to the proper use and security of issued hand-held and base radios. See the School Radio Communications Operating Instructions Video available from Jill Barnes, Coordinator of Emergency Services, and Office of School Operations (213) 241-5337 or call the District Radio Unit of the Telecommunications Branch at (323) 224-2411.
- V. Prohibit the wearing of gang apparel or the use of gang-related symbols or messages that promote violence (e.g., t-shirts or signs that advocate violence).

### III. STAFF 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. Use extra caution if working in isolated areas or in rooms/offices with exterior doors.
- C. Leave door windows uncovered.
- D. Exercise stringent control of assigned school keys and do not give/loan assigned school keys to students.
- E. Secure all personal valuables.
- F. Report any person loitering in or adjacent to parking areas, and/or sitting in a parked car.

### IV. STUDENT SAFETY

- A. Develop a sense of community both between students and between students and staff.
- B. Review safety tips with students, and remind them to be alert to their surroundings. Refer to REF-1404, *School Traffic Safety*.
- C. Review examples of appropriate conduct between students and adults on campus and during extra-curricular activities.
- D. Instruct students to avoid strangers and provide strategies for avoiding contact with strangers. Encourage students to talk to any adult on campus should they notice suspicious activities.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- E. For Grades K through 5, establish and maintain a buddy system when students go to and from the office or restroom.
- F. Remind students of safety tips pertaining to curricular trips, dances and athletic events.
- G. Maintain supportive, positive, professional, and non-exploitative relationships with students at all times. Refer to BUL-5167.0, *Code of Conduct with Students-Distribution and Dissemination Requirement Policy*, and *Employee Code of Ethics*, LAUSD Ethics Office.
- H. Adhere to all mandated reporting requirements when you become aware of incidents jeopardizing students' physical or emotional well-being (abuse, threats, traffic accidents, etc.).

### V. PROCEDURES

Each school year school administrators will be required to review the information contained in this bulletin with the students and staff at the school within the first four weeks of the fall and spring semesters. Once this has been completed, administrators will **date** and **certify** compliance on the Administrators Certification On-Line System.

**AUTHORITY:** This is a policy of the Superintendent of Schools.

**RELATED RESOURCES:** BUL-1325.1, *Visitors to School Campuses and Locked Campuses During Class Hours at All Schools*

BUL-1824.2, *Random Metal Detector Searches*

BUL-5167.0, *Code of Conduct with Students-Distribution and Dissemination Requirement Policy*

BUL-4748.0, *Ethics Policies*

*How to Conduct a Random Metal Detector Search*, LAUSD Learning Zone, Safety Training for Emergency Preparedness at Schools (STEPS), Course 215

*Operating the School Fire Alarm System*, LAUSD Learning Zone, Safety Training for Emergency Preparedness at Schools (STEPS), Course 418

**ASSISTANCE:** For assistance, please contact your Educational Service Center Operations Coordinator. For further assistance, please School Operations at (213) 241-5337.