



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Student and Employee Security
NUMBER: BUL-2368.1
ISSUER: Dan M. Isaacs, Chief Operating Officer
Office of the Chief Operating Officer
DATE: March 6, 2006

ROUTING

Local District Superintendents
Local District Directors of
School Services
Local District Operations Coordinators
Site Administrators

MAJOR CHANGES: This bulletin updates the reference to Bulletin N-33, which has been replaced by BUL-2219.0, Locked Campuses During Class Hours At All Schools. BUL-2368.1 replaces Bulletin N-10 (Rev.) of the same subject, dated September 7, 2001. The content reflects changes in current procedures.

GUIDELINES: The following guidelines apply:

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 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 restroom areas, when opening and closing the buildings and grounds.
- B. Call School Police at (213) 625-6631 for assistance, when needed, should a loiterer appear on or adjacent to the campus.
- C. Develop classroom-to-office contingency emergency communication plans.
- D. Remove graffiti immediately or as soon as possible.
- E. Submit Model Safe School Plans, Volumes 1 and 2, each year on or before the required date, and be sure that both are functioning, working, and utilized documents.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- F. 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.
- G. 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.
- H. Provide copies of 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. Develop strategies to control rumors concerning school or community incidents.
- J. Organize, when feasible, 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.
- K. 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.
- L. 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. BUL-2219.0, Locked Campuses During Class Hours at All Schools, January 26, 2006, Office of the Chief Operating Officer.
- M. 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- N. Issue school discipline policies and expectations of students, staff, and parents at the beginning of the school year or track. Be sure that every student receives a copy of the Parent Student Handbook.
- O. If your school has Safe School Zone (SSZ) signs posted on campus, in the community, and at bus stops, students, staff, and parents should be notified annually by sending the SSZ flyer home, publicizing at assemblies, meetings, and inserting in school newsletters.
- P. Prohibit and monitor student access to cars during school hours.
- Q. Assign available personnel to patrol the campus perimeter, known trouble spots and all building entrances during the course of the school day.
- R. 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 Withrow, Radio Communications Technician at (323) 224-2203.
- S. Prohibit the wearing of gang apparel or the use of gang-related symbols.
- T. Conduct random metal detector searches – refer to Bulletin 1824.0 Random Metal Detector Searches.

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.
- 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- 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 drug resistance and human relational programs, and 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 during the first week of each year at year-round schools and each semester for traditional calendar schools. Once this has been completed, administrators will *date* and *initial* compliance on the Administrators Certification Form.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED

RESOURCES: None.

ASSISTANCE: For assistance, please contact your Local District Operations Coordinator or the Office of the Chief Operating Officer at (213) 241-4133.

For assistance in obtaining exterior signs, please contact your Maintenance and Operations Director.