



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Policy Bulletin

**TITLE:** Student and Employee Security  
**NUMBER:** BUL-2368.2  
**ISSUER:** James Morris, Chief Operating Officer  
Office of the Chief Operating Officer  
**DATE:** April 29, 2010

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

**MAJOR CHANGES:** This bulletin updates BUL-2368.1 dated March 6, 2006 issued by the Office of the Chief Operating Officer. The content has been updated to reflect a listing of required signage and notices to be posted at school sites regarding employees and students; 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 personnel or other designated personnel disarm the intrusion alarm when they arrive on campus and arm the intrusion alarm when they leave campus.
- C. Call School Police at (213) 625-6631 for assistance, when needed, should a loiterer appear on or adjacent to the campus.
- D. Develop classroom-to-office contingency emergency communication plans.
- E. Photograph/document then remove graffiti immediately or as soon as possible.



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- F. 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.
- G. 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 appropriate telephone numbers.
- H. 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.
- I. 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.
- J. Develop strategies to control rumors concerning school or community incidents.
- K. Organize, when feasible, under the supervision of appropriate school personnel, 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.
- L. Review and post, at all utilized entrances, appropriate and approved signs regarding 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.
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)



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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)

M. 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 BUL-1325.1, Visitors to School Campuses and Locked Campuses During Class Hours at All Schools.

N. 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. See BUL-1325.1, Visitors to School Campuses and Locked Campuses During Class Hours at All Schools.

O. 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.



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- P. 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.
- Q. Prohibit and monitor student access to cars during school hours.
- R. Assign available personnel to patrol the campus perimeter, known trouble spots and all building entrances throughout the school day.
- S. 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 Bob Spears, Director of Emergency Services, Office of School Operations (213) 241-5337 or call the District Radio Unit of the Telecommunications Branch at (323) 224-2411.
- T. 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).
- U. Conduct required random metal detector searches at secondary schools – 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 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, etc., and/or sitting in a parked car.



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- 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 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 *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. For further assistance please contact Karen O'Riley, Director; Wayne Scott Moore, Director; or Cheri Thomas, Coordinator, Office of School Operations at (213) 241-5337.