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LOS ANGELES UNIFIED SCHOOL DISTRICT
Deputy Superintendent, Operations and Support Services

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SUBJECT: BULLETIN NO. N-58 (Rev.)
ESSENTIAL SAFETY STANDARDS CHECKLIST

DATE: May 15, 2000

DIVISION: School Operations

APPROVED: DAN ISAACS, Assistant Superintendent

ROUTING

Operations Admin.
Site Administrators
Chapter Chairs
Parent Reps.
Plant Managers
School Safety
Planning Committee

For assistance, contact the Office of School Operations at (213) 625-6281, or contact the office cited at the bottom of each page of the Checklist (Attachment A).

This revision replaces the bulletin of the same subject, dated April 21, 1997. The content has been updated to reflect current legislation and District organization.

I. BACKGROUND

In July 1994, a broad-based District School Safety Planning Committee was established by the Superintendent to assure the implementation of policies and procedures targeting safe schools. It included personnel from District units and divisions dealing with safety-related issues, bargaining unit representatives, an active coalition of parent and community members from 10th and 31st District PTA, the Parent Collaborative, District Advisory Councils and the Commissions.

The District School Safety Planning Committee identified standards for health and safety procedures required at all schools and workplaces in the District by consolidating existing District policy into a school-site *Essential Safety Standards Checklist* (Attachment A). The *Checklist* is to be made available to all stakeholders and the public.

II. PURPOSE/RATIONALE

The *Essential Safety Standards Checklist* is a summary of all District mandated safety standards and is the basic guide and framework for all Integrated Safe School Plans. The site administrator and the School Safety Planning Committee will use the "Checklist" as they evaluate and amend their Integrated Safe School Plan. All schools are to be in compliance with the minimum standards enumerated in the *Essential Safety Standards Checklist* (see Attachments A & B). It has been developed utilizing Board Rules, bulletins, publications and memoranda covering existing District policy, as well as education, penal and civil codes relating to safety issues. The *Checklist* is a self-

examination tool and fundamental resource for site administrators and local School Safety Planning Committees to assess the current status of their site, to complete their Integrated Safe School Plans and ensure compliance with policies related to:

- School Safety
- Earthquake/Disaster Planning
- Crisis Intervention
- Environmental Health and Safety
- Educating for Diversity

III. PARENT/COMMUNITY PARTICIPATION

Participation and involvement of parents and community members, along with teachers, classified employees, administrators and secondary students in school safety are essential and must be encouraged. The local School Safety Planning Committee is expected to monitor and evaluate compliance with the enumerated safety standards. Parents and community, including all school groups and councils, will be kept informed of opportunities to participate in the activities of the local School Safety Planning Committee. To provide additional guarantees of diversity and independence in the process, parent/community representatives cannot be District employees at the site. Meetings will be scheduled with advance notice of time and location.

IV. TIMELINE

State law mandates that all Integrated Safe School Plans are due to the District office by October 15 of each year. Local School Safety Planning Committees will use this "Checklist" before the end of the prior school year to monitor the school's compliance with the Essential Safety Standards.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
School Operations

BULLETIN NO. N-58 (Rev.)
May 15, 2000

ATTACHMENT A

ESSENTIAL SAFETY STANDARDS CHECKLIST

SCHOOL SAFETY

Policy: Every District school is responsible for establishing a School Safety Planning Committee, composed of all stakeholder groups, which is accountable for writing, implementing, monitoring and evaluating a comprehensive, integrated plan unique to its safety needs. District personnel are to be aware of and must comply with District, state, and federal safety policies.

I. General Guidelines

- _____ A. Integrated Safe School Plans will be evaluated and amended as necessary by the School Safety Planning Committee every year. School Safety Planning Committee membership will include the principal (designee); UTLA Chapter Chair (designee); parent of a student; classified employee of Local 99; a student (secondary) and others. ^{26, 41}
- _____ B. School Safety Planning Committees will meet quarterly to review, evaluate and update safe-school plans. Integrated Safe School Plans also will be reviewed by administrators supervising operations. ⁴¹
- _____ C. Parent/community participation and involvement in all aspects of safe school planning will be substantive and significant. Parents and community will be given proper notice, consistent with the local school governance council policy, of opportunities to participate in and/or be involved with the activities of the School Safety Planning Committee. ^{26, 41, 46}
- _____ D. The Integrated Safe School Plan and the Essential Safety Standards Checklist will be easily accessible at the school. An up-to-date file of safety-related policies and other materials including minutes of the School Safety Planning Committee meetings will be maintained at the school. This file will be readily available for inspection by the public. ^{26, 41}
- _____ E. District and local information on safety in the major languages of the school will be distributed to parent(s) at the beginning of each school year or at the time of enrollment, and will include, but not be limited to:
 - 1. Parent/Student Handbook
 - 2. Attendance policies, including ID cards and truancy ordinances ^{2, 4, 42}

3. Code of Conduct^{41, 42, 46}
 4. Disaster procedures, routine and emergency²⁸
 5. Emergency cards³³
 - a. An intensive effort will be made to secure completed cards
 - b. Monthly reminders will be provided to parents/ guardians about the need to keep emergency card information updated
 6. School hours and school calendars^{41, 42}
 7. Student Rights and Responsibilities (secondary students)
- _____ F. All visitors to the school will enter through the main entrance, sign in and receive a visitor's pass. The school visitation policy will be posted at each school and distributed annually to parents and staff. The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. Classroom visitations by parents and the public will be encouraged. All visitors must be approved by the principal or designee.^{20, 41, 42, 43, 44}
- _____ G. General safety information from the District and community (i.e., police and fire agencies) will be distributed on an as needed/as available basis.^{9, 10, 18, 24, 28, 41, 42}

II. Physical Plant Safety

- _____ A. A walk-through will be performed at least twice annually by the principal and plant manager to ascertain any unsafe conditions that are hazardous to the employees' or students' physical or mental well-being. Within a month, the School Safety Committee will review the walk-through. A timeline for completion of necessary corrections will be reviewed and assessed monthly.^{8, 41, 42}
- _____ B. Schools must adhere to the District's policy on closed campus. All exit gates except one will be locked after the start of school. Student exit gates will be unlocked prior to dismissal time.²⁴
- _____ C. All bathrooms will be clean and operational. Floors will be dry and hazard free. Toilet paper, soap, and paper towels will be available at all times. Appropriate privacy will be maintained.^{40, 45}
- _____ D. All non-structural hazards in classrooms and other sites where students are served will be eliminated by the first day of class. These are to be monitored for compliance throughout the year.⁴¹
- _____ E. All damage to fences will be reported and corrected as soon as possible.⁴¹

- _____ F. All graffiti must be removed as soon as possible (take photographs, if necessary).⁴¹

- _____ G. Signs will be posted on campus regarding:
 - 1. Nondiscrimination and sexual harassment policies⁵⁰
 - 2. A drug-, tobacco-, weapon-, and violence-free school^{3, 14, 27, 42, 44}
 - 3. Visitors policy²⁰

- _____ H. Playground facilities and equipment will be inspected regularly for hazards. Repairs must be made as soon as possible.⁴¹

- _____ I. All litter must be removed as soon as possible.⁴¹

- _____ J. All fire and safety hazards will be corrected using the *Fire Department School Inspection Checklist* and *Site Safety Checklist* included in the *Injury and Illness Prevention Program* guidebook.^{15, 40}

III. Employee Safety Standards

- _____ A. All District, state, and federal safety policies will be reviewed annually with staff, or more frequently if specified by policy. Staff meetings will focus on identification, confidentiality, and reporting procedures. The policies will include, but not be limited to:
 - 1. Attendance policies and procedures (student and employee)^{2, 4}
 - 2. Discipline and violence, including workplace violence prevention^{41, 42, 43, 44}
 - 3. Sexual/gender and other types of harassment, nondiscrimination policies, hate-motivated incidents/hate crimes^{12, 16, 17, 29, 41, 42}
 - 4. Gun, Gang, and Drug-Free School Zones Acts and the Imitation Firearms Act^{29, 41, 42, 51}
 - 5. Safety drills--fire, earthquake, disaster, and emergency procedures²⁸
 - 6. Tobacco, alcohol, and other drug use policies^{3, 14, 41, 42}
 - 7. Child abuse and neglect^{32, 50}
 - 8. Suicide prevention³⁶
 - 9. Reporting of missing children²¹
 - 10. Adherence to all Education Code and District policies regarding employee conduct⁴²
 - 11. All other policies as they relate to a safe, nurturing environment conducive to learning and student safety⁴¹

- _____ B. At the beginning of each school year, staff members will be notified of the availability of information on students who have violated Education Code Section 49079. At the time of classroom assignment, appropriate teachers and other employees must be notified regarding any student who has committed such acts of misconduct. ⁵

- _____ C. Principals or their designees must notify the local law enforcement agency, prior to suspension or expulsion recommendation, if a student has committed certain specified acts. These acts are: ^{6, 27, 41, 42}
 - 1. Assault with a deadly weapon
 - 2. Possession or sale of narcotics or a controlled substance
 - 3. Possession of a firearm at a public school
 - 4. Possession of a dirk, dagger, icepick, knife having a fixed blade longer than 2-1/2 inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or pellet or other type of air gun, or spot marker, upon the grounds of any school within a K-12 district
 - 5. Threats and assaults on school employees

- _____ D. Training required by the Integrated Safe School Plan at the local site will take place within the first three months of each school year. District training will be scheduled as soon as possible by the appropriate office. ⁴⁶

- _____ E. Employees missing any mandated training/in-service will obtain available written information from the principal, review information and sign-off.

- _____ F. All schools will document each mandated training session with:
 - 1. Date of training
 - 2. Agenda
 - 3. Training materials
 - 4. Sign-in/sign-off sheet(s)

IV. General Student Safety

- _____ A. A school discipline code will be established by each school, consistent with the Collective Bargaining Agreement (Article XXIV) and with District, state, and federal policies/ regulations. The discipline code will be shared with all stakeholder groups. Schools will discuss the discipline code with students and written materials and distribute written materials. ^{41, 46}

- _____ B. A school attendance plan will be established by each school consistent with District policy that will include: ^{2, 4}
 - 1. Attendance policies and procedures
 - 2. Use of student ID
 - 3. Truancy ordinances
 - 4. Safety issues related to tardiness and leaving campus prior to the end of the day

- _____ C. School personnel will discuss the following items with students within four weeks of the opening of school or upon enrollment:
 - 1. How to report incidents of:
 - a. Drug or weapon possession ^{42, 51}
 - b. Child abuse ^{32, 50}
 - c. Suicidal behavior ³⁶
 - d. Hate-motivated incidents/hate crimes ¹²
 - e. Discrimination, harassment, threats or intimidation ⁵⁰
 - f. Sexual harassment ^{16, 17}
 - 2. Standards relating to zero-tolerance policies regarding sexual assault; sexual harassment; drugs, weapons and alcohol on campus, including prevention and intervention programs ^{6, 42, 51}
 - 3. Conflict resolution
 - 4. Procedures for administering medication at school ³⁵
 - 5. Electronic signaling devices, e.g. pagers, cellular phones ⁴²

- _____ D. The principal or designee will report incidents of violence, emergencies, and other safety-related matters to administrators supervising operations, personnel at other school sites and traveling students, who may be affected. ^{22, 41, 42}

- _____ E. Documented random metal detection searches will occur daily in secondary schools. ⁴⁸

- _____ F. Local or school police department assistance for traffic enforcement will be obtained during drop-off and pickup times as needed to ensure student safety. ^{10, 41, 52}

- _____ G. School personnel will discuss the following transportation safety issues with students and written materials will be distributed and/or posted as needed or available:
1. AAA Traffic Safety and Pedestrian brochures
 2. Bicycle helmet law ¹¹
 3. Bicycle safety ^{10, 11}
 4. Bus safety, rider rules ^{52, 53}
 5. Pedestrian routes to and from school ¹⁰
 6. Driving--drop-off, pickup and parking procedures ^{10, 41}
 7. Exiting and entering a car safely ¹⁰
 8. Seat belt use ^{10, 52}
- _____ H. The option of school uniforms will be discussed with an emphasis on the safety of students. Any policy change must be initiated jointly by the principal, staff, and parents and requires six months notice to parents and availability of resources to assist economically disadvantaged students. Parents may choose not to have their children comply with an adopted school uniform policy and students cannot be penalized because of their parents' decision. ²³
- _____ I. A mechanism such as a "Safety Suggestion Box" for students, staff and parents will be available in school offices to report safety concerns and recommendations. ⁴¹
- _____ J. Elementary students leaving their classrooms or other supervised activities will be accompanied by one or more students as required by District policy. Secondary school governance councils may seek a waiver of this policy through their administrator supervising operations. ⁴⁹
- V. Safety Supervision
- _____ A. Proper supervision will be provided throughout the school day during scheduled activities. ^{18, 41, 42, 44}
- _____ B. Proper supervision will be provided at bus loading areas at receiving schools. ⁵²
- _____ C. A campus supervision plan clearly delineating the times and areas of the campus that need specific supervision will be on display with the Integrated Safe School Plan. ⁴¹

VI. Sports Safety

- _____ A. Prior to participation, students will be taught proper use of sports safety equipment by the appropriate coach/teacher. ^{15, 18, 19}
- _____ B. Students will wear required safety equipment to participate in physical education classes, recreation periods, athletics events, sports activities, and preferred activity classes. ^{13, 15, 18, 19}
- _____ C. Prior to participation in interscholastic athletics, students will receive appropriate medical clearance. ³¹
- _____ D. School personnel will be familiar with and adhere to Bulletin No. C-6, Business Services, *Health Advisory/Air Pollution Episodes Notification Procedures and Restrictions of Physical Activities*. ⁷
- _____ E. Schools personnel will be familiar with and adhere to Bulletin No. Z-52, *Guidelines for Preventing Heat Stress*. ³⁷
- _____ F. All volunteer high school coaches must obtain a TB clearance and be fingerprinted prior to working with students. ³⁰

REFERENCES

1. Associate Superintendent, Educational Evaluation and Compliance Division, *Districtwide Parent Involvement Policy*, 4-15-91
2. Bulletin No. 13, School Operations, *Attendance Policy and Procedures for Junior & Senior High Schools*, 8-1-85 (NOTE: Replaced by Bulletin No. Z-55, 7-20-98)
3. Bulletin No. 21, School Operations, *Senior High Schools Alcohol and Drug Prevention/Treatment Options*, 11-18-87
4. Bulletin No. Z-54, Student Health and Human Services, *Attendance Policy and Procedures for Elementary Schools*, 7-20-98
5. Bulletin No. 38, School Operations, *Mandated Reporting of Certain Student Behavior*, 1-3-94
6. Bulletin No. 61, Deputy Superintendent, *Guidelines for Student Expulsions*, 4-11-94
7. Bulletin No. C-6, Business Services Division, *Health Advisory/Air Pollution Episodes Notification Procedures and Restrictions of Physical Activities*, 7-18-96
8. Bulletin No. C-7, Business Services Division, *Regulatory Agency Inspection Procedures*, 3-22-96
9. Bulletin No. C-23, Business Services Division, *Record Keeping, Posting & Notification Requirements under California Occupation Safety & Health Act*, 7-24-96

10. Memorandum No. CT-1, Government Relations & Public Affairs, *Back to School Pedestrian/Traffic Safety Procedures*, 8-25-99
11. Memorandum No. CT-3, Government Relations & Public Affairs, *Enforcing the CA Bicycle Helmet Law*, 3-25-99
12. Bulletin No. DP-1, Intergroup Relations, *District Policy and Procedures for Data Collection and Reporting Hate Motivated Incidents/Hate Crimes*, 11-23-98
13. Bulletin No. F-3, Adult and Career Education Division, *Safety Precautions to be used in Industrial and Technology Education Classes*, 9-20-96
14. Bulletin No. J-3, Operations & Support Services, *Zero Tolerance Policy Regarding Firearms on School District Property*, 3-26-98
15. Bulletin No. J-6, Operations & Support Services, *Illness and Injury Prevention Program*, 9-10-99
16. Bulletin No. L-4, General Counsel, *Title IX Policy/Student Grievance Procedure*, 7-30-98
17. Bulletin No. L-5, General Counsel, *Sexual Harassment Policy – Students*, 7-30-98
18. Bulletin No. M-66, Associate Superintendent, *Instructional Services, Procedures for Protecting the Safety of Students during Class Activities*, 2-18-98
19. Bulletin No. M-67, *Instruction, Use of the Catcher's Mask during Elementary School Physical Education, Noon and Recess Time*, 2-16-98
20. Bulletin No. N-2, School Operations, *Visitors to School Campuses*, 1-7-00
21. Bulletin No. N-9, School Operations, *Reporting of Missing Children*, 12-8-99
22. Bulletin No. N-24, School Operations, *Communication with Other Schools, Offices, Districts, Regarding Incidents of Violence, Emergencies, Etc.*, 6-29-98
23. Bulletin No. N-26, School Operations, *Student Dress Codes/Uniforms*, 7-29-99
24. Bulletin No. N-33, School Operations, *Locked Campuses During Class Hours at All Schools*, 10-9-98
25. Bulletin No. N-46, School Operations, *Procedures and Plan of Action for Handling Disturbances, Disorders or Demonstrations on or Adjacent to School Sites*, 12-10-97
26. Bulletin No. N-53 (Rev.), Operations, *Integrated Safe School Plan*, 7-9-99
27. Bulletin No. P-11, Deputy Superintendent, *Implementing Zero-Tolerance Policies for Drug-, Alcohol-, and Tobacco-Free Schools and Workplaces*, 9-13-96
28. Bulletin No. Q-48, Superintendent, *Emergency Drills and Procedures*, 11-2-98
29. Bulletin No. Q-49, Superintendent, *Policy Statement Regarding Prejudice & Discrimination*, 9-7-98
30. Bulletin No. S-13, Personnel (Rev.), *Fingerprinting*, 10-29-99
31. Bulletin No. Z-9, *Student Health & Human Services, Medical Clearance of Students Participating in Interscholastic Athletics*, 8-29-96
32. Bulletin No. Z-10, *Student Health & Human Services, Child Abuse--Reporting*, 8-1-96
33. Bulletin No. Z-13, *Student Health & Human Services, Student Emergency Information*, 2-10-97
34. Bulletin No. Z-14, *Student Health & Human Services, Guidelines for Student Suspensions*, 3-15-99
35. Bulletin No. Z-19, *Student Health & Human Services, Assisting Students with Prescribed Medication at School*, 1-7-99

36. Bulletin No. Z-36, Student Health & Human Services, *Youth Suicide Prevention Program*, 3-31-98
37. Bulletin No. Z-52, *Student Health & Human Services, Guidelines for Preventing Heat Stress*, 8-4-98
38. Bulletin No. Z-58, Student Health & Human Services, *Opportunity Transfers*, 4-20-99
39. California Civil Code 1714.1
40. California Code of Regulations (CCR), Sections 3364, 3366, 5531, 5552
41. California Dept. of Education, *Safe Schools: A Planning Guide for Action*, 1995
42. California Education Code, Sections 212.6, 3518.3, 32211, 35291, 35291.5, 35294, 44808, 48260.5, 48267, 48900, 48901.5, 48902, 48904, 48906, 48910, 48911, 48915, 49050, 49079, 49370
43. California Penal Code, Sections 117(b), 417.2, 417.4, 626, 627, 11164-11174.3
44. California State Constitution, Article I, Section 28
45. California Uniform Building Code, Section 805
46. Collective Bargaining Agreement, UTLA & LAUSD, Articles XXIV and XXVIII, 7-1-98
47. Intergroup Relations, *Educating for Diversity: A Framework for Multicultural and Human Relations Education*, April, 1992
48. Inter-Office Correspondence, School Operations, *Conducting Random Metal Detection Searches*, 8-1-96
49. Inter-Office Correspondence, Superintendent, *Implementation of Board Policy Regarding Students Leaving Classrooms*, 2-15-95; amended 12-16-96
50. Memorandum No. L-2, General Counsel, *Required Non-Discrimination Notices*, 8-19-99
51. Memorandum No. Z-6, Student Health & Human Services, *Child Abuse Reporting – Update*, 11-2-98
52. Public Law 103-227, 3-31-94
53. Reference Guide No. 1, Business Services Division, *Transportation Information for Pre-Kindergarten through Grade Six Students*, 2-9-99
54. Reference Guide No. 10, Business Services Division, *Safe Bus Riding Practices Program*, 9-13-96

THE EARTHQUAKE/DISASTER PLAN

Policy: All schools will respond to an earthquake/disaster by following standardized policies and procedures. School employees will be trained in every aspect of the earthquake/disaster plan and will be aware of Bulletin Nos. Q-48 and Q-50 and other related policies regarding emergency response. School sites will be self-sustaining and will have properly maintained supplies.

I. Emergency Response Procedures

- _____ A. All schools will maintain an up-to-date file of all earthquake/disaster materials, policies and procedures. This file will be readily available for inspection by the public.
- _____ B. Parents will be informed at the beginning of each school year or upon enrollment of the disaster procedures.
- _____ C. All schools will have a written communication plan for implementation during an earthquake/disaster. This plan will outline internal and external communication methods.

II. Emergency Response Supplies

- _____ A. All schools will have dedicated storage containers (DSC) for essential earthquake/disaster supplies.
- _____ B. All schools will inspect and inventory supplies annually before the first instructional day and will have a procedure to maintain and replace supplies as needed.
- _____ C. The following supplies will be stored in the DSC:
 - 1. One first aid bin per 400 students
 - 2. 1½ gallons per student of drinkable water in water barrels labeled with a fill and expiration date
 - 3. Water supplies including wrenches, pumps, pitchers, cups, bleach, etc.
 - 4. Search and rescue (SAR) equipment kits (1 kit per 500 students)
 - 5. Other supplies as required in the disaster plan
 - a. Reunion gate supplies
 - b. Command post supplies
 - c. Sanitation supplies
 - d. Hospital/morgue supplies
 - e. Fire suppression team gear

6. A "Lessons Learned from the Northridge Earthquake" notebook containing:
 - a. Disaster plan
 - b. Detailed job descriptions of disaster workers
 - c. Inventory of supplies
 - d. Detailed school map including location of supplies
 - e. Current roster of employees and students
 - f. Evacuation plan
 - g. Communication plan
 - h. District training materials

III. Emergency Response Training

- _____ A. All schools will have a written plan detailing scheduled training sessions needed to implement the earthquake/disaster plan.
- _____ B. Employees will be trained in every aspect of the earthquake/ disaster plan. Emergency response training will include:
 1. Yearly inservices reviewing proper emergency response at the school level within the first three months of the school year.
 2. District level training for school representative(s) in:
 - a. Integrated School Safety Plan
 - b. SAR training
 - c. Incident command center
 - d. Hazard mitigation
 - e. First aid training
 - f. Standard Emergency Management System (SEMS)
 - g. Sheltering
 - h. Others, as offered
 3. Local site inservice regarding all materials covered at District level training sessions:
 - a. Integrated School Safety Plan
 - b. SAR training
 - c. Incident command center
 - d. Hazard mitigation
 - e. First aid training
 - f. Standard Emergency Management System (SEMS)
 - g. Sheltering
 - h. Others, as offered
- _____ C. Employees missing any training/inservice will obtain written information from the principal, review information and sign-off.

- _____ D. All schools will document each training session with:
1. Date of training
 2. Agenda
 3. Training materials
 4. Sign-in/sign-off sheet(s)

REFERENCES

1. Bulletin No. C-27, Business Services, *Storage of Emergency Water Supply*, 3-26-99
2. Bulletin No. Q-48, Superintendent, *Emergency Drills and Procedures*, 11-2-98
3. Bulletin No. A-50, Superintendent, *School Site Emergency/Disaster Supplies*, 6-7-99
4. Deputy Superintendent, *Lessons Learned from the Northridge Earthquake: An Integrated Training Guide*, 1995
5. Emergency Services, *Emergency/Disaster Procedures Manual*, 1998
6. Office of the Superintendent, et. al., *Earthquake/Safe School Training*, 1998-99

CRISIS INTERVENTION

Policy: Crisis intervention teams will be established at both the school and the District level. School site and district teams will respond to critical incidents on an LAUSD campus that disrupt the function of the school during the normal school hours.

- I. Administrators supervising operations and site administrators will be aware of Bulletin No. Z-29 (Rev.), *Crisis Intervention*, regarding the definition of a crisis, organization of crisis intervention teams, and crisis intervention strategies.
- II. Administrators supervising operations and site administrators will identify school and district crisis team members and indicate the name of the training agency/instructor or office, location, and date of their last crisis intervention training.
- III. School site crisis team leaders will meet with the team and implement crisis services after a formal request from the principal/designee.
- IV. School and district crisis teams will meet regularly for training and review of their crisis intervention plans.
- V. School and district crisis teams will maintain and update a community and District resource list to supplement their crisis response.
- VI. District crisis team members will attend annually a District training/orientation.
- VII. Crisis team members, school, and district offices will maintain a copy of the LAUSD Crisis Intervention Handbook. One copy is to be available at the school and district office as a reference copy.
- VIII. School and district crisis teams will maintain a crisis intervention notebook to document the specifics of each critical incident and the team response. At the end of each academic year, the notebook will be given to the principal by the school site team and to the appropriate administrator supervising operations by the district level crisis team.
- IX. Administrators supervising operations and site administrators will identify and be familiar with the police agency that serves their schools by initiating a minimum of one meeting with the agency.
- X. All district employees will be aware of Bulletin No. Z-36 and Memorandum No. Z-13, Student Health and Human Services, regarding suicide prevention and referral processes.^{2, 3, 5}

REFERENCES

1. Bulletin No. Z-29 (Rev.), Student Health and Human Services, *Crisis Intervention*, 9-1-99
2. Bulletin No. Z-36, *Youth Suicide Prevention Program*, 3-31-98
3. Memorandum No. Z-13, Student Health and Human Services, *Forms of the Youth Suicide Prevention Program*, 12-1-98
4. Division of Student Health and Human Services, *A Handbook for Crisis Intervention*, 1994
5. Suicide Prevention Unit, *Resource Guides* (revised annually)

ENVIRONMENTAL HEALTH AND SAFETY

Policy: The safest learning environment for students and staff will be ensured through the prevention and elimination of environmental health and safety hazards.

All schools will:

- _____ I. Implement and update annually a site specific Injury and Illness Prevention Program in compliance with Title 8, California Code of Regulations (CCR).^{2, 4, 5, 7, 8}
- _____ II. Stock and maintain cleanup kits for emergency disposal of body fluids and medical waste for blood-borne pathogens.^{5, 6}
- _____ III. Conduct annual employee training on blood-borne pathogens.^{5, 6}
- _____ IV. Conduct training on hazardous chemicals and maintain Material Safety Data Sheets for chemical products used at the site in accordance with Title 8, CCR.^{4, 5}
- _____ V. Maintain the school's Asbestos Management Plan and keep on file in the main office. Provide inservice for staff on lead awareness as requested.^{4, 10}
- _____ VI. Notify the Maintenance and Operations Branch of areas of peeling paint to minimize potential lead exposure to students and employees. Provide inservice for staff on lead awareness as requested.^{5, 7}
- _____ VII. Use only District approved chemical products.^{1, 3}
- _____ VIII. Identify annually and include in the Emergency Operations Plan environmental hazards surrounding the school.¹¹
- _____ IX. Provide information for employees on health problems related to computer use and preventive techniques to maintain good health.^{4, 7}
- _____ X. Implement the Chemical Hygiene and Safety Plan in school laboratories and submit an annual chemical inventory to the Environmental Health and Safety Branch.⁴
- _____ XI. Implement the Integrated Pest Management Program, including required notifications to parents, posting of applications and maintenance of the site activity log in the Main Office.⁹

REFERENCES

1. Bulletin No. C-17, Business Services Division, *School Purchase Order*, 10-1-98
2. Bulletin No. C-23, Business Services Division, . . . *California Occupational Safety and Health Act*, 7-24-96
3. Bulletin No. DB-9, Accounting and Disbursements Division, *Imprest Funds*, 6-30-98
4. Bulletin No. J-6, Operations & Support Services, *Injury and Illness Prevention Program*, 9-10-99
5. California Code of Regulations, Title 8, Sections 3203, 5191, 5194
6. Environmental Health and Safety Branch, *Bloodborne Pathogens Exposure Control Plan*, 1996
7. Environmental Health and Safety Branch, *Injury and Illness Prevention Program: A Guide for Site Administrators*, 1995
8. Environmental Health and Safety Branch, *Safety Matters* (video), 1995
9. Facilities Services Division, *Integrated Pest Management Program*, 1999
10. Maintenance and Operations Branch, *Asbestos Management Plan*, 1996
11. Office of Emergency Services, *Emergency/Disaster Procedures Manual*, 1996

EDUCATING FOR DIVERSITY

Policy: The educational process at all schools will be designed to meet the academic and intellectual needs of all students and will prepare them to function effectively and harmoniously in a multicultural and diverse society.

I. Organization

- _____ A. To ensure a quality education for all students, each school will have a school-wide Multicultural and Human Relations Education Plan (MHREP) based on strategies recommended in "Educating For Diversity." The plan may be reflected as part of consolidated programs (Title I, School Improvement Programs, Bilingual Master Plan) and LEARN.^{14, 20, 23}
- _____ B. Every school will have a Human Relations Leadership Team composed of representatives from administration, faculty, classified, student body (secondary schools) and parents/community.
- _____ C. A staff member will be selected to coordinate the work of the school Human Relations Leadership Team. Funding for the coordinatorship is the responsibility of the local school.
- _____ D. The selected staff member will participate in orientation and training provided by the District and supervising administrative offices.
- _____ E. The Human Relations Leadership Team will develop a time/task calendar to implement strategies and programs that maintain and improve the school-wide MHREP.
- _____ F. The Human Relations Leadership Team will present an assessment and evaluation of the school-wide MHREP to the school administrator and school governance council at the end of each school year.²¹

II. Schoolwide Multicultural Human Relations Plan Components

- _____ A. Climate
 - 1. School employees will promote a positive climate encouraging respect and dignity for each individual by:
 - a. Maintaining a non-hostile, bias- and prejudice-free learning environment
 - b. Adhering to school policies and guidelines that support integration goals, special education regulations and gender equity issues^{3, 16, 25}

- c. Addressing institutional racism and forms of prejudice and discrimination which impede the personal and academic progress of students ^{9, 13}
 - d. Encouraging inclusion and participation of all students in every aspect of school life, including those in the Capacity Adjustment Program (CAP), Permit With Transportation (PWT), Magnet, Newcomer, and Special Education Programs
 - e. Celebrating cultural and special observances ^{2, 11, 15}
2. All schools will have an age-appropriate, school-wide conflict resolution/mediation program in place to deal with conflict, intergroup tension and racism ²¹
 3. Students will be empowered to promote positive intergroup relations through:
 - a. Student leadership forums
 - b. Ethnic group clubs and organizations
 - c. Peace Clubs/Youth Groups
 - d. Cultural Diversity Month – October (i.e. Unity Day, etc.) ¹⁴
 4. All schools will have a schoolwide code of discipline addressing, but not limited to:
 - a. Name-calling and verbal slurs ^{1, 5}
 - b. Hate-motivated incidents/hate crimes ^{1, 6}
 - c. Gender discrimination/sexual harassment and other types of harassment ^{3, 4, 16}
 5. The following violations of the school-wide code of discipline will be reported and acted upon immediately, and where required, documented on an incident report and forwarded to the appropriate District office(s)
 - a. Hate-motivated incidents/hate crimes ^{1, 5, 6}
 - b. Gender discrimination/sexual harassment ^{1, 3, 4, 16}

_____ B. Curriculum, Instruction, Programs and Strategies

Schools will:

1. Implement a comprehensive multicultural education and human relations curriculum in grades pre-K thru 12 ^{7, 18, 19}
2. Ensure that curriculum content includes the historical experiences, cultural patterns, and achievements of diverse groups ^{7, 17, 18, 19}
3. Provide student learning materials in primary languages
4. Offer ethnic studies to secondary students
5. Provide the course, *Life Skills for the 21st Century*, for all ninth grade students.
6. Utilize learning resources and curricular planning in human relations education. ¹⁰

7. Utilize *Educating For Diversity: Human Resources*.^{12, 24}
8. Provide effective counseling for students to ensure that secondary course offerings do not limit future educational choices.

_____ C. Professional Growth and Development

1. All schools will have a written schedule of in-service/ training needed to implement the school-wide MHREP.²⁶
2. Employees will be trained in every aspect of the school-wide MHREP.
3. Employees will receive yearly and/or as needed in-service/training in:
 - a. Staff responsibility and accountability in maintaining a non-hostile, bias- and prejudice-free learning environment
 - b. The school-wide MHREP
 - c. Effective instructional approaches regarding school-wide MHREP
 - d. Cultural backgrounds and experiences of total school community
 - e. Principles of second language acquisition
4. School representative(s) will in-service their co-workers regarding all materials covered at District level training sessions.
 - a. Multicultural/Human Relations Coordinator Training
 - b. Human Relations Leadership Team Training
 - c. Others as offered
5. Employees missing any in-service training will obtain written information from the principal, review information and sign-off regarding this information.
6. All school site training sessions will be documented with:
 - a. Date of training
 - b. Agenda
 - c. Training materials
 - d. Sign-in/sign-off sheet(s)

_____ D. Parent/Community Education

All schools will implement a Parent and Community Involvement Model. This plan will address enlisting parents to:

1. Participate in the initial setting of school goals, ongoing program planning, professional growth activities and planning special activities
2. Participate in program evaluation
3. Meet with staff on a regular basis to discuss issues of concern to parents and community
4. Assess and coordinate the use of community resources
5. Participate with community outreach efforts/programs that collaborate with existing organizations and structures
6. Understand the child's academic program and provide learning activities at home

7. Help serve as resource persons in the classrooms
8. Maintain continued communication with teachers and administration
9. Attend ongoing classes and workshops that deal with the school-wide MHREP

_____ E. Evaluation

The *Human Relations Leadership Team* will present an assessment and evaluation of the school-wide MHREP at the end of each school year to the: ²¹

1. School administrator
2. School governance council
3. District offices as required

GLOSSARY

Multicultural Education is a process meant to insure respect and dignity for each person. It focuses on increasing knowledge and understanding among diverse groups, including but not limited to those based on race, ethnicity, religion, language, gender, sexual orientation, disability, age and socio-economic status.

Human Relations stresses the importance of providing people with the communication and interaction skills necessary to maintain and improve interpersonal relationships.

REFERENCES

1. Bulletin No. DP-1, Intergroup Relations, *District Policy and Procedures for Data Collection and Reporting Hate-Motivated Incidents/Hate-Crime*, 11-23-98
2. Bulletin No. DP-2, Intergroup Relations, *Guidelines For The Teaching About Religions*, 4-20-99
3. Bulletin No. L-4, General Counsel, *Title IX Policy/Student Grievance/Complaint Procedures*, 7-30-98
4. Bulletin No. L-5, General Counsel, *Sexual Harassment Policy – Students*, 7-30-98
5. Bulletin No. M-11, Instruction, *K-12 Instructional Activities to Promote Positive Human Relations*, 4-24-98
6. Bulletin No. Q-49, Superintendent, *Policy Statement Regarding Prejudice and Discrimination*, 9-7-98
7. California Department of Education, *History/Social Science Framework*, 1997
8. Los Angeles Educational Alliance for Restructuring Now (LEARN), *For All Our Children, Better Education Results in the Los Angeles Public Schools*, pages 1-14, 11-92
9. Memorandum No. 17, Deputy Superintendent, *Student Voices Forum (Proposition 187)*, 11-2-94

10. Memorandum No. 21, School Operations and Intergroup Relations, *Implementation of Co-Curricular and Curricular School Safety Planning and Human Relations Education*, 10-10-96
11. Memorandum No. 27, *Instructional Services and Intergroup Relations, Holiday Displays*, 12-5-96
12. Memorandum No. 38, Deputy Superintendent, *Distribution of Publication Educating for Diversity Learning Resources*, 3-29-96
13. Memorandum No. 46, Instructional Services, *Instructional Response to the Affirmative Action Initiative (Proposition 209)*, 10-30-96
14. Memorandum No. DP-3, Intergroup Relations, *Unity Day October 27, 1999, Instructional Packet*, 10-4-99 (updated annually)
15. Memorandum No. DP-5, Intergroup Relations, *Observance of Ramadan January 10 – February 8, 2000*, 12-3-99 (updated annually)
16. Memorandum No. L-2, Deputy Superintendent, *Required Non-Discrimination Notices*, 8-19-99
17. Office of Instruction, Multicultural Education Unit, *Beyond Tolerance* (Grades 4-12), 4-93
18. Office of Instruction, Elementary Course of Study
19. Office of Instruction, Secondary Guidelines for Instruction
20. Office of Intergroup Relations, *Educating for Diversity: A Framework for Multicultural and Human Relations Education*, 4-92
21. Office of Intergroup Relations, *Educating for Diversity: A Framework for Multicultural and Human Relations Education, School Assessment Checklist*, pages 76-79, 4-92
22. Office of Intergroup Relations, *S.A.V.E., Stand Against Violence Everywhere...Creating Harmony and Unity--A Human Relations Education Resource Guide*, 1996
23. Public Law 103-382, America's Schools Act of 1994," 9-28-94
24. Reference Guide No. 1, Intergroup Relations, *Educating for Diversity Resource Database*, 5-20-96
25. Reference Guide No. 10 (Rev.), *Student Integration Services, Fingertip Facts – Student Integration Services* 1995-96, 1-8-96
26. Training to meet schoolwide MHREP needs is available both inside and outside the District on topics including, but not limited to:
 - Character Education
 - Conflict Resolution
 - Cultural Sensitivity
 - Dealing With Differences
 - Diversity in the Workplace
 - Infusing schoolwide MHREP into the Curriculum
 - Peacemaking
 - Peer Counseling
 - Peer Mediation
 - Religious Diversity
 - Strategies for identifying and eliminating gender and racial bias

LOS ANGELES UNIFIED SCHOOL DISTRICT
School Operations

BULLETIN NO. 58 (Rev.)
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ATTACHMENT B

ESSENTIAL SAFETY STANDARDS CHECKLIST

SCHOOL SITE SELF-ASSESSMENT

Check Y, if the minimum standard has been fully met and documented as required; check N, if the minimum standard has not been fully met and documented as required. If N, include actions(s) to be taken and anticipated compliance date(s).

SCHOOL SAFETY

I. General Guidelines

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C.				
D.				
E1.				
E2.				
E3.				
E4.				
E5a.				
E5b.				
E6.				
E7.				
F.				
G.				

II. Physical Plant Safety

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C.				
D.				
E.				
F.				
G1.				
G2.				
G3.				
H.				
I.				
J.				

III. Employee Safety Standards

#	Y	N	Action to be taken	Compliance Date
A1.				
A2.				
A3.				
A4.				
A5.				
A6.				
A7.				
A8.				
A9.				
A10.				
A11.				
B.				
C1.				
C2.				
C3.				
C4.				
C5.				
D.				
E.				
F1.				
F2.				
F3.				
F4.				

IV. General Student Safety

#	Y	N	Action to be taken	Compliance Date
A.				
B1.				
B2.				
B3.				
B4.				
C1a.				
C1b.				
C1c.				
C1d.				
C1e.				
C1f.				
C2.				
C3.				
C4.				
C5.				
D.				
E.				
F.				
G1.				
G2.				
G3.				
G4.				
G5.				
G6.				
G7.				
G8.				
H.				
I.				
J.				

V. Safety Supervision

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C.				

VI. Sports Safety

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C.				
D.				
E.				
F.				

EARTHQUAKE/DISASTER PLAN

I. Emergency Response Procedures

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C.				

II. Emergency Response Supplies

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C1.				
C2.				
C3.				
C4.				
C5a.				
C5b.				
C5c.				
C5d.				
C5e.				
C6a.				
C6b.				
C6c.				
C6d.				
C6e.				
C6f.				
C6g.				
C6h.				

III. Emergency Response Training

#	Y	N	Action to be taken	Compliance Date
A.				
B2a.				
B2b.				
B2c.				
B2d.				
B2e.				
B2f.				
B2g.				
B2h.				
B3a.				
B3b.				
B3c.				
B3d.				
B3e.				
B3f.				
B3g.				
B3h.				
C.				
D1.				
D2.				
D3.				
D4.				

CRISIS INTERVENTION

#	Y	N	Action to be taken	Compliance Date
I.				
II.				
III.				
IV.				
V.				
VI.				
VII.				
VIII.				
IX.				
X.				

ENVIRONMENTAL HEALTH AND SAFETY

#	Y	N	Action to be taken	Compliance Date
I.				
II.				
III.				
IV.				
V.				
VI.				
VII.				
VIII.				
IX.				
X.				
XI.				

EDUCATING FOR DIVERSITY

I. Organization

#	Y	N	Action to be taken	Compliance Date
A.				
B.				
C.				
D.				
E.				
F.				

II. Schoolwide Multicultural Human Relations Plan Components

#	Y	N	Action to be taken	Compliance Date
A1a.				
A1b.				
A1c.				
A1d.				
A1e.				
A2.				
A3a.				
A3b.				
A3c.				
A3d.				
A4a.				
A4b.				
A4c.				
A5a.				
A5b.				
B1.				
B2.				
B3.				
B4.				
B5.				
B6.				
B7.				
B8.				

II. Schoolwide Multicultural Human Relations Plan Components (cont.)

#	Y	N	Action to be taken	Compliance Date
C1.				
C2.				
C3b.				
C3c.				
C3d.				
C3e.				
C4a.				
C4b.				
C4c.				
C5.				
C6a.				
C6b.				
C6c.				
C6d.				
D1.				
D2.				
D3.				
D4.				
D5.				
D6.				
D7.				
D8.				
D9.				
E1.				
E2.				
E3.				