

Charter Schools Division – School Safety & Operations: Principal’s Resource Guide

11.1 □ SCHOOL SAFETY CHECKLIST - CO-LOCATED SITES

Charter School Name: _____ LAUSD Loc. Code: _____ Administrator Name: _____ iSTAR Y / N
 District School Name: _____ LAUSD Loc. Code: _____ Administrator Name: _____ iSTAR Y / N
 Dates of Site Visit(s): _____, _____ Site Visit Team Members: _____, _____

Compliance Requirements	Compliant Non-Compliant Not Reviewed	Supporting Documentation	NOTES: Corrective Action: _____
Single Sign-On BUL-1438.3	___ ___ ___ ___	1. _____ (Approver) 2. _____	
Schedule of Co-Location Planning Meetings	___ ___	Weekly, Bi-Monthly or Monthly Meetings _____	Next Meeting: _____
Emergency Information by First Day of School Integrated Safe School Plan Completed by Oct. 1, 2019 REF-5511.7	___ ___ ___ ___ ___ ___ ___ ___	Emergency Contact Info’ on file for Staff, Students, & Volunteers (Yes/No) Copies on file with “District School” (Yes or No) Public Copy of SSP located @ _____ Public Review Sign-in Page (Yes or No) School Safety Committee Meeting Designee: _____	Next Meeting: _____
Child Abuse Awareness Training BUL-1347.2 (CAAT)	___ ___ ___ ___	CAAT training provided to employees online, by a 3 rd party ? (Yes/No) All staff trained: Date _____ CAAT training provided to employees during a staff PD Day ? (Yes/No) Agenda w/ Sign-in: Date _____	Name of Provider: _____
School-Wide Discipline Policy BUL-6231.0	___ ___ ___ ___	School Discipline Policy referenced in parent/student handbook (Yes/No) School Climate Bill of Rights referenced in parent/student handbook (Yes/No)	Section/Page: _____ Section/Page: _____
School Climate Bill of Rights Board Resolution 2013 Charter Petition, Element 10	___ ___	Student Discipline Committee Meets Regularly to Implement: - Data Driven Management System - Tiered Interventions - Alternatives to Suspension - Positive Behavior Support - Complaint Procedure	Next Meeting: _____
Visitor’s Policy Posted BUL-6492.1 OEHS Checklist Page 4	___ ___ ___ ___ ___ ___	Visitor’s Policy referenced in parent/student handbook (Yes/No) Visitor’s Policy posted @ _____ Visitor’s Sign-in / ID Issued @ _____	Section/page: _____

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Locked Campus BUL-6492.1 OEHS Checklist Page 4	___ ___ ___ ___ ___ ___	All gates / entrances locked by AM: _____ PM: _____ Only one entrance open @ _____ Entrance is monitored by: _____	
ISTAR BUL-5269.2	___ ___ ___ ___	Incidents reported within 24 hours (iSTAR System/LAUSD Principal/Ops. Coordinator) All reports fully completed & “Closed”	Last incident reported: _____
Secondary Only Administrative Searches Parent Notification Logs BUL-5424.2 OEHS Checklist Page 5	___ ___ ___ ___ ___ ___ ___ ___ ___ ___	Administrative Searches Policy referenced in parent/student handbook (Yes/No) Parent notification at beginning of school year – Date: _____ Sample parent letter reviewed Search team – member composition compliant Random “wandering” for metal detection Log Date: _____ Random locker searches - Log Date: _____ # Searched _____	Section/page: _____
Suicide Prevention, Intervention & Postvention - Students BUL-2637.2 (SPIP)	___ ___ ___ ___	SPIP training provided to employees online, by a 3 rd party ? (Yes/No) All staff trained by: Date _____ LAUSD SPIP training provided to employees during a staff PD Day ? (Yes/No) Agenda w/ Sign-in: Date _____	Name of Provider: _____

Action Items:

Notes:
