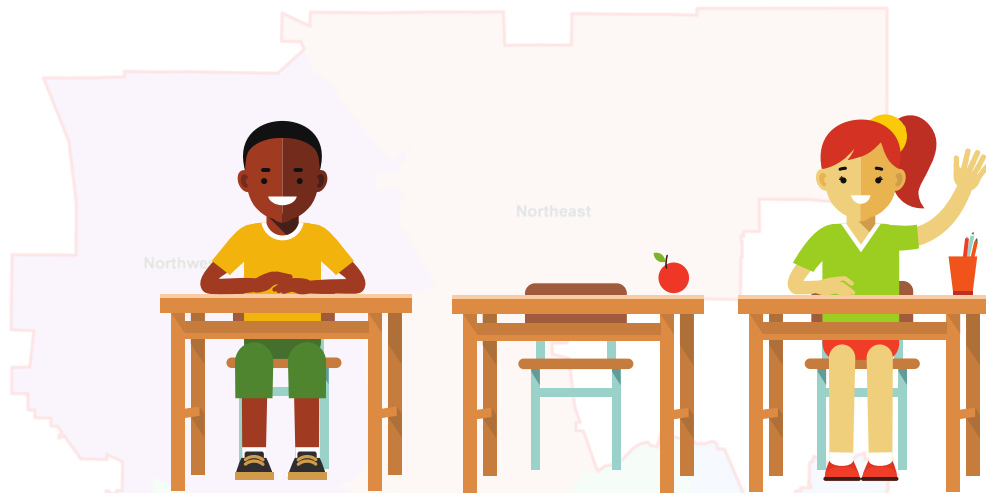




LOS ANGELES UNIFIED SCHOOL DISTRICT

Public Schools | Community Spaces



Principal's Resource Guide

A guide for District and Charter
Principals to successfully operate
a co-located school campus.

Purpose

This resource guide is intended to support the mission of the Division of District Operations in ensuring that every Los Angeles Unified School District (LAUSD) site receives support and guidance toward creating and maintaining a safe and caring environment that supports learning and achievement for all students.

Further, as we work together to ensure that all students are college and career ready, this handbook can be referenced by charter school and LAUSD principals that are co-located on one campus. The tabs are grouped around general topics of school safety and operations so that they can manage their respective programs successfully.

Establishing effective communications protocols, building a collaborative culture for decision-making and sharing promising practices and resource tools are just a few of the strategies that are included within this handbook. Tab 13 provides various templates to guide your work together.

The State Board of Education has issued implementing regulations, pursuant to Education Code Section 47614 (Proposition 39), which establishes the standard for charter school compliance with school district policies and procedures regarding the operations and safety of the site. LAUSD Policy BUL-5532.1, Policy on Co-Locations for District School Facilities Use Pursuant to Education Code Section 47614 (Proposition 39), contains a comprehensive list of bulletins and reference guides that co-located charter and District principals should review and follow. This document lists applicable policies and should not be construed as a document related to identify applicable laws. Although this compilation is intended to be as comprehensive as possible, it is not and cannot be considered exhaustive.

Additional resources that are included in this handbook are meant to build background knowledge and develop a culture of transparency and collaboration. For your convenience, with a single sign-on, these bulletins can be referenced online. REF-1438.3, Single Sign-On/District e-mail Account, explains the process for obtaining a District single sign-on.

Thank you for your cooperation and efforts in providing a safe and caring environment that supports learning and achievement for all students.

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Tab 1 □ Facilities Use Agreement

Planning for a successful school year depends on understanding the content of the FACILITIES USE AGREEMENT. Both the District and the Co-Located principal should meet and review the agreement in order to collaboratively develop local procedures for managing school safety and operations. This collaboration, combined with appropriate representation and involvement of all stakeholders, will develop knowledge of policies, expectations, and procedures for both schools.

An excerpt from the Los Angeles Unified School District Policy Bulletin (BUL-5532.1): Policy on Co-Location for District School Facilities' Use Pursuant to Education Code Section 47614 (Proposition 39), December 4, 2017, Page 8, ¶ 1, outlines common topics for planning:

“To address issues relating to the shared use of District facilities, the co-located District principal and charter school principals are encouraged to meet in May/June and in July/ August before school begins, and thereafter every two weeks for the duration of the school year... Specific topics to be addressed during these regularly scheduled meetings shall include, but not be limited to the following:

1. Site Access & Availability
2. School Services
3. Student Meals Program
4. Classroom Usage
5. Keys (Distribution and Control)
6. Scheduling (Master Schedule for Areas of Joint Use)
7. Scheduling of Shared Staff – Custodial, Supervision, etc.
8. Scheduling of Shared Spaces – Cafeteria, restrooms, library, book room, etc.
9. Safety & Security - Joint Completion of the Integrated Safe School Plan by **October 1st deadline**
10. Resolving Facilities Usage Issues”

Related Documents to Support LAUSD Policy BUL-5532.1

FACILITIES USE AGREEMENT			
Identifying Number	Document	Issuing Office	Date
	Facilities Use Agreement – Attachment A		
5CCR 11969.9	California Code of Regulations - Procedures and Timelines for the Request for, Reimbursement for, and Provision of, Facilities		2011
BUL-5532.1	Policy on Co-Location for District School Facilities' Use Pursuant to Education Code Section 47614 (Proposition 39)	Office of the Superintendent	12/04/17
BUL-5002.1	Allocation and Relocation of Classroom Space and Identification of Classrooms for Special Education Programs	Division of Special Education	11/04/13
BUL-5767.0	Procedures for Modifications and Additions to District Property Performed by a Third Party		

Tab 1.1 □ Facilities Use Agreement

Use this sheet to unpack and annotate the FACILITIES USE AGREEMENT.

_____ Begin Date for Alterations / Construction: _____

_____ Initial Occupancy Date: _____

_____ Building space assignment and schedule

- Classrooms / Teaching Stations
- PE Space / Locker Rooms
- Office Spaces (Consider Administrative, Clerical, Counseling, Nurse, Itinerates, etc.)
- Student Restrooms
- Staff Restrooms
- Auditorium
- Lunch Area

_____ Initial Walk-Thru Date: _____

- Areas that will be under construction: _____
- Areas that movers will access: _____

_____ Key Distribution and Control (See **Tab 4 □ Facility Use and Equipment Management and Tab 13 □ Tool Box Templates: Keys - Employee Check Out and Substitute Check Out Templates**)

_____ Custodial Allocations and Assignments

_____ Purchase of Additional Custodial Time

_____ Ordering Custodial Supplies (See: TAB 13 □ Tool Box Templates “Managing Recurring Orders for Supplies, Equipment, and Materials”)

Order due dates: _____

Order delivery dates: _____

_____ Emergency Contact Information for Staff, Students, and Volunteers **FILED** with the District School Office by the first day of school - Date: _____

(See **Tab 5 □ Integrated Safe School Plan (ISSP) and Emergency Drill Procedures**, esp. BUL-6303 for a sample Student Emergency Information Form)

_____ Other

_____ Other

_____ Other

Tab 2 □ Initial Planning Meeting in May/June and July/August

In addition to unpacking the Facilities Use Agreement, the initial planning meetings should cover the following (and locally identified) topics.

- Review of the LAUSD Single Track Instructional School Calendar for the Upcoming Year
 - Annotate school and legal holidays, school recess (winter/spring), and other important dates on **BOTH** the District and the Co-Located School Calendars
- Opening School Checklists
- Bell Schedules
 - Opening Procedures at the start of the school day
 - Class Schedules / P.E. Schedules
 - Nutrition / Lunch Schedules
 - Itinerate Schedules
 - Dismissal Procedures at the end of the school day
- Supervision Schedules: Areas with Campus Aides/Staff Assignments to monitor the above activities
- Custodial Staff Schedules
 - Ordering and delivery procedures
- Master Calendar of Activities, especially those areas that are jointly used and drills that are jointly conducted
 - Student Assemblies
 - Back to School
 - Parent Conferences
 - Schoolwide Safety & Emergency Drills
 - Winter / Holiday / Spring / Programs & Performances
 - After School Activities
 - Spring Testing Schedules

Use of the meeting management templates (**Tab 13 □ Tool Box Templates**) will help to standardize the format of planning, conducting, and completing action item tasks. Included you will find:

- Sample Calendar of Bi-Weekly Meetings
- Sample Meeting Agenda Template
- Sample Sign-In Template
- Sample Action Plan Template

Following are some common school activities that should be routinely included in the initial planning and production of the **SCHOOL MASTER CALENDAR**. Collaborative pre-planning with appropriate stakeholders and between the District and the Co-Located schools will result in the consensus use of facilities, management of staff assignments, and success for student learning experiences.

Enter all dates for weekly/monthly recurring operational tasks such as:

- School Leadership Team meetings
- School Advisory Council(s) meetings

- Safety Committee meetings
- Student Support Team meetings
- School Safety Drills
- Student/Staff data report due dates
- Payroll reporting deadlines
- Supply and equipment orders / delivery / inventory
- Other:_____

Enter all dates for weekly/monthly recurring student activities such as:

- Student Assemblies
- Student Clubs / Government
- Student Sports Activities
- Other:_____

Enter all dates for periodically recurring activities such as:

- “Great American Shakeout” Fall safety drill on the 3rd Thursday in October
- Grade reporting periods
- Special Events ... student performances and exhibitions, homecoming, culmination / graduation
- SPRING TESTING SCHEDULE
- Other:_____

Listed below are examples of activities in which most schools engage. This list is not intended to be exhaustive – local activities should be added as appropriate. Staff may wish to create a template for the year, which can serve, also, for planning in subsequent years.

July

- Administrators & select staff begin assignments
- Revise and print copies (electronic preparation) for school-wide mailing of communications such as the Parent/Student Handbook
- Send out communication of welcome to the opening of school to staff and students/families

August

- Administrators & select staff begin assignments
- Send out communication of welcome to the opening of school to staff and students/families
- 1st & 3rd Thursdays Initial planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools (See Tool Box of Meeting Management Templates provided as tools/samples)
- Finalize the Shared Use Agreement (SUA) and share with stakeholders
- Monthly Safety Committee Meeting
- Monthly Student Study/Success Team Meeting
- Coordinate/Develop Testing Schedule for the entire school year
- Coordinate end-of-the-year activities (Culmination/Graduation ceremonies)

September

- Labor Day Legal Holiday
- Traditionally “Back to School” activity
- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Study/Success Team Meeting
- Manage data for E-CAR, bungalow removal requests, other deadlines
- **DUE: September 30th Certification of Completed Training:** Suspected Child Abuse Reporting

October

- **DUE: October 1st** Integrated Safe School Plan (See Tab 5 for planning information)
- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting
- 3rd Thursday: “Great American Shakeout” Exercise
- 10th week of school: Student Progress Reports

November

- Thanksgiving Break Legal & School Holiday
- Annotate any differences in District / Co-located School Calendars and plan for site access, accordingly: Including need for completing the form - REQUEST FOR AFTER HOURS USE - with two / three weeks lead time (BUL-5460.0 Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks: Attachments A, B, & C)
- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting

December

- Winter Break Legal & School Holiday
- Annotate any differences in District / Co-located School Calendars and plan for site access, accordingly: Including need for completing the form - REQUEST FOR AFTER HOURS USE - with two / three weeks lead time (BUL-5460.0 Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks: Attachments A, B, & C)
- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting
- End of semester ... Final Exams, Final Report Cards
- Student performances

January

- Send out communication of welcome to second semester of school to staff and students/families
- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting
- Review Spring Testing Schedule

February

- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting
- Plan for summer school
- Plan for culmination / graduation

March

- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting
- LAUSD Observance of Cesar E. Chavez Birthday
- Annotate any differences in District / Co-located School Calendars and plan for site access, accordingly: Including need for completing the form - REQUEST FOR AFTER HOURS USE - with two / three weeks lead time (BUL-5460.0 Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks: Attachments A, B, & C)

April

- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting
- Planning for annual "May Day" Activities

May

- 1st & 3rd Thursdays Recurring planning meeting with administrators and/or school leadership teams of both the District and Co-Located schools
- Schedule initial meetings with new/continuing District and Co-Located schools
- Monthly Safety Committee Meeting
- Monthly Student Success Team Meeting

June

- Closing school procedures including Key Collection
- Equipment Inventory(ies)

Tab 3 □ Daily and Annual Instructional Minutes

Annual Calendars *may* be set by Proposition 39 Co-Located schools and must meet the **daily** and **annual instructional minutes** required by California Education Code (CEC) for public schools. Planning for school breaks must, also, include certain legal holidays as required by CEC.

The table below is a quick reference summary of annual instructional minutes and days required by the Los Angeles Unified School District. The first column lists annual instructional minutes required by CEC.

Grade	CEC Required Minutes	LAUSD Required Minutes	LAUSD Required Days	LAUSD Policy
Kindergarten	36,000	55,100 (full day K)	180	REF – 683.16
1-3	50,400	55,100	180	REF – 683.16
4-6	54,000	55,100	180	REF – 683.16
7-8	62,160	65,300	180	REF – 684.16
6-8 Common Planning Time	62,160	62,160	180	REF – 684.16
9-12	64,800	65,300	180	REF – 685.16

Additional information by school type, i.e., Elementary, Middle, High, and Options Schools can be found in the following LAUSD Reference Guides. These guides are updated annually to reflect current CEC and LAUSD policy. These guides are used, also, to create daily bell schedules that will be CEC compliant.

The policy bulletin for School-Based Management (SBM) Waivers is included. Please reference the section on Banked Time Waiver Requests (Page 2, Section III).

DAILY & ANNUAL INSTRUCTIONAL MINUTES			
Identifying Number	Document	Issuing Office	Date
REF-683.16	Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Elementary Schools – School Year 2017-18	Office of Chief Financial Officer Division of Instruction	05/22/17
REF-684.16	Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Middle Schools – School Year 2017-18	See above	05/22/17
REF-685.16	Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for High Schools – School Year 2017-18	See above	05/22/17
REF-1467.15	Instructional Minutes Requirements and Certification of Bell Schedules for Options Schools (Continuation, Opportunity, and Community Day Schools) – School Year 2017-18	See above	05/22/17
BUL-6029.3	School-Based Management (SBM) Waivers	Division of Instruction School Choice	02/13/15
BUL-6144.0	School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time, and Pupil –Free Days	Office of Curriculum, Instruction and School Support	08/2013

Los Angeles Unified School District – Attendance and Enrollment Section:

(213) 241-2115

(213) 241-2196

Co-Located Charter School Contact – Attendance and Enrollment Procedures:

() ____ - ____

() ____ - ____

Tab 4 □ Facility Use and Equipment Management

The following bulletins support management of the school campus and equipment owned by the LAUSD and by the District and Co-Located schools. Daily occupancy safety is achieved with strict policies about issuing keys to employees and maintaining a closed campus. See also **Tab 7**
□ **Campus Access and Control.** Templates for managing key distribution are found in **Tab 13**
□ **Tool Box Templates.**

Related Bulletins to Support Policy BUL-5532.1

FACILITY USE & EQUIPMENT MANAGEMENT			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
BUL-2374.2	School Site Key Control See Tab 13 - Template for managing keys issued to staff / substitutes and returned at end of day/term/year.	Office of the Chief Operating Officer	12/23/09
BUL-5460.0	Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks Requires Principal's PRE -Authorization Attachment B And Checklist Signed by Employee Attachment C	Office of the Superintendent	04/22/11
BUL-6894.1	Procedures for Third-Party Use of School Facilities	Division of District Operations	02/07/18
BUL-5761.0	Procedures for Modifications and Additions to District Property Funded by or Performed by a Third Party	Office of Environmental Health and Safety Office of the Chief Operating Officer Facilities Services Division	05/14/12
BUL-953.1	Control of Site Equipment	Accounting and Disbursements Division	08/23/10
BUL-3508.7	Inventory Requirements for Equipment Purchased With Categorical Programs	Division of Instruction Federal and State Education Programs Branch	05/12/15
REF-2633.2	Inventory of Student Body Owned Equipment DUE: June 30th (Last week in June) Elementary Schools DUE: July 15th (End of second week in July) Secondary & Adult Schools	School Fiscal Services Division	06/15/09
BULLETIN No. DB-15 (Rev.)	Written Authorization for Possession of District Equipment Off-Site USE Attachment A	Accounting and Disbursements	07/25/01

Tab 4.1 □ Textbook and Instructional Materials Management

Following are LAUSD bulletins and reference guides which the District school will follow. They are included as a group for convenience. They are comprehensive with great detail and will provide background information. Co-located, Prop 39 schools will be guided by their own policies and are encouraged to review and apply procedures from these documents that may be convenient to their operations.

TEXTBOOK & INSTRUCTIONAL MATERIALS MANAGEMENT			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
BUL-611.1	Instructional Materials Policies and School Site Procedures	Division of Instruction Integrated Library and Textbook Support Services	08/22/16
BUL-5772.2	Textbook Policies and School Site Procedures	Office of Curriculum, Instruction & School Support	07/31/12
BUL-5773.0	Targeting the Purchase of Textbooks for Grades K-12	Office of Curriculum, Instruction & School Support	06/19/12
BUL-5510	Instructional Materials Inventory Control Requirements in All Schools	Office of Curriculum, Instruction & School Support	06/19/12
BUL-5509.2	Restitution Procedures for the Loss or Damage of School Property for Students	Division of Instruction Instructional Technology Initiative	03/07/17
BUL-5770.1	Donation, Sale, and Recycling of Obsolete and/or Damaged Textbooks, Library Books, and Instructional Material	Office of Curriculum, Instruction & School Support	07/31/12
REF-6086	Certification of Instructional Materials Sufficiency, Elementary Schools	Office of Curriculum, Instruction & School Support	08/05/13
REF-6087	Certification of Instructional Materials Sufficiency, Secondary Schools	Office of Curriculum, Instruction & Support Services	08/05/13

Tab 5 □ Integrated Safe School Plan and Emergency Drill Procedures

The Co-located School, administrator is required to form a school safety committee of appropriate stakeholders and to collaborate with the District School administrator and a school safety committee of appropriate stakeholders that will jointly develop an **Integrated Safe School Plan (ISSP)** that addresses a range of threats and hazards. The plan shall include the safety of all students, staff, volunteers, and visitors present on the campus. (BUL-5532.1 – Page 13, Safety & Security: “The charter school shall adopt the District’s ‘Integrated Safe School Plan’(ISSP) while co-located at the District School site and shall participate in all required school safety events and activities as directed by the District School principal. Examples include but are not limited to, on-going/regular activities such as fire drills, administrative searches, emergency preparedness, and critical incident management activities such as campus lockdowns and relocations.” The plan must be completed/updated by the **DUE DATE: October 1st** of each school year.

The plan is available to Co-Located Charter School staff as a read only document using your LAUSD Single Sign-On (SSO) email account at: <https://issp.lausd.net>.

In 2013, several Federal Agencies developed a document, GUIDE FOR DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS. This report is in the public domain and has several organizing features that could be useful in the planning process for schools.

This guide (Page 2) suggests **five mission areas of preparedness**:

1. Prevention
2. Protection
3. Mitigation
4. Response
5. Recovery

Additionally, the guide (Page 5) provides suggestions for the **“Planning Process”** which includes **six steps**:

1. Form a Collaborative Planning Team
2. Understand the Situation
3. Determine Goals and Objectives
4. Plan Development (Identify Courses of Action)
5. Plan Preparation, Review, and Approval
6. Plan Implementation and Maintenance

All emergency contact information for students, staff, and volunteers at a Co-located Schools must be filed with the District School administrator by the first day of school. This is information that will be used to ensure the care and wellbeing of all persons on campus.

See BUL-6303 for a sample Student Emergency Information Form which is available in English, Spanish, Korean, and Chinese.

Emergency Drill Procedures are outlined in REF-5803.3. The Co-located School and District School will develop a master schedule (at the beginning of each school year) and participate **jointly** in the following regularly conducted drills.

CONDUCTING EMERGENCY DRILLS

DRILL TYPE	ELEMENTARY SCHOOLS	MIDDLE SCHOOLS	SR. HIGH SCHOOLS & ADULT SCHOOLS
<i>Fire</i>	First week of school until proficient, then once per month, including summer school.	First week of school until proficient, then once per month, including summer school.	First week of school until proficient, then once per semester, including summer school.
<i>Earthquake (Drop/ Cover/Hold On)</i>	Each month and summer school.	Each month and summer school.	Each month and summer school.
<i>Take Cover or “Drop”</i>	Review* once per semester, including summer school.	Review* once per semester, including summer school.	Review* once per semester, including summer school.
<i>Lock Down/ Shelter-in-Place</i>	Review* once per semester, including summer school.	Review* once per semester, including summer school.	Review* once per semester, including summer school.

See, additionally, the LAUSD Integrated Safe School Plan Resources at <https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/318/LAUSD%20School%20Emergency%20Forms%20SSP.pdf> :

- Emergency Drill Data Worksheet (2 pages)
- Emergency Hazard Assessment Summary
- Bomb Threat Report

- Injury Report
- Missing Person's Report
- Student Release Log
- Supplemental Attendance Report
- School/Site Preliminary Damage Report (PDR)
- Biological and Chemical Release Response Checklist

These fillable pages can be completed and kept with your Integrated Safe School Plan (ISSP) and the log of emergency drills for review by the Los Angeles Fire Department.

Related Documents to Support Policy BUL-5532.1

SCHOOL SAFETY PLAN & PROCEDURES			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
REF-5511.7	Completing and Updating the Integrated Safe School Plan (ISSP) 2017-2018 See ISSP Creator in Principal's Portal Required "Public Review Copy" of Plan w/Sign-In Page	Division of District Operations	7/28/17
REF-5803.3	Emergency Drills and Procedures In this guide, review: Sample Parent Letters (Attachments A – E) Emergency Drill Data Worksheet (Attachment F) [Annual] Drills Chart (Attachment G)	Office of School Operations	03/02/16
REF-6537.0	Inter-Campus / District Wide Safety Communications Test	Office of School Operations Instructional Technology Division	07/27/15
REF-5451.2	School Site Emergency/Disaster Supplies	Division of District Operations	08/15/16
REF-5450.1	School Emergency Response Boxes	Office of the Superintendent	03/19/13
Bul-6303	Student Emergency Information Form Available in English, Spanish, Korean, & Chinese	Student Health and Human Services	06/16/14
BUL-6584	Emergency Operations Center Procedures	Office of School Operations	09/28/15
Safe School Inspection Guidebook	Safe School Inspection Guidebook See: Table of Contents for 15 Safety Categories: Esp. Pgs. 4-5 Campus Security; Pg. 13 Emergency Procedures (ISSP); Pgs. 28-33 Injury and Illness Prevention; Pg. 34 Lead Management; Pgs. 40-41 Prevention Programs (ISSP) Pg. 42 Traffic and Pedestrian Safety.	Office of Environmental Health & Safety (OEHS)	Rev. 06/2013
REF-4492.1	School Traffic Safety	Office of the Chief Operating Officer	07/23/12
REF-5496.1	Implementing a Safety Valet Program at Schools	Office of the Chief Operating Officer	06/24/11

Tab 6 □ Student, Staff, and Community Safety

The safety of students, staff, and campus visitors and volunteers is the number one priority of the Los Angeles Unified School District (LAUSD). The School Safety and Operations oversight provided by the Charter School Division is intended to ensure that every LAUSD site creates and maintains a safe and caring environment that supports learning and achievement.

The following resources will stimulate thinking beyond the Integrated Safe School Plan and emergency preparedness drills to those procedures that set expectations for student / staff / community interactions – the school as a social place.

"This job of keeping our children safe, and teaching them well, is something we can only do together, with the help of friends and neighbors, the help of a community, and the help of a nation."
— President Barack Obama, December 16, 2012

Related Documents to Support BUL-5532.1

STUDENT, STAFF, & COMMUNITY SAFETY			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
BUL-1347.3	Child Abuse and Neglect Reporting Requirements This BUL is on the School Safety Checklist DUE: September 30 th of each school year	Office of General Counsel	08/19/16
BUL-2637.3	Suicide Prevention, Intervention and Postvention (Students) AB 2246 – Mandate for annual Suicide Prevention and Awareness Training See: BUL-5800.0 for Crisis Preparedness, Response and Recovery related topics This BUL is on the School Safety Checklist DUE: Monthly meetings of Student Support Team	Student Health and Human Services	02/14/18
BUL-6231.0	Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support This BUL is on the School Safety Checklist DUE: Monthly meetings of Student Support Team	Division of School Operations	02/14/14
BUL-3927.2	Mandated Reporting of Certain Student Behavior	Office of Curriculum, Instruction, and School Support	09/13/10
BUL-5655.3	Guidelines for Student Suspensions (Under REV.)* See Attachment “B”- MATRI FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATION Attachment “B-1” – Spanish language Attachment “C” – Lawful / Unlawful Suspension	Division of District Operations	10/10/16
BUL-6050.2	Expulsion of Students – Policy and Procedures (Under REV.)* See Attachment “B”- MATRI FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATION Attachment “B-1” – Spanish language Attachment “D” – SUMMARY OF STUDENT EXPULSION PROCEDURES Attachment “D-1” – Spanish language	Division of District Operations	10/10/16

STUDENT, STAFF, & COMMUNITY SAFETY

<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
BUL-5721.1	Student and Employee Security	Office of the Superintendent	02/25/13
BUL-5798.0	Workplace Violence, Bullying and Threats (Adult-to-Adult)	Student Health and Human Services	07/16/12
BUL-5212.2	Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)	Office of School Operations	11/26/14
BUL-6224.4	Transgender Students – Ensuring Equity and Nondiscrimination	Office of General Counsel	08/15/14
BUL-5167.0	Code of Conduct with Students – Distribution and Dissemination Requirement	Office of the Superintendent	07/01/10
BUL-4748.0	Ethics Policies	Office of the Superintendent	05/18/09
BUL-3772.3	Injury and Illness Prevention Program (IIPP) Requirements	Office of Environmental Health & Safety	08/26/13
BUL-6488.1	Drug, Alcohol and Tobacco-Free Workplace	Division of District Operations Office of the General Counsel	09/19/16
BUL-3277.1	Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, Tobacco, and Other Intoxicants	Office of Instruction	10/22/09
	Parent / Student Handbook LAUSD	Division of District Operations	Annually
	Parent / Student Handbook Prop 39, Co-located Charter School	Document for each school	Annually
REF-6767.1	LAUSD Campuses as Safe Zones and Resource Centers	Division of District Operations Los Angeles School Police Department Student Health and Human Services	02/01/17

Tab 7 □ Campus Access and Control

When schools are the centers of their communities, students, parents, and entire neighborhoods benefit. Ensuring that schools are sanctuaries for teaching and learning—and free of crime and violence—is a priority for us all. From Guide for Developing High-Quality School Emergency Operations Plans, 2013.

As visitors are welcomed to District and co-located charter schools, they must be informed of the policies and procedures guiding admission and conduct onto the campus. Schools must develop and post a visitor's policy that explains the requirements to obtain the consent of the co-located District / charter school principal and receive and wear a visitor's identification badge.

Recognizing and qualifying those volunteers to support and augment the educational program(s) at schools must be a standardized process. Administering a successful volunteer program requires supervision to ensure the health and welfare of all students and employees.

Related Documents to Support BUL-5532.1

CAMPUS ACCESS CONTROL			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
BUL-6492.2	Visitors to School Campuses and Locked Campuses During Class Hours at All Schools This BUL is on the School Safety Checklist DUE: Opening Day of School	Division of District Operations	02/21/17
BUL-6746.0	Establishing and Administering School/Office Volunteer Programs See: Quick overview / work sheet in Tab □ 13 Tool Box Templates	Office of the Associate Superintendent Support Services Parent and Community Services	08/14/17
BUL-5424.2	Administrative Searches to Ensure School Safety Daily Log Maintained Routine Reporting to (LD) Operations Coordinator Secondary schools only This BUL is on the School Safety Checklist DUE: Monthly reports to Local District Operations	Division of School Operations Office of Educational Services	10/26/15
BUL-4994.0* *May be in revision	Vendors at or Near School Campuses	Office of the Chief Operating Officer	12/21/09

Use this page to “unpack” BUL-6746.0: Establishing and Administering School/Office Volunteer Programs (August 14, 2017). This synopsis is intended as a useful frame for all volunteer recruitment and approval programs on LAUSD campuses. An assignment and tracking template is included on the next page.

REQUIRED by Prospective Volunteers – Section V, D. 3. “Volunteers serving at more than one LAUSD School or office must have a completed application entered online, [see Attachment A] printed and signed, for each school or District office within which he or she volunteers.”

- Attachment H: Read and complete the instructions for either NEW VOLUNTEERS or CONTINUING VOLUNTEERS.

- Attachment A: Online Application (two pages) – The completed and signed form must be delivered to the school principal or District office administrator by the prospective volunteer.
- Attachment B: Online Application (one page) – To be completed by school or office personnel.
- Attachment C: Single Event Volunteer Application (See Section I, B. 2 for directions)
- Attachment J: Student Volunteer (Grades 10, 11 or 12) Permission Form and accompanies a completed and signed volunteer application (Attachment A)
- Attachment E: A Tuberculosis (TB) clearance must be submitted prior to starting volunteer service.
- Attachment G: Influenza Vaccine Declination – For a volunteer in any classroom with preschool age children (See Section III, B.).
- DOJ Form: Fingerprinting clearance from the Federal Bureau of Investigation (FBI) / Department of Justice (DOJ) / Live Scan through LAUSD (available/completed for certain volunteers who are **current** LAUSD employees)
- Attachment D1: Completed and signed Volunteer Commitment form which will be signed, also, by the administrator or designee of the office / school upon approval of the volunteer applicant.

REQUIRED by School / Office Personnel – “The administrator is charged with the responsibility of ensuring applicable volunteer meets all requirements and that the appropriate supervision of volunteers is provided at all times.” Section PURPOSE, Page 1.

- Attachment B: Health/Safety Clearances
 - ☐ Date of TB Clearance: _____
 - ☐ Date of CA Megan’s Law review: _____

Must be completed annually. Section IV, A. “Any volunteer applicant whose name appears on the Megan’s Law database online is **prohibited** from serving as a District volunteer and as an on-campus school volunteer **in any capacity** for any length of time, including for one-time activities.”

 - ☐ Date of fingerprint clearance: _____

Section IV, B. “At any time, the administrator or administrative designee may require all volunteers, with the exception of current District employees, to arrange for fingerprint clearance if deemed necessary.” Review this section carefully as the 2017 bulletin revision expands the requirements for fingerprinting of volunteers.

- **Approve Volunteer Application:**

Section V, B. “The school or District office must complete and submit Part B of the application online.”

Section PURPOSE, Page 1. “The administrator has the authority to approve or deny any person from participation in a school or office volunteer program.”

- **Volunteers may not begin service until:**

Section II, E. “1. All necessary clearances have been verified ...” 2. The volunteer has signed both a copy of Part A of the Volunteer Application **and** the Volunteer Commitment Form (Attachment D1 or D2; and 3). A welcome letter and a volunteer identification badge, issued by PCS, have been received by the school.”

- **Manage the involvement of the Volunteer:**

Section II, “The administrator or administrative designee must ensure the following:

F. Volunteer duties have been assigned and are not in conflict with those of employees.

G. Appropriate supervision of volunteers is provided at all times.

H. A copy of each volunteer’s Volunteer Commitment form, signed application, TB clearance and fingerprint clearance letter, if applicable, must be kept in a secure place at the school for five (5) years.”

Action Plan for Approved Volunteer Applicants

Approved Volunteer Name	Assigned To Day / Time	Total # Hours/ Week	Supervised By Whom

Managing Campus Supervision Assignments

Use this template to plan supervision assignments: Areas to be covered and time for assignments. Promising practices include “introduction of supervising staff” to all students at a joint assembly. This time was, also, used to review expectations of student and staff conduct, to emphasize the responsibility and authority of those on supervision, and respectful treatment of everyone on campus regardless of school of affiliation.

<i>Area of Supervision</i>	<i>Daily Schedule</i>	<i>Assigned Personnel District School</i>	<i>Assigned Personnel Co-Located School</i>	<i>Substitute Assignment Coverage for Absences</i>
Opening School Gates Parking Lot Drop-Off Signage Visitor Sign-in Station* Buildings _____	7:30 – 7:50 am	• • • •	• • • •	• • • •
Morning Passing Periods Hallways Campus PE – Locker Rooms _____	8:00 am ... hourly	• • • •	• • • •	• • • •
Morning Nutrition Café Stations Lunch Tables Campus _____	10:00 am ... For each break period	• • • •	• • • •	• • • •
Lunch: 1 st , 2 nd , 3 rd Café Stations Lunch Tables Campus _____	11:45 am ... 1:00 pm For each lunch period	• • • •	• • • •	• • • •
Afternoon Passing Periods Hallways Campus PE – Locker Rooms _____	12:00 pm ... hourly	• • • •	• • • •	• • • •
Dismissing School Gates Parking Lot Pick-up Signage Visitor Sign-in Station* Buildings _____	3:00 – 3:20 pm	• • • •	• • • •	• • • •

* The Visitors Sign-in Station is usually open for the duration of the school day with multiple “shift” assignments. Special Notes for the day / week of:

Tab 7.1 □ Sample Posted Visitor's Policy

Place school logo
here.

SAMPLE POSTED VISITOR'S POLICY

Enter SCHOOL NAME & PRINCIPAL/DESIGNEE here.

PROCEDURES FOR CAMPUS VISITORS:

- Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office.
 - *Schools should describe how the visitor is to sign in the Visitors on Campus Log Book and where it is located (at the main gate, just inside the main door, etc.).*
- In the main office, complete a visitor's permit and obtain the principal/designee's approval before proceeding to a classroom or any other part of the campus.
 - *Appointments may be scheduled for the same day and/or should be scheduled for the date and time requested, if possible. Include a copy of the school's bell schedule(s).*
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
 - *Schools should have a place for visitors to write a request for an appointment with a staff member and, if possible, give the date and time for the scheduled appointment.*
- Before leaving campus, return the visitor's permit to the designated location.
 - *Usually the main office.*
 - *Schools should identify where the visitor is to sign out before leaving the campus. For example, return the visitor's permit to the main office and sign out there. And sign out in the Visitors on Campus Log Book as you leave campus.*

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher(s), and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.

Tab 8 □ Incidents On or Near Campus

There may be occasions when school safety is dependent on reaction of the administrator to incidents outside of the campus. Some examples might be a fire in a building near the school, which could require shelter in place and alternative dismissal routes in the afternoon. The school could become a temporary neighborhood shelter for displaced residents because of the fire. A devastating fire could mean trauma to students and their families, requiring the administrator to arrange for crisis counseling responders.

The following documents are meant to provide background for safety procedures that may be put into place.

Related Documents to Support BUL-5532.1

INCIDENTS ON OR NEAR CAMPUS			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
BUL-6320.0	Procedures for Handling Disturbances, or Demonstrations on or Adjacent to School Sites	Office of School Operations	07/21/14
BUL-6460.0	Explosive Device Threats and Suspicious Objects	Office of School Operations Office of Educational Services	02/17/15
BUL-5800.0	Crisis Preparedness, Response and Recovery	Office of Educational Services	10/12/15
BUL-5469.2	Lockdown and Rapid Relocation Procedures for All Schools	Office of the Superintendent	06/26/14
CSD Checklist	See Tab 10 □ Management / Reporting / Documentation Tools Completion of ISTAR (BUL-5269.2)	Charter School Division	10/01/16

Tab 9 □ Daily Safety Routines and Reports – Office of Environmental Health & Safety (OEHS)

Among many services provided, the Office of Environmental Health and Safety (OEHS) helps administrators manage accident prevention and to maintain an injury free workplace. The OEHS issues health advisories when the weather is excessively hot or windy. Additionally, the OEHS conducts regular campus visits to ensure that the buildings and emergency notification systems, e.g. fire drill bells and signals, are in excellent working order. The OEHS Handbook is their reference tool and checklist for periodic inspections of existing District facilities to ensure a school environment that is health-protective and conducive to learning.

Related Documents to Support BUL-5532

DAILY SAFETY ROUTINES & REPORTS			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
REF-3930.5	Daily Flushing Requirements for Drinking Fountains and Faucets (This task is usually completed by the Plant Manager – a position shared by the District & Co-located schools.)	Office of Environmental Health & Safety	07/13/15
BUL-735.1	Policy on Restroom Access, Cleanliness and Repair See, also: BUL-6224.1 Transgender Students –Ensuring Equity and Nondiscrimination Pg. 1, Guidelines II. B. “Site plans must be maintained for each secondary school to specify where student restrooms are located and when they will be open each day.” Pg. 5, Guidelines VIII. State Legislation of Fall 2003 Pg. 6, Guidelines X. “In January, 2004, the District and the L.A. City Attorney’s Office unveiled the details of a comprehensive Campus Safety Initiative (CSI) to effectively address health and safety concerns at District campuses.”	Office of the Superintendent	07/30/07
BUL-6436.0	Safe Use of Household Electrical Appliances and Extension Cords at Schools and Offices	Office of Educational Services Office of Environmental Health & Safety	01/21/15

Tab 10 □ Management / Reporting / Documentation Tools – Principal’s Certification Portal

In the 2017-18 school year, Proposition 39 Co-Located Charter School Administrators will receive an “enhanced” Single Sign-On (SSO) (LAUSD email account) allowing access to the LAUSD management tools referenced below.

A series of Professional Development topics is in preparation that will enable administrators to learn about and utilize these tools. One desired outcome is “Self-Certification”* for Prop. 39 schools through the Charter School Division web site.

Related Documents to Support BUL-5532

MANAGEMENT / REPORTING / DOCUMENTATION TOOLS			
<i>Identifying Number</i>	<i>Document</i>	<i>Issuing Office</i>	<i>Date</i>
Bul-5269.2	Incident System Tracking Accountability Report (ISTAR) There is no Learning Zone course to support this BUL.	Office of the Superintendent	07/10/13
REF-1438.3	How to Obtain a District Single Sign-On and E-mail Account	Information Technology Division	07/13/17
MEM-6128.3 Memos are updated each year w/DUE DATES	*Administrator Certification Online System 2015-2016 For LAUSD School Sites and Offices DUE: November ____, Annually March ____, Annually Various monthly certifications due	Office of School Operations Office of Educational Services	08/17/15
Principal’s Portal	Various Topics Accessible through Single Sign-On (SSO): Administrator’s Certification Form* Discipline Foundation Policy System EZ Access On-line Professional Develop Courses ISTAR MiSiS Welligent System Integrated Safe School Plan Creator	Principal’s Portal Web Page Charter School Division Website	Updated continuously

*LAUSD Principals currently “certify on-line” through the Principal’s Portal for several compliance required documents. The CSD is currently undertaking the construction of a similar tool for Prop. 39, Co-Located Administrators.

Tab 11 □ School Safety Checklist

The School Safety Checklist for Co-Located Sites is intended to serve as a guide for planning at the beginning of the school year. School Safety and Operations items on this document are “time sensitive” with deadlines of preparedness and implementation that begin:

DUE: First day of school – August/September:

Locked Campus

Visitor’s Policy Posted

Administrative Searches (Secondary schools only)

School Wide Discipline Foundation Policy

Emergency Contact Information on file in the office of the District School for all co-located Staff, Students, and Volunteers

DUE: September 30th:

Completed Child Abuse Awareness Training for all staff, and

DUE: _____:

Completed Suicide Prevention Awareness Training for all staff, and

DUE: October 1st:

Completed Integrated Safe School Plan (ISSP)

This is done through the involvement and training of the School Safety Committee.

All items require a committed amount of time to share information with staff and community, to form ad-hoc and long-term committees, to plan and schedule workshops and professional development sessions that meet the mandated completion dates, and to share widely with all stakeholders. Inclusion of the greatest number of stakeholders ensures development of the largest group of knowledge keepers, and, therefore, the strongest commitment to safety.

Tab 11.1 □ School Safety Checklist - Co-Located Sites

Co-Located School Name: _____ LAUSD Loc. Code: _____

Administrator Name: _____

District School Name: _____ LAUSD Loc. Code: _____

Administrator Name: _____ iSTAR Y / N

DATE: _____ Site Visit Team Members: _____, _____,

Compliance Requirements	Compliant Non-Compliant Not Reviewed	Supporting Documentation	NOTES: Date for Corrective Action: _____												
Locked Campus BUL-6492.1 OEHS Checklist Page 4	____ ____ ____	All gates / entrances locked Only one entrance open @ _____ Entrance is monitored by: _____													
Visitor's Policy Posted BUL-6492.1 OEHS Checklist Page 4	____ ____ ____	Visitor's Policy referenced in parent/student handbook Visitor's Policy posted @ _____ Visitor's Sign-in / ID Issued @ _____	Section/page _____												
Emergency Information First Day of School _____ Integrated Safe School Plan Completed by Annual Due Date _____ REF-5511.7	____ ____ ____ ____ ____	Emergency Contact Info on file for Staff, Students, & Volunteers Copies on file with "District School" Public Copy of SSP located @ _____ Public Review Sign-in Page School Safety Committee Meetings – suggest minimum of eight meetings annually:	Annual Calendar _____												
Child Abuse Awareness Training (CAAT) BUL-1347.3 Suicide Prevention, Intervention & Postvention (Students) BUL-2637.3	____ ____ ____	All staff trained two times annually – Include Agenda w/ Sign-in <table border="1" style="width: 100%;"> <tr> <th colspan="2">FALL</th> </tr> <tr> <td>CAAT Date</td> <td>SSIP Date</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th colspan="2">SPRING</th> </tr> <tr> <td>CAAT Date</td> <td>SSIP Date</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	FALL		CAAT Date	SSIP Date			SPRING		CAAT Date	SSIP Date			
FALL															
CAAT Date	SSIP Date														
SPRING															
CAAT Date	SSIP Date														

Compliance Requirements	Compliant Non-Compliant Not-Reviewed	Supporting Documentation	NOTES: Date for Corrective Action:
School-Wide Discipline Policy BUL-6231.0 School Climate Bill of Rights Board Resolution 2013	____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____	School Discipline Policy referenced in parent/student handbook School Climate Bill of Rights referenced in parent/student handbook Student Discipline Committee Meets Regularly to Implement: - Data Driven Management System - Tiered Interventions - Alternatives to Suspension - Positive Behavior Support - Complaint Procedure	Section/page _____ Section/page _____ _____
<u>Secondary Only</u> Administrative Searches: Parent Notification Logs BUL-5424.2 OEHS Checklist Page 5	____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____	Administrative Searches Policy referenced in parent/student handbook Parent notification at beginning of school year - Date _____ Sample Letter Attached Search team – member composition compliant Random “wandering” for metal detection Log Date _____ Random locker searches - Log Date _____ # Searched _____	Section/page _____ Section/page _____ _____
ISTAR BUL-5269.2	____ ____ ____ ____	Reports entered into system All reports fully completed & “Closed”	

Tab 12 □ Glossary of Terms

Co-Location Training: Meetings, presentations, planning sessions taking place no later than the last week in August at the beginning of each school year. Both the District and the Co-Located Charter school principal review all District policies and procedures relevant to the co-location.

Exclusive Use: Refers to all rooms / offices / non-teaching spaces that are **not shared** between the District and the Co-Located Charter School. Exclusive Use space is occupied by a singular program and is not shared with another program.

Facility Use Agreement (FUA): The agreement between the District and the Co-Located Charter School in which both parties agree to the terms of the charter school's use of the District facility.

Initial Planning Meeting May/June and July/August: A joint planning meeting between the District and the Co-Located Charter school principals and leadership teams to develop the action plans for the following: Opening School Checklists, Bell Schedules, Supervision Schedules, Custodial Staff Schedules, Ordering and Delivery Procedures, and a Master Calendar of Activities as well as locally identified topics.

Integrated Safe School Plan (ISSP): Joint development of the LAUSD on-line SAFE SCHOOL PLAN. The Co-Located site will be included in the plan submitted by the District school.

Shared Use Agreement (SUA): Refers to Exhibit A of the FUA in which the District and the Co-Located Charter school principals articulate the portion of shared space that the charter will utilize. The agreement may, also, identify the specific schedule of shared use. This schedule must be kept locally at both sites.

Tab 12.1 □ Acronyms

ACCS – Advisory Commission of Charter Schools
ADA – Average Daily Attendance (Number of in-district students the CS will serve)
AHERA – Asbestos Hazard Emergency Response Act)
API – Academic Performance Index (200-1000 where 800 is standard)
AP/EIS – Assistant Principal/Elementary Instruction Specialist
AYP – Adequate Yearly Progress
BA – Budget Adjustment (“Budget Transfer”)
BIC – Breakfast in Classroom
BTL – Below The Line (rooms that don't officially belong to the CS but are used by them as Is with no upgrades of IT or Furniture)
BMR – Budget Modification Request
BTS – Business Tools for Schools
B&G – Building and Grounds
CAHSEE – California High School Exit Examination
CAN – Corrective Action Notice
CAR – Capacity Assessment Report
CDE – California Department of Education
CSR – Class Size Reduction
CSR – Comprehensive School Reform
CST – California Standards Test
CMO – Charter Management Organization
CPM – Complex Project Manager
COPS – Education Code Section 47614
EIA – Economic Impact Aid. This program has two components: EIA-Bilingual and EIA-Compensatory Education.
ELA – English Language Arts
EOS – District's Equal Opportunity Section
ESEA – Elementary and Secondary Education Act
ESL – English as Second Language
FAPE – Free Appropriate Public Education
FCI – Facilities Condition Index
FSD – Facilities Service Division
FSEP – Federal and State Education Programs
FTE – Full-time Equivalent
FUA – Facilities Use Agreement
GATE – Gifted and Talented Education Program
IASA – Improving America’s Schools Act
IDEA – Individuals with Disabilities Education Act
IEP – Individualized Education Program
II/USP – Immediate Intervention/Underperforming Schools Program
ISSP – Integrated Safe School Plan
JPA – Joint Powers Authority
IMA – Instructional Materials
LACOE – Los Angeles County Office of Education

LAEP – Los Angeles Educational Partnership
LEA – Local Educational Agency (generally refers to a local school district)
LEP – Limited English Proficient or Proficiency
LRE (Special Education Program) – Least Restrictive Environment
MCD – Modified Consent Decree
MOU – Memorandum of Understanding
NCLB – No Child Left Behind
OEHS – Office of Environmental Health and Services
OIG – Office of Inspector General
P1 – The First Principal Apportionment (for attendance accounting and State allocation purposes)
P2 – The Second Principal Apportionment (for attendance accounting and State allocation purposes)
PASSport - Parent Access Support System
PI – Program Improvement
PSC – Public School Choice
PYA – Prior Year Adjustment
QEIA – Quality Education Investment Act
RFD – Regional Facilities Director
RIF – Reduction in force
SAC – Superintendent Advisory Council)
SBE – State Board of Education
SEI – Statement of Economic Interest
SELPA – Special Education Local Plan Area
SEP – Strategic Execution Plan
SFA – School Food Authority
SFP (or SFEP) – Specially Funded Programs (or Specially Funded Educational Programs). Now referred to as Restricted Programs
SFSF – State Fiscal Stabilization Fund
SI – School Improvement Program
SOW – Scope of Work
SOTU – School Occupancy Transition Unit
STRS – State Teachers' Retirement System
SUA – Shared Use Agreement
SUP – School Upgrade Program

Tab 13 □ Tool Box Templates

Meeting Management Tool Set (4 pages)

Employee Key Control Sheets (2 pages)

Checklist - Opening the New School Year (4 pages)

Managing Recurring Orders for Supplies, Equipment, and Materials (3 pages)

Form: Attachment B: AUTHORIZATION TO ACCESS SITE DURING NON-SCHOOL HOURS (BUL-5460.0 Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks) (1 page) This page may need to be updated to match with BUL-6894.0, Procedures for Third-Party Use of School Facilities

Facilities Use – REQUEST FORM: Attachment A, LAUSD Request for Facilities Use (4 pages)
Minimum 45 Days Lead Time to process request

Managing Campus Supervision Assignments (1 page)

Sample Calendar of Bi-Weekly Meetings
District Principal & Co-located Charter Principal
2017 – 2018 School Year

<i>Day / Date</i>	<i>Location</i>	<i>Topic(s)</i>	<i>Expected Attendees</i> <i>See Sample Sign-In Sheet, Tool Box</i>	<i>Expected Outcomes & Action Steps:</i> <i>Who, What, When</i> <i>(Record on Action Plan Template)</i>
August 1, 2017	District School Principal's Conference Room (CR)	. Introductions . Opening School . Review Facilities Use Agreement 2016-17 . Complete SUA . Distribute School Keys . Safe School Plan Vol. II . School Emergency Response Box Materials . Schoolwide Discipline Plan . Suspected Child Abuse Reporting (SCAR) Training	SCHOOL LEADERSHIP TEAM . District Principal . District AP . Co-located Charter Principal . Co-located Charter Admin. . Teacher . Counselor . Other as appropriate	
August 24, 2017	District School Principal's CR	. Opening Day Procedures . Bell Schedules . Communications to Students / Parents / District & Charter Board . Parent/Student Handbook	SCHOOL LEADERSHIP TEAM	
September 7, 2017 (First Thursday each calendar month)	Co-Located School Principal's CR	. Evaluation Opening School – the good and the bad . Schedule for first “emergency drill – FIRE” Shakeout Exercise – Oct. Radio Test – Oct. . Co-schedules for school activities such as Back-to-School, parent conferences	SCHOOL LEADERSHIP TEAM	
September 21, 2017 (Third Thursday each calendar month)	Co-Located School Principal's CR	. Prepare stats for “Norm Day” . Adjust Co-location needs . Budget for M&O . Etc.	SCHOOL LEADERSHIP TEAM	
October 5, 2017 First Thursday	District School Principal's CR	. Local Planning	SCHOOL LEADERSHIP TEAM	
October 19, 2017 Third Thursday	District School Principal's CR	. Local Planning	SCHOOL LEADERSHIP TEAM	
Etc.	Etc.	Etc.	Etc.	Etc.

Sample Meeting Agenda Template
District Principal & Co-located Charter Principal
2017 – 2018 School Year

<i>Time</i>	<i>Presenter</i>	<i>Topic</i>	<i>Expected Outcomes & Action Steps: Who, What When Record on Action Plan Template</i>
8:00 am	District & Co-located Principals School Leadership Team	Introductions	
8:15 am	School Leadership Team	Review Facilities Use Agreement 2017-18: Allocation of Space(s) Distribute School Keys Supervision Personnel Assignments and Assigned Areas for Opening / Closing School and Nutrition / Lunch*	*Campus maps with names of assigned personnel and times for coverage prepared and shared between the District and the Co-located Schools
8:45 am	School Leadership Team	Opening School: Class Hours & Bell Schedules Student Schedules Communication (Printed &/or Electronic) “Welcome to the New School Year” to Staff and Students/Families	
9:45 am	School Leadership Team	Safety Procedures – Safe School Plan Vol. II: (in REV.) Complete Emergency Preparedness Plans Calendar of Annual Meetings for Safety Committee Prepare Materials for School Emergency Response Box* REF. – 5450.1 Plans for sharing with faculty/ staff/ students/ parents	*Must be complete and in place <u>before the first day of class</u>
10:45 am	School Leadership Team	Schoolwide Discipline Plan: Calendar of Annual Meetings for Student Study/Success Team Student Code of Conduct	
11:45 am	School Leadership Team	Child Abuse Awareness Training / Online Certification* BUL – 1347.3	*Completed by 30 September each school year (or 30 days after initial hiring)
12:15 pm		Adjourn	

Sample Sign-In Template - Meeting Date: _____
District Principal & Co-located Charter Principal
2017 – 2018 School Year

<i>Print Name</i>	<i>Signature</i>	<i>Location / Representing</i>

Sample Action Plan Template
District Principal & Co-located Charter Principal
2017 – 2018 School Year

<i>Topic</i>	<i>Required Action What / Where</i>	<i>By Whom Who</i>	<i>Completion Date When</i>

(Place on School Letterhead)

BUL-2374.2 School Site Key Control (12/29/2009)

The issuance and receipt of all keys shall be acknowledged in writing and only with the written approval of the site key administrator. The classroom teacher is to be issued only the keys to his/her classroom(s), storeroom(s), and/or cabinets. The teacher will be responsible for the designated keys. A classroom teacher cannot be issued a master key.

All keys are to be numbered and stamped with the school location code and "DO NOT DUPLICATE."

Employee Name: _____ Position: _____
Room(s): _____ / _____ / _____ / _____

Key #	Description	Employee Initials	Issue Date	Return Date

Please initial the following statements as acknowledgement of key issuance policy. Thank you.

_____ Keys are never to be in the possession of students. Keys are not loaned to students to open doors or gates.

_____ Keys are never to be in the possession of non-employees. Keys are not loaned to non-employees to open doors or gates.

_____ Staff members shall be notified that unauthorized possession by any person, including employees, of any site key or unauthorized duplicate key is a misdemeanor (Penal Code 469).

_____ All keys shall be checked and turned in to the site key administrator at the end of the school year or in the event of an assignment change. (Due Date: _____)

Employee Name	Date/Issued	Signature	Date/Returned
---------------	-------------	-----------	---------------

Site Key Administrator Name	Date/Issued	Signature	Date/Returned
-----------------------------	-------------	-----------	---------------

Employee Name: _____

(Place on School Letterhead)

BUL-2374.2 School Site Key Control (12/29/2009)

Welcome Substitute Employee: _____ Date: _____

Today we are glad to have you assist us with the duties of: _____,
Grade/Subject: _____, Position: _____.

You will find substitute information in: _____.

Substitute Employee Name: _____ Room(s): _____ / _____ / _____ /

Please initial as the employee responsible for the following keys:

Key #	Description	Employee Initials	Issue Date	Return Date

The issuance and receipt of all keys shall be acknowledged in writing and only with the written approval of the site key administrator. The classroom teacher is to be issued only the keys to his/her classroom(s), storeroom(s), and/or cabinets. The teacher will be responsible for the designated keys and for their return at the end of the day.

Substitute Employee Signature	Date/Issued	Signature	Date/Returned
Site Key Administrator Signature	Date/Issued	Signature	Date/Returned

Substitute Employee Name: _____

Checklist for Opening the New School Year

Listed below are suggested actions intended to assist in organizing a successful school opening. The checklist is organized in priority order so that it reflects immediate actions and long-term actions to help new and continuing administrators prioritize the requisite responsibilities. Some suggestions are elementary specific and some are secondary specific, the purpose is to spark a thought process about managing the new school year opening.

While the list is extensive, it is not meant to be complete. Please, add to the list those successful planning and implementation practices that you use.

1. Send an opening letter / electronic notification / post on your website for ALL staff members welcoming them back to school. Include information specific to your school: Master Schedule Information such as Pupil Free Day / First Day of Instruction; Introduction of new staff members, etc.
2. Send a letter / electronic notification / post on your website for parents and students welcoming them back to school and apprising them of pertinent information for the opening of school, including registration procedures, completing emergency information documents, and orientation meeting dates for new students.
3. Be certain that all staff positions are filled.
4. Be certain there are sufficient supplies, instructional materials and textbooks.
 - ☐ Include the dates in your annual Master Calendar for managing the recurring purchasing process:
 - Individual Order Requests due by _____ (date)
 - School Purchase Order prepared/submitted on _____ (date)
 - Delivery scheduled for _____ (date)
 - Available for distribution on _____ (date)See the sample template, "Managing Recurring Orders for Supplies, Equipment, and Materials" in **Tab 13 □ Tool Box Templates**
 - ☐ Other
5. Update and distribute the Faculty Handbook with **Policies and Procedures for Staff**.
 - ☐ Hours
 - ☐ Sign-in procedures
 - ☐ Absences - Leaves of absence
 - ☐ Beginning of the year procedures (Opening Bulletin); end of the year procedures (Closing Bulletin)
 - ☐ Substitute information folder
 - ☐ Instructions for opening day/week attendance recording, including classifications, attendance cards/procedures, readmission of students, registers
 - ☐ Staff Training schedule for

- Suspected Child Abuse Reports
 - Sexual Harassment
 - Suicide Prevention
 - Blood Borne Pathogens
 - ☐ Student Referrals
 - Health / Nurse Office
 - Counseling and Guidance
 - Discipline – Office / Dean / Counselor
 - ☐ Safe School Plan and Emergency Procedures
 - ☐ School Map
 - ☐ School Security & Safety – Locked Campus & Posted Visitor’s Policy
 - ☐ Staff notification of use of pesticides
 - ☐ Teacher mailboxes
 - ☐ Staff meetings
 - ☐ Daily, weekly, monthly bulletin in written / electronic format
 - ☐ Field trip requests
 - ☐ Reproduction of materials
 - ☐ Supply room
 - ☐ Other policies, procedures that staff should know
6. Prepare an information bulletin for **parents/guardians and students** with highlighted information from (consistent with) the “Parent - Student Handbook.”
- ☐ School hours and schedules
 - ☐ School standards and expectations – including procedures for referral
 - ☐ School dress code/uniform policy
 - ☐ Student use of restrooms during instructional time
 - ☐ Homework policy and resources available, i.e. Homework Help, counseling, peer tutoring
 - ☐ Lunch and breakfast programs and appropriate forms
 - ☐ After school activities and programs
 - ☐ Parent/Guardian notification of pesticide use
 - ☐ Procedures following student absence or tardiness
 - ☐ Picking up students during the school day
 - ☐ Special programs and school events
 - ☐ Itinerant services
 - ☐ Volunteer programs and requirements
 - ☐ Parent education
 - ☐ Parent conferences
 - ☐ Parent leadership groups
 - ☐ Safety & Emergency procedures, including location of request/reunion gates
 - ☐ Parking for staff, parents, and students
 - ☐ Location of buses
 - ☐ Policy for taking school issued materials – books – equipment home
 - ☐ When and how the full Parent - Student Handbook will be distributed
 - ☐ Other policies, procedures that parents should know

7. Update and distribute an information bulletin / reference list / script for the Office Staff so that they are knowledgeable and conversant about school procedures and can respond to the most frequently asked questions:

- ☐ Registering and assigning new students to classes
- ☐ Admission and enrollment requirements (original birth certificate, immunization / health records, verification of address, etc.)
- ☐ Cumulative Records
- ☐ Attendance procedures
- ☐ Absence procedures
- ☐ Releasing students during school day (based on emergency card information)
- ☐ Emergency cards for students, staff (See sample student emergency card in Tab 13)
- ☐ Visitors Policy and procedures
- ☐ Volunteer Policy and procedures
- ☐ School Master Calendar of events, meetings, activities, holidays, etc.
- ☐ Other

8. Prepare the following schedules and guidelines:

- ☐ Teacher classes
- ☐ Bell
- ☐ School opening and dismissal – supervising and securing gates and main doors
- ☐ Breakfast, recess/nutrition, lunch
- ☐ Playground / campus / cafeteria / restroom areas and use at nutrition and lunch
- ☐ Campus Supervision Assignments (See sample template in Tab 13)
- ☐ Use of restrooms during instructional time
- ☐ Inclement weather procedures
- ☐ Auditorium/MPR
- ☐ Library
- ☐ Computer Lab
- ☐ Minimum and shortened days
- ☐ After School Programs
- ☐ Bus transportation
- ☐ Other

9. Opening staff meeting(s) – Certificated and Classified

- ☐ Agenda
- ☐ List of staff members
- ☐ Staff Handbook information reviewed
- ☐ List of substitutes with telephone numbers
- ☐ Class lists
- ☐ Classroom Behavior Report for “Certain Student Behavior,” if mandated
- ☐ Master Calendar: Especially dates of mandated training and professional development
- ☐ Emergency cards for employees

- ☐ First day(s) of school procedures, including where to meet students, enrollment slips, daily attendance sheets, adding students to class
 - ☐ Distribution procedures for Parent - Student Handbook
 - ☐ Teachers / Staff who are scheduled to participate in formal evaluation
 - ☐ Other
10. Arrange for volunteers to help with enrollment and directing students to classrooms on first day(s) of school.
 11. Be sure supervision personnel are present the first and subsequent days of school.
 12. **Top Priority:** Check enrollment daily until Norm Day.
 - ☐ Have any available personnel and volunteers contact parents of students who have not arrived.
 - ☐ Assess enrollment and have contingency plan for reorganization if necessary
 13. Develop plan for new teacher orientation and support.
 14. Record dates for meetings you are required to attend as soon as you receive them – do not underestimate the importance of managing your schedule. See **Tab 2** ☐ **Initial Planning Meeting ... SCHOOL MASTER CALENDAR.**

Managing Recurring Orders for Supplies, Equipment, and Materials

Include the dates in your annual Master Calendar for managing the recurring purchasing process. Consider the possibility that the Plant Manager may be the receiver of deliveries for both the District and the Co-Located schools. Ordering / Receiving is a multi-step process such as follows:

Individual/Department Order Requests due to _____ by _____
Staff Name Date

School Purchase Order prepared/submitted by _____ on _____
Staff Name Date

Purchase Order Tracking Information _____
Company / Rep. Name Order Number / ID

Delivery scheduled _____ for _____
Date

Shipment to be received / inventoried by _____ on _____
Staff Name Date

Available for distribution _____ on _____
Date

Procedures for inventorying, storing, and distributing supplies and materials:

1. _____
2. _____
3. _____

<i>DUE DATES for Order Requests</i>	<i>DUE DATES for Preparing Orders by the Office</i>	<i>EXPECTED DELIVERY DATES</i>	<i>TO BE RECEIVED BY:</i>

SUMMER Orders for Supplies, Equipment, and Materials

Ordering supplies over the summer (or over a long holiday break) must be a well-managed task. Make plans for this task to be completed by a summer crew with limited number of assigned, on-duty staff.

[illegible]

AUTHORIZATION TO ACCESS SITE DURING NON-SCHOOL HOURS

Complete this form in advance of site use. Fax completed form to Los Angeles School Police Department at (213) 742-0221.

School/Site: _____ DATE: _____

Name	Position	Emp. No.	Date	Hours	Bldg./Area

Purpose of access: _____

If an employee will be supervising a group of employees or students, please note under purpose of access. The supervising employee shall have a copy of this authorization in their possession and shall not leave personnel or students unsupervised on site.

☐ The above employee is authorized and trained on how to operate the alarm panel.

Authorization approved by:

Principal/Site Administrator

Emergency Contact # for Principal/Site Admin

PLEASE KEEP THIS AUTHORIZATION FORM IN YOUR POSSESSION WHEN ON SITE.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR FACILITIES USE

For Office Use Only
Date rec'd _____
Reviewer _____
Date forwarded _____
CC _____ LASU _____ RM _____

Requests must be received no later than 15 Business days before the first day of your requested use.

I. APPLICANT INFORMATION

Date: _____

Please indicate your organization type below and fill in the required applicant information.

FOR LAUSD SCHOOLS OR OFFICES, PROP 39 /CO-LOCATED CHARTERS (only):

- ☐ LAUSD School or Affiliated Charter ☐ Prop 39 / Co-Located Charter School
☐ LAUSD Board Member or District Offices

School/Office Name: _____

Mailing Address: _____
Street Address, City, State and Zip Code

LAUSD Contact Person: _____ E-mail: _____

Phone: () _____ Fax: () _____

Will this event/activity be co-sponsored by other organizations? ☐ YES ☐ NO

Please list additional sponsors here: _____

OTHER APPLICANTS:

- ☐ Civic or Service Group or one of the following groups: i.e. Boy Scouts, Girl Scouts, Camp Fire Girls, Good News Club or School Advisory Councils
☐ Other Schools or Private Schools ☐ PTA / PTO / Booster ☐ Individual
☐ Public or Governmental Agency ☐ Religious Organization ☐ Company / Corporation
☐ Neighborhood Council ☐ Non-profit with 501(c)(3) (Number # _____)
☐ Off-Season Coach ☐ Other (describe) _____

Organization Name or Applicant: _____

Mailing Address: _____
Street Address, City, State and Zip Code

Contact Person: _____ Website: _____

Driver License or ID# _____ State where license/ID was issued? _____

Phone: () _____ Fax: () _____

Cell: () _____ Email: _____

II. SCHOOL WHERE EVENT/ACTIVITY WILL TAKE PLACE:

- a. 1st choice _____ School Contact & Title: _____
b. 2nd choice* _____ School Contact & Title: _____
(*2nd choice required only if applying for a recreational permit.)

III. EVENT/ACTIVITY DESCRIPTION

(a) Please mark an "X" in the columns to the right to indicate your responses to the questions

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Will this event occur during school hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will any District or Student Body funds be used? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you charge for the sale of products or fees for services?
If YES, how much per person? \$ _____ Per day \$ _____ Per week \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will any fees, admissions or donations be charged or collected for this event/activity?
If YES, how much per person? \$ _____
What are funds used for? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Describe intended event, program or use in detail (Use separate sheet if necessary.) Please attach corroborating information such as copy of flyer or advertising, list activities, detailed agenda or schedule and event itinerary.

(b) Will any of the items or categories below be a part of the intended event? (Check all activities applicable to your event.)

- ☐ Animals ☐ BBQ ☐ Fireworks ☐ Fundraiser ☐ Festival/Fair/Carnival ☐ Inflatables/Jumpers
☐ Childcare/Enrichment ☐ Cultural activities ☐ Religious services ☐ Concert/performances
☐ Recreational sports ☐ Recreational camp/clinic ☐ Summer/winter/spring camp
☐ Beautification Event (i.e. gardening, tree planting, murals or painting, campus clean-up)
☐ Meetings - Check One: ☐ Open to the Public ☐ Closed to the Public or by invitation only

Topic to be covered: _____

(c) Will there be food / food concessions at event? ☐ YES ☐ NO

- If YES, ☐ Pre-packaged food ☐ Catering ☐ Food Trucks
☐ Other (explain) _____

IV. **REQUESTED DATE(S) / TIME(S):** You may attach additional sheets if necessary.

	Event/Program Dates		Times		Specify days of use (i.e. daily, only Mondays)
	From:	To:	From:	To:	
Date(s):					
Date(s):					
Date(s):					
Rehearsal					
Set-up					
Tear-down					

V. **ATTENDANCE: Participants/Spectators:**

- (a) Number of participants _____ (b) Number of spectators _____
 (c) Will minors (individuals under the age of 18 years old) be participating in this event? ☐ YES ☐ NO
 (d) What percentage of participants live within boundaries of LAUSD? _____

Youth Group Applicants Only:

- (a) Has the applicant submitted, along with this application, a list of the group's representatives who will be on site during meetings, on this campus(es)? ☐ YES ☐ NO
 (b) The Applicant understands and agrees that the youth group and its representatives are authorized to access the facility noted in this application but not authorized to access any other areas of the campus. ☐ YES ☐ NO

VI. **REQUESTED FACILITIES:**

Check all facilities to be used:

• **Indoor Facilities:**

- ☐ Auditorium ☐ Classrooms, number of classrooms _____
☐ Cafeteria Dining Area only ☐ Library ☐ Multipurpose Room
☐ Other (please specify) _____

• **Recreational Facilities:**

- ☐ Gymnasium ☐ Middle School Gym
 (Check appropriate school/gym size if applicable) ☐ High School Gym: ☐ Small ☐ Large
☐ Football Field ☐ Soccer Field ☐ Tennis Courts ☐ Track Field
☐ Swimming Pool ☐ Baseball/Softball Diamond ☐ Other _____

• **Outdoor or Other Facilities:**

- ☐ Outdoor Lunch Area ☐ Playground/Blacktop ☐ Quad
☐ Other _____

VII. Parking/Parking Operations:

NOTE: Availability of parking or sufficient parking to accommodate your use during any event is not guaranteed and is at the discretion of the school or District office.

- (a) Check all areas to be used for parking: ☐ Street Parking ☐ Parking Lot ☐ Playground / Blacktop
i. Parking will be (check one): ☐ **SELF PARKING (no parking operator)**
☐ **PARKING OPERATOR/VALET COMPANY**
ii. If the applicant is not a parking operator, please provide the name of the company providing services here: _____ (NOTE: Parking operator will also be required to provide insurance.)
iii. Will shuttle services be provided? ☐ YES ☐ NO Operator Name (if different from above): _____
(b) Number of cars anticipated? _____
(c) Will a fee be charged to park? ☐ YES ☐ NO
If YES, how much per vehicle? \$ _____ Per day \$ _____ Per week \$ _____

VIII. Will District equipment be required? Describe below (Audio visual, lighting, tables, chairs, etc.) ☐ YES ☐ NO

(Applicant must request the use of furniture and equipment with the school administrator. Additional fees may be required to be paid for rental of equipment and technical services.)

IX. Insurance Requirements

See page 4 for Standard Insurance Requirements which are subject to change. Actual insurance requirements will be determined by the nature and scope of your event or activity.

By signing below, the Principal, Administrator or applicant represents that the information provided in this Request for Facilities Use is true and correct. Misstatements, misrepresentations or omissions may cause cancellation, delay or refusal of this facilities use request.

FOR LAUSD School/Office/Prop 39/**Co-located Charters events****PRINCIPAL / ADMINISTRATOR SIGNATURE:**

Signature and Date

PRINT NAME and TITLE

Name of School or Office

FOR OTHER APPLICANT SIGNATURE:

Signature and Date

PRINT NAME and TITLE(if applicable)

Name of Organization

Forward your completed Request for Facilities Use form as follows:

Scan and email to: facilities-use@lausd.net

OR

Mail or walk-in application to:

Los Angeles Unified School District
Permit Office
333 S Beaudry Avenue, 1st Floor
Los Angeles, CA 90017
Business Hours: 7:00am to 4:00pm

Should you have any questions, please contact:

Los Angeles Unified School District Permit Office	213-241-6785 213-241-6900
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PLEASE BE ADVISED THAT COMPLETION OF THIS FORM AND/OR ACKNOWLEDGEMENT OF RECEIPT OF THIS REQUEST FOR FACILITIES USE DOES NOT CONSTITUTE APPROVAL OR PERMISSION TO MOVE FORWARD WITH YOUR USE.

After the initial review of this completed Request for Facilities Use form, your request will be forwarded to the Division of Risk Management or LAUSD Permit Office for further handling.
Additional documents and fees may be required by these offices prior to formal approval of your request.

3 of 3

LOS ANGELES UNIFIED SCHOOL DISTRICT 333 S. Beaudry Avenue; 1st Floor LA, CA 90017
Scan/Email to: facilities-use@lausd.net

rev 2.1.18

Managing Campus Supervision Assignments

Use this template to plan supervision assignments: Areas to be covered and time for assignments. Promising practices include “introduction of supervising staff” to all students at a joint assembly. This time was, also, used to review expectations of student and staff conduct, to emphasize the responsibility and authority of those on supervision, and respectful treatment of everyone on campus regardless of school of affiliation.

<i>Area of Supervision</i>	<i>Daily Schedule</i>	<i>Assigned Personnel</i>	<i>Assigned Personnel</i>	<i>Substitute Assignment</i>
		District School	Co-Located School	Coverage for Absences
Opening School Gates Parking Lot Drop-Off Signage Visitor Sign-in Station* Buildings _____	7:30 – 7:50 am	• • • •	• • • •	• • • •
Morning Passing Periods Hallways Campus PE – Locker Rooms _____	8:00 am ... hourly	• • • •	• • • •	• • • •
Morning Nutrition Café Stations Lunch Tables Campus _____	10:00 am ... For each break period	• • • •	• • • •	• • • •
Lunch: 1 st , 2 nd , 3 rd Café Stations Lunch Tables Campus _____	11:45 am ... 1:00 pm For each lunch period	• • • •	• • • •	• • • •
Afternoon Passing Periods Hallways Campus PE – Locker Rooms _____	12:00 pm ... hourly	• • • •	• • • •	• • • •
Dismissing School Gates Parking Lot Pick-up Signage Visitor Sign-in Station* Buildings _____	3:00 – 3:20 pm	• • • •	• • • •	• • • •

* The Visitors Sign-in Station is usually open for the duration of the school day with multiple “shift” assignments.
Special Notes for the day / week of:

Tab 14 □ Personnel Procedures

This LAUSD document is included as a reference to frame steps that must be taken when dealing with certain personnel issues. The second row is meant to include those documents specific to procedures used by the Prop 39, Co-located school. Information in this (these) guidelines should be discussed regularly to develop a level of understanding by administrators of the District / Co-located schools.

Related Documents to Support BUL-5532

PERSONNEL PROCEDURES			
Identifying Number	Document	Issuing Office	Date
BUL-6532.1	Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct	Human Resources Division Office of the General Counsel	05/23/16
Insert ...	Charter School Documents for managing “Allegations of Employee Misconduct”	Governing Board	Various

Tab 15 □ Contact Sheet

Charter School Organization:

CEO

Board of Directors

CA Charter School Assn. (CCSA)

Charter School Division (CSD):

(213) 241-0399

Operations:

School Specialist:

Fiscal Specialist:

Local District Office:

LD Operations

Maintenance & Operations Locations & Phone Numbers:

Complex Project Manager:

LOCAL LAW ENFORCEMENT DEPARTMENTS

Los Angeles School Police Department (LASPD):

Los Angeles Police Department (LAPD):

Los Angeles County Sheriff Department Station:

Los Angeles Fire Department

REPORTING SUSPECTED CHILD ABUSE

Department of Children & Family Services (DCFS): (800) 540-4000

LAPD Child Abuse Unit: (213) 486-0530

Los Angeles Unified School District –

Attendance and Enrollment Section:

(213) 241-2115

(213) 241-2196

Co-Located Charter School Contact:

Attendance and Enrollment:

Local Contacts:

Emergency Room

Hospital

Mental Health

Suicide Prevention, Intervention, Postvention