



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** LAUSD CAMPUSES AS SAFE ZONES AND  
RESOURCE CENTERS

**NUMBER:** REF-6767.2

**ISSUER:** Darneika Watson-Davis, Executive Director  
Division of District Operations

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Los Angeles School Police Department

Rowena Lagrosa, Interim Executive Director  
Student Health and Human Services

**DATE:** July 1, 2018

**ROUTING**  
All Schools  
All Local District  
Superintendents  
Local District  
Administrator of  
Operations  
Instructional Directors  
Operations Coordinators  
Los Angeles School Police  
SAA  
Non-School Site  
Administrators  
Charter School Division  
Early Education Centers  
Beyond the Bell  
Adult Schools

**PURPOSE:** The purpose of this Reference Guide is to provide guidance to site administrators and District staff on the process and procedures to follow if federal immigration officials, including Immigration and Customs Enforcement (“ICE”) agents or designees, request access to a school site or District facility, student, or student records.

**MAJOR CHANGES:** This revises REF-6767.1 and updates the steps school sites, Local District (LD) Administrators of Operations and LD Operations Coordinators shall follow if federal immigration officials, including ICE agents, request access to a school site or District facility, student, or student records. Additionally, it includes a school site notification checklist. Refer to Attachment A: School Site Notification Checklist. These updates are made pursuant to the California Attorney General’s Office *Guidance and Model Policies to Assist California’s K-12 Schools in Responding to Immigration Issues*, issued in April 2018.

**BACKGROUND:** On February 9, 2016, the Board of Education (“Board”) reaffirmed its position regarding immigration reform, as noted in Board Resolution 032, entitled “LAUSD Campuses as Safe Zones and Resource Centers.” The Board declared that every LAUSD site will be a place of support and resources for all students and families, regardless of immigration status.

The 1982 U.S. Supreme Court case *Plyler v. Doe* held that undocumented children have a constitutional right to receive a free public K-12 education, which provides the means to becoming a “self-reliant and self-sufficient participant in society” and instills the “fundamental values necessary to the maintenance of a democratic political system.” The Board resolved that the Superintendent shall establish all K-12 schools, early education centers, adult schools, and parent centers as resource and information sites for students and their families. Further, the Board encouraged the Superintendent to increase and enhance partnerships with community-based organizations and legal services organizations that provide resources for families facing immigration challenges.



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Additionally, the Board encouraged that a rapid response network be created to assist children whose family members have been detained through providing crisis management and support services.

In 2017, the California Legislature passed Assembly Bill 699 titled the Educational Equity: Immigration and Citizenship Status bill (AB 699). AB 699 amended sections 200, 220, and added 234.7, which in part required the Attorney General to issue model policies to help California's public K-12 schools and other local educational agencies, protect the rights of undocumented students and their families. The Attorney General released a guide that includes model policies to help California's public K-12 schools and other local educational agencies protect the rights of undocumented students and their families. (The Guidance is posted on the We Are One LAUSD website, <https://achieve.lausd.net/weareone>).

In 2018, the District affirmed its commitment to providing a working and learning environment free from discrimination, harassment, intimidation and/or bullying. It also affirmed its commitment to the prohibition against discrimination, harassment, intimidation and/or bullying based on actual or perceived nationality, ethnicity and immigration status including a person's association with a person or group with one or more actual or perceived legally protected characteristics. The District's Uniform Complaint Procedures (UCP) is the vehicle for ensuring compliance with applicable state and federal laws and regulations, and under such the District will investigate complaint allegations of discrimination, harassment, intimidation, and/or bullying. UCP brochures are available at all schools and on the District's website in primary languages of the school community.

### **KEY TERMS**

Below are key terms that will help District staff understand language that may be used when referring to students who have recently arrived to the United States. Although the District does not inquire about a student's immigration status, this reference guide aims to better support and assist our students and families that may be impacted by immigration matters.

#### **Accompanied Immigrant Youth**

Youth who had entered the U.S. with a biological parent and were apprehended and placed in a detention center. Release occurs once a sponsor is identified. The deportation process begins; however, unlike unaccompanied youth, families do not have pro-bono (free) legal services available.

#### **Unaccompanied Immigrant Youth**

Youth under 18 years of age who entered the U.S. without a biological parent, were apprehended and were placed in a detention center. These youth are held until a sponsor can be identified. Once released, the deportation process is initiated, and youth must attend court hearings to determine whether relief will be granted. Pro-bono legal services may be available for these youth.



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## **Undocumented Student**

Anyone who does not have the legal documentation to live in the U.S. or who has overstayed his or her visa.

## **Enforcement Actions**

Pre-planned arrests of immigrants working, studying or living in the United States without lawful immigration status. These arrests can target a wide range of immigrants, from long-term lawful permanent residents who may have committed a minor offense to undocumented immigrants who have final deportation orders.

## **Exigent Circumstances**

Exigent circumstances include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

## **Center for Education and Immigration Resources**

Each Local District has a Center for Education and Immigration Resources. Student Health and Human Services staff at these sites assess student and family needs related to school enrollment, attendance, medical referrals, health insurance enrollment, legal resources and mental health referrals and connect them with services to ensure academic success.

## **Immigration Enforcement Officers**

The U. S. Immigration and Customs Enforcement (“ICE”) enforces federal laws governing border control, customs, trade and immigration to promote homeland security and public safety. ICE consists of three directorates including Homeland Security Investigations (“HSI”), Enforcement and Removal Operations (“ERO”) and Management and Administration (“M&A”). Although ICE is the main immigration enforcement body, there may be other federal immigration officials or designated agents who may request access to school sites and facilities, students, or student records. These include Customs and Border Protection (“CBP”) agents and local law enforcement officers who may have an agreement with the federal government to enforce immigration laws.

## **GUIDELINES:**

According to a policy memorandum released by ICE in 2011 (Attachment B: ICE Memorandum: Enforcement Actions at or Focused on Sensitive Locations), commonly referred to as the “sensitive locations memo,” absent exigent circumstances or other related exceptions mentioned below, ICE officers and agents are to refrain from enforcement actions at the following locations and events:

- schools
- hospitals
- institutions of worship
- funerals, weddings and other public religious ceremonies
- during public demonstrations



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The sensitive locations policy is intended to establish a non-disruptive environment during specific activities. It is important to note that there are exceptions to this policy, such as where prior approval must be obtained from a higher-ranking ICE official before conducting enforcement operations in a sensitive location. In some cases, prior approval is not required, such as when there is an extraordinary circumstance involving public safety. Although this policy has not been rescinded to date, there may be subsequent changes under the Presidential administration.

Notwithstanding the ICE “sensitive locations” policy, the typical circumstances under which law enforcement officers, including federal law enforcement officers, ICE agents, federal immigration officials, or designees may have a need to come to District campuses or facilities, when acting in the scope and course of their employment, include the following scenarios:

- Request for information or for general investigative purposes
- Service of a subpoena for records
- Service of a search warrant
- Action pursuant to exigent circumstances

Note: Exigent circumstances include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

These exigent circumstances are no different for any other law enforcement agency that may come onto District property. Exigent circumstances are determined by law enforcement agencies.

### **Warrants, Subpoenas, Court Orders Used for Immigration Enforcement:**

An immigration enforcement officer may provide an administrative ICE warrant, federal court warrant, administrative subpoena, federal judicial subpoena, or court order, to search a school, interview a student, or obtain school records. It is important to determine whether the District needs to comply with the warrant, subpoena, or court order. An administrative ICE warrant, for instance, does **NOT** grant an immigration officer any special power to compel a school official to cooperate, access school grounds, or interview a student. (From *Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California’s K-12 Schools in Responding to Immigration Issues*, California Attorney General, April 2018). It is important that the school site follow the procedures outlined below which includes consultation with the Office of the General Counsel to determine appropriate action when presented with a warrant, subpoena, or court order.

### **Reporting Requirement to the California Department of Justice:**

The District is required to inform the Bureau of Children’s Justice in the California Department of Justice, at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov), regarding any attempt by law enforcement



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officers to access a school site or a student for immigration-enforcement purposes. Further, AB 699 requires the Superintendent or designee to report to the Board of Education in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for enforcing immigration laws.

## **I. RESPONSIBILITIES OF SCHOOL ADMINISTRATOR/DESIGNEE**

### **A. A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:**

1. Immediately notify your Local District Administrator of Operations and the Los Angeles School Police Department (LASPD) Watch Commander at 213-625-6631. (Refer to Attachment A: School Site Notification Checklist)
2. Request the name and badge number of the ICE agent or federal immigration official or designee, phone number of the agent's supervisor, and purpose of the visit.
3. Obtain any documentation from the agent (e.g., subpoena; search warrant; or, court order). Make copies and forward to the Local District Administrator of Operations (AOO).
4. Advise the agent that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices, including the Office of the General Counsel, must take place.
5. Wait for further direction and advice from the Local District Administrator of Operations to appropriately respond to the ICE agent request.
6. Activate the School Site Crisis Team, as needed. (Refer to Attachment C, School Site Crisis Response Action Plan Checklist)
7. Create an iSTAR incident report, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation*. Do not include the name of the individual who is the subject of the inquiry/investigation.
8. Obtain additional guidance from the AOO on any necessary notification to parent/caregiver of the student who may be the focus of the ICE inquiry.

**Note:** Should an agent declare that exigent circumstances exist and demand immediate access to the campus; administrators should comply with the order of ICE or federal immigration official and immediately contact the LD AOO and LASPD Watch Commander.

**Although school staff should not consent to access by an immigration enforcement officer except for a declaration of exigent circumstances, school staff should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the school premises without consent, a School Administrator or designee shall document the officer/s' actions while on campus.**



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**B. If ICE agents or other federal immigration officials/designee are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall do the following:**

1. Immediately notify your Local District Administrator of Operations for further guidance and direction.

## **II. RESPONSIBILITIES OF LOCAL DISTRICT (LD) ADMINISTRATORS OF OPERATIONS (AOO)**

**A. A Local District (LD) Administrator of Operations must complete the following tasks in all ICE-related situations.**

1. When an AOO is notified by any school that an ICE agent or federal immigration official is on site or they have received an ICE request, immediately notify the Division of District Operations and the Office of the General Counsel for guidance needed pertaining to access to student records, subpoena or search warrant service. Forward any documentation to the Office of the General Counsel for analysis and appropriate action.
2. Assess the situation, identify the level of crisis and respond as needed.
3. Designate LD staff to ensure the school site team is provided with guidance and support, as needed.
4. Verify that the LASPD Watch Commander has been notified.
5. Verify that an iSTAR incident report has been created. If needed, assist school administrator/designee in creating the iSTAR. Do not include the name of the individual who is the subject of the inquiry/investigation
6. Follow up with affected school site administrator(s) to provide necessary direction or advice.

**B. On a case by case basis, the AOO must do the following:**

1. Continue to assess and monitor the situation to determine if LD resources are needed. Possibly activate the Rapid Response Team (Local District Crisis Team). (Refer to BUL-5800, Crisis Preparedness Response and Recovery for more information).
2. Consult with the Office of Communications.
3. Provide consultation in notifying neighboring schools and local districts as needed.
4. Determine if other communication methods are needed (Blackboard Connect message, parent meeting, letters, resources, talking points, etc.).

**C. If a situation escalates to a Tier III crisis response,** (i.e. crisis requires central office crisis team to provide direct intervention services, assistance with communications and memos, etc.) LD Administrator of Operations shall coordinate additional support and guidance with the District Office Crisis Response Team.





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**D. If ICE agents are rumored or verified to be in the community,** the LD Administrator of Operations shall do the following:

1. Attempt to verify that ICE is conducting enforcement actions/immigration raids in the area.
2. Determine if this might affect the school or students attending school.
3. If it is determined that ICE activity might affect the District or school-site operations, the LD Administrator of Operations will execute responsibilities outlined above (section II A) as needed.
4. Contact the Division of District Operations and the Los Angeles School Police Department Watch Commander at 213-625-6631.

**E.** The Division of District Operations, in collaboration with the LASPD Watch Commander, will assist with providing support from District Headquarters on a case-by-case basis. To prevent duplicate communication, further guidance to local districts will be articulated through the LD Administrator of Operations.

### **III. COMMUNICATION DURING NON-SCHOOL HOURS**

If an ICE agent is on site during non-school hours (weekdays or weekends), conducting official ICE business, the administrator/designee on campus should immediately call the LASPD Watch Commander. Examples of activities or locations in which ICE agents may have a need to come to a District-site during non-school hours include, but are not limited to, Early Education Programs, Youth Service Programs, athletic events, parent conferences, school dances, etc. The Watch Commander will coordinate further notifications and assist involved staff with providing support to the school.

### **IV. LAUSD SUPPORT SERVICES**

The LAUSD has staff available throughout the District to provide support and assistance with accessing information and resources for students and families. The School Enrollment Placement and Assessment (S.E.P.A.) center located in LD Central provides families with enrollment assistance, immunizations, medical and mental health referrals, legal service referrals and health insurance enrollment. In addition, Extended Support Sites (ESS) are available to connect students and families to LAUSD programs and community resources. An ESS is located at each local district and in key high volume areas. Refer to Attachment D: Centers for Education and Immigration Resources.

**ASSISTANCE:** For assistance or further information, please contact your Local District Administrator of Operations. Additionally, the following District offices can provide support:

Office of the Superintendent  
(213) 241-7000

Division of District Operations  
(213) 241-5337  
<http://achieve.lausd.net/Page/1604>



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Crisis Counseling and Intervention Services

(213) 241-3841

<http://achieve.lausd.net/smh>

Educational Equity Compliance Office

(213) 241-7682

<https://achieve.lausd.net/Page/3494>

Los Angeles School Police Department (LASPD)

(213) 625-6631

<http://www.laspd.com/>

Office of the General Counsel

(213) 241-7600

<http://achieve.lausd.net/Page/2573>

Student Health and Human Services (SHHS)

(213) 241-3840

<http://achieve.lausd.net/shhs>

School Enrollment Placement & Assessment (S.E.P.A) Center

(213) 482-3954

<http://achieve.lausd.net/sepacenter>

## **RELATED RESOURCES:**

- BUL-5159.7, Uniform Complaint Procedures (UCP)
- [BUL-5800.0, Crisis Preparedness Response and Recovery](#)
- [BUL-6887, Pupil Records: Access, Confidentiality, and Notice of Educational Rights](#)
- MEM-5818.6, Nondiscrimination Required Notices and Ordering of Student Brochures
- BUL- 5212.2, Bullying and Hazing Policy (Student-to-Student and Student-Adult)
- *Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues*, California Attorney General, April 2018;  
<https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf>
- Education Code sections 200, 220, and 234.7 (Assembly Bill 699)

**ATTACHMENTS:** ATTACHMENT A – School Site Notification Checklist  
ATTACHMENT B – ICE Memorandum: Enforcement Actions at or Focused on Sensitive Locations  
ATTACHMENT C – School Site Crisis Response Action Plan Checklist  
ATTACHMENT D – Centers for Education and Immigration Resources



# SCHOOL SITE NOTIFICATION CHECKLIST

## Responsibilities of School Administrator/Designee

### IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) REQUESTS ACCESS TO SCHOOL SITE

A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:

- ☐ 1. **IMMEDIATELY NOTIFY**
  - ☐ Local District Administrator of Operations (LD AOO) \_\_\_\_\_
  - ☐ Los Angeles School Police Department (LASPD) Watch Commander (213) 625-6631
- ☐ 2. **REQUEST THE NAME AND BADGE NUMBER** of the ICE agent or federal immigration official or designee, phone number of the agent's supervisor and purpose of the visit
- ☐ 3. **OBTAIN ANY DOCUMENTATION FROM THE AGENT** (e.g., subpoena; search warrant) make copies of the documentation and send to Local District Administrator of Operations who will forward to the Office of the General Counsel
- ☐ 4. **ADVISE THE AGENT** that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices must take place
- ☐ 5. **WAIT FOR FURTHER DIRECTION AND ADVICE** from the Local District Administrator of Operations to appropriately respond to the ICE agent request
- ☐ 6. **ACTIVATE THE SCHOOL SITE CRISIS TEAM** as needed (Attachment C)
- ☐ 7. **CREATE ISTAR INCIDENT REPORT**, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation*
- ☐ 8. **OBTAIN ADDITIONAL GUIDANCE FROM AOO** on any necessary notification to parents/caregiver of the student who may be the focus of the ICE inquiry

### ICE RUMORED OR VERIFIED IN COMMUNITY

If ICE agents or other federal immigration officials/designee are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall do the following:

- ☐ 1. **IMMEDIATELY NOTIFY YOUR LOCAL DISTRICT ADMINISTRATOR OF OPERATIONS**  
\_\_\_\_\_ for further guidance and direction

#### Exigent Circumstances

Include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

#### NOTE:

Should an agent declare that exigent circumstances exist and demand immediate access to the campus, administrators should comply with the order of ICE or federal immigration official and immediately contact the LD AOO and LASPD Watch Commander.

U.S. Department of Homeland Security  
500 12th Street, SW  
Washington, D.C. 20536



U.S. Immigration  
and Customs  
Enforcement

OCT 24 2011

MEMORANDUM FOR: Field Office Directors  
Special Agents in Charge  
Chief Counsel

FROM: John Morton   
Director

SUBJECT: Enforcement Actions at or Focused on Sensitive Locations

Purpose

This memorandum sets forth Immigration and Customs Enforcement (ICE) policy regarding certain enforcement actions by ICE officers and agents at or focused on sensitive locations. This policy is designed to ensure that these enforcement actions do not occur at nor are focused on sensitive locations such as schools and churches unless (a) exigent circumstances exist, (b) other law enforcement actions have led officers to a sensitive location as described in the "Exceptions to the General Rule" section of this policy memorandum, or (c) prior approval is obtained. This policy supersedes all prior agency policy on this subject.<sup>1</sup>

Definitions

The enforcement actions covered by this policy are (1) arrests; (2) interviews; (3) searches; and (4) for purposes of immigration enforcement only, surveillance. Actions not covered by this policy include actions such as obtaining records, documents and similar materials from officials or employees, providing notice to officials or employees, serving subpoenas, engaging in Student and Exchange Visitor Program (SEVP) compliance and certification visits, or participating in official functions or community meetings.

The sensitive locations covered by this policy include, but are not limited to, the following:

<sup>1</sup> Memorandum from Julie L. Myers, Assistant Secretary, U.S. Immigration and Customs Enforcement, "Field Guidance on Enforcement Actions or Investigative Activities At or Near Sensitive Community Locations" 10029.1 (July 3, 2008); Memorandum from Marcy M. Forman, Director, Office of Investigations, "Enforcement Actions at Schools" (December 26, 2007); Memorandum from James A. Puleo, Immigration and Naturalization Service (INS) Acting Associate Commissioner, "Enforcement Activities at Schools, Places of Worship, or at funerals or other religious ceremonies" HQ 807-P (May 17, 1993). This policy does not supersede the requirements regarding arrests at sensitive locations put forth in the Violence Against Women Act, see Memorandum from John P. Torres, Director Office of Detention and Removal Operations and Marcy M. Forman, Director, Office of Investigations, "Interim Guidance Relating to Officer Procedure Following Enactment of VAWA 2005 (January 22, 2007).

- schools (including pre-schools, primary schools, secondary schools, post-secondary schools up to and including colleges and universities, and other institutions of learning such as vocational or trade schools);
- hospitals;
- churches, synagogues, mosques or other institutions of worship, such as buildings rented for the purpose of religious services;
- the site of a funeral, wedding, or other public religious ceremony; and
- a site during the occurrence of a public demonstration, such as a march, rally or parade.

This is not an exclusive list, and ICE officers and agents shall consult with their supervisors if the location of a planned enforcement operation could reasonably be viewed as being at or near a sensitive location. Supervisors should take extra care when assessing whether a planned enforcement action could reasonably be viewed as causing significant disruption to the normal operations of the sensitive location. ICE employees should also exercise caution. For example, particular care should be exercised with any organization assisting children, pregnant women, victims of crime or abuse, or individuals with significant mental or physical disabilities.

### Agency Policy

#### *General Rule*

Any planned enforcement action at or focused on a sensitive location covered by this policy must have prior approval of one of the following officials: the Assistant Director of Operations, Homeland Security Investigations (HSI); the Executive Associate Director (EAD) of HSI; the Assistant Director for Field Operations, Enforcement and Removal Operations (ERO); or the EAD of ERO. This includes planned enforcement actions at or focused on a sensitive location which is part of a joint case led by another law enforcement agency. ICE will give special consideration to requests for enforcement actions at or near sensitive locations if the only known address of a target is at or near a sensitive location (e.g., a target's only known address is next to a church or across the street from a school).

#### *Exceptions to the General Rule*

This policy is meant to ensure that ICE officers and agents exercise sound judgment when enforcing federal law at or focused on sensitive locations and make substantial efforts to avoid unnecessarily alarming local communities. The policy is not intended to categorically prohibit lawful enforcement operations when there is an immediate need for enforcement action as outlined below. ICE officers and agents may carry out an enforcement action covered by this policy without prior approval from headquarters when one of the following exigent circumstances exists:

- the enforcement action involves a national security or terrorism matter;
- there is an imminent risk of death, violence, or physical harm to any person or property;

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- the enforcement action involves the immediate arrest or pursuit of a dangerous felon, terrorist suspect, or any other individual(s) that present an imminent danger to public safety; or
- there is an imminent risk of destruction of evidence material to an ongoing criminal case.

When proceeding with an enforcement action under these extraordinary circumstances, officers and agents must conduct themselves as discretely as possible, consistent with officer and public safety, and make every effort to limit the time at or focused on the sensitive location.

If, in the course of a planned or unplanned enforcement action that is not initiated at or focused on a sensitive location, ICE officers or agents are subsequently led to or near a sensitive location, barring an exigent need for an enforcement action, as provided above, such officers or agents must conduct themselves in a discrete manner, maintain surveillance if no threat to officer safety exists and immediately consult their supervisor prior to taking other enforcement action(s).

### Dissemination

Each Field Office Director, Special Agent in Charge, and Chief Counsel shall ensure that the employees under his or her supervision receive a copy of this policy and adhere to its provisions.

### Training

Each Field Office Director, Special Agent in Charge, and Chief Counsel shall ensure that the employees under his or her supervision are trained (both online and in-person/classroom) annually on enforcement actions at or focused on sensitive locations.

### No Private Right of Action

Nothing in this memorandum is intended to and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.

This memorandum provides management guidance to ICE officers exercising discretionary law enforcement functions, and does not affect the statutory authority of ICE officers and agents, nor is it intended to condone violations of federal law at sensitive locations.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
STUDENT HEALTH AND HUMAN SERVICES  
SCHOOL MENTAL HEALTH

ATTACHMENT C

**CRISIS COUNSELING & INTERVENTION SERVICES**

**SCHOOL SITE CRISIS RESPONSE ACTION PLAN CHECKLIST**

The following is a summary checklist of general procedures for the administrator/designee to respond to a crisis situation at the school site, at District and school-related activities and in all areas within the District's jurisdiction. The urgency of the situation will dictate the order in which the subsequent steps are followed.

**For a complete description of each procedure, refer directly to the Bulletin 5800.0, Section IV. Tier I: School Site Crisis Response, Part B. Response.**

1. ☐ **SECURE CAMPUS/OFFICE SAFETY** (This may include calling law enforcement, securing the site, or consulting with LD Administration or Crisis Counseling and Intervention Services (213) 241-3841.)
2. ☐ **DETERMINE THE FACTS**
3. ☐ **NOTIFY** (LD Administration, Co-Located Schools, other offices, document on iSTAR)
4. ☐ **ASSESS** (School Site Crisis Team meets to assess the impact and severity of the incident and determine the level of crisis response needed. The assessment of the situation will drive the response and recovery.)
5. ☐ **DEVELOP ACTION PLAN** (see Table 1 in BUL-5800.0 for detailed descriptions of each checklist item)
  - ☐ **COMMUNICATION**

For a detailed checklist of communication protocols to consider see:

    - Attachment D, Communication with Staff, Students, Parents/Guardians.
    - Attachment E, Collaborating with Law Enforcement
    - Attachment F, Collaborating with Office of Communications
  - ☐ **LOGISTICS/OPERATIONS**
    - ☐ Determine the number of crisis responders needed.
    - ☐ Assess operational functions of the impacted school and implement temporary changes, as needed, such as bell schedule, transportation, food services, substitutes, safety, etc.
    - ☐ Determine locations of crisis response activities, as needed, and establish procedures.
    - ☐ Identify separate locations for triage and crisis counseling.
    - ☐ Follow reunification procedures.
    - ☐ Limit student/staff exposure to trauma, injury and/or death, including crime scenes, media and conversations.

☐ Identify students and/or staff who may have special needs.

☐ **TRIAGE/CRISIS COUNSELING**

☐ Triage students, staff and other school community members.

☐ Determine individual needs.

☐ Provide individual and group crisis counseling services.

☐ Make referrals to District and/or community based resources, as needed.

☐ Document students receiving crisis counseling services to ensure appropriate follow-up, as needed.

☐ **INCIDENT DEBRIEFING**

☐ Review actions of the day.

☐ Review the status of students.

☐ Identify effective components, areas of improvement, and need for training in crisis response.

☐ Plan for follow-up actions, as needed.

☐ Develop prevention/mitigation strategies for future incidents.

☐ **IMPORTANT CONSIDERATIONS**

☐ Social Networking

☐ School Culture and Events

☐ The Deceased Student's Classrooms and Work

☐ Memorialization

☐ Fundraising





# CENTERS FOR EDUCATION AND IMMIGRATION RESOURCES



The goal of Student Health & Human Services staff is to assess student and family needs related to health insurance enrollment, school enrollment, attendance, health, and mental health and to connect them with services to ensure academic success.

Access and referrals to L.A. Unified and community resources:

- Health and Medical Services
- Immunizations
- Legal Referrals
- Mental Health Services
- School Enrollment

## LOCAL DISTRICT EAST

Jardín de Niños  
3921 E. Selig Pl.,  
Los Angeles, CA 90031  
(323) 224-3100

## LOCAL DISTRICT CENTRAL

School Enrollment, Placement and  
Assessment (S.E.P.A.) Center  
1339 Angelina St.,  
Los Angeles, CA 90026  
(213) 482-3954

## LOCAL DISTRICT NORTHEAST

8401 Arleta Ave.,  
Sun Valley, CA 91352  
(818) 252-5400

## LOCAL DISTRICT WEST

11380 W. Graham Pl.,  
Los Angeles, CA 90064  
(310) 914-2100

## LOCAL DISTRICT NORTHWEST

6621 Balboa Blvd.,  
Lake Balboa, CA 91406  
(818) 654-3600

## LOCAL DISTRICT SOUTH

1208 Magnolia Ave.,  
Gardena, CA 90247  
(310) 354-3400



1-866-742-2273



Monday - Friday  
8 a.m. - 4:30 p.m.



# CENTROS PARA RECURSOS DE EDUCACIÓN E INMIGRACIÓN



La meta del personal bajo la división de Salud Estudiantil y Servicios Humanos es de asesorar las necesidades del estudiante y familia relacionadas a la inscripción a seguro médico, matriculación escolar, asistencia escolar, salud y salud mental y conectarlos a servicios que aseguran el éxito académico.

Se provee acceso y referencias a los siguientes recursos comunitarios y del Distrito Escolar Unificado de Los Ángeles:

- Servicios médicos y de salud
- Servicios de salud mental
- Matriculación escolar
- Inmunizaciones
- Referencias legales

## DISTRITO LOCAL ESTE

Jardín de Niños  
3921 E. Selig Pl.,  
Los Angeles, CA 90031  
(323) 224-3100

## DISTRITO LOCAL CENTRAL

School Enrollment, Placement and  
Assessment (S.E.P.A.) Center  
1339 Angelina St.,  
Los Angeles, CA 90026  
(213) 482-3954

## DISTRITO LOCAL NORESTE

8401 Arleta Ave.,  
Sun Valley, CA 91352  
(818) 252-5400

## DISTRITO LOCAL OESTE

11380 W. Graham Pl.,  
Los Angeles, CA 90064  
(310) 914-2100

## DISTRITO LOCAL NOROESTE

6621 Balboa Blvd.,  
Lake Balboa, CA 91406  
(818) 654-3600

## DISTRITO LOCAL SUR

1208 Magnolia Ave.,  
Gardena, CA 90247  
(310) 354-3400



1-866-742-2273



Lunes a Viernes  
8 a.m. - 4:30 p.m.