



Believe ♦ Behave ♦ Become

Calendar Dates

C Basis Returns	8/14
Pupil Free Day	8/14
Campus Aide Meeting	8/14
First Day of Instruction	8/15
After the Bell	8/31
Admissions Day	9/1
Labor Day	9/4

What's Due

July Water Flushing	8/1
School Emergency Contact Information	8/1

Friday's Operation's Brief

Beginning With the End in Mind

This week we celebrated the last of the graduating class of 2017. Fifty students across Local District Central schools completed requirements for graduation. Twenty-seven students participated in this year's summer graduation ceremony. Families, friends, teachers, counselors, and principals joined the graduates in this momentous occasion.

As a new school year begins, we are reminded of our purpose: *Students will leave LDC prepared for college or careers, being critical thinkers, collaborating citizens of character and conviction that are contributing in creative ways to a better world.*



campaign. All schools have received a campaign poster to be displayed to communicate that all students and families belong and will be served by our District.

Additionally, two versions of the guide, *L.A. Unified Guide to Immigration and Educational Services*, are available online as a resource to students, families, and personnel. The guides may be downloaded from the district website at <https://achieve.lausd.net/weareone>.

District staff will continue to develop training, information, and materials throughout the school year. LD Central staff are encouraged to download Reference Guide 6767.1 (Attachment 1) to obtain more information on how to respond to ICE.



Today, we sent fifty additional graduates into the world. We are thankful to you, Local District Central administrators, counselors, teachers, and school staff for your hard work, not only in preparing your school for the first day of instruction, but for your collective efforts in ensuring that our students are ready to take the next step into their future. We begin with the end in mind: 100% graduation. Believe. Behave. Become.

Reaffirmation of LAUSD Schools As Safe Zones For Families

On May 9, 2017, the LA School Board of Education adopted Resolution "Reaffirmation of LAUSD as Safe Zones for Families Threatened by Immigration Enforcement." The resolution reaffirms that every L.A. Unified site is a safe place for its students and families. As such, the District has launched the "We Are One L.A. Unified: Standing With Immigrant Families" campaign.



Safe Routes to School

Our youth should be able to move freely and feel safe on our streets. This is what Safe Routes to School (SRTS), a supporting strategy of Vision Zero, is all about.

The City of Los Angeles has adopted a **Vision Zero** goal to eliminate traffic fatalities by 2025. Children walking and bicycling in our city are one of our most vulnerable populations. For some portion of each day, children walk along our streets. Recognizing that our youth may not have the maturity level to understand the risks and dangers associated with traffic crashes, SRTS implements engineering improvements to reduce motor vehicle speed and reckless driving that can result in fatal or severe injury traffic crashes. Safety education enhances our youth's understanding of how to travel safely as walkers and bikers. A collaborative approach that involves the City, schools and communities can be the catalyst for transforming our City's transportation infrastructure to reduce collisions as well as increase the share of children who walk and bicycle to school.

The partnership between the City and the Los Angeles Unified School District (LAUSD) continues to be fundamental to the success of SRTS. Both parties are committed to achieving the outcomes prescribed in the Safe Routes to School Action Plan and Progress Report. We will work together to ensure that every student travels safely to and from school. To that end, we are happy to announce Walk to School Day (WTSD) on October 4, 2017 (Attachment 2).



As the City of LA ranks 2nd in pedestrian fatalities in the US, Walk to School (WTSD) is a key school-year kick-off event to emphasize the importance of traffic safety, particularly for our students who walk and bicycle to school. Let's make WTSD 2017 a record-breaking year (video [here!](#)) to support Local District Central in achieving its **goal to register 75 schools within the City of Los Angeles**. In order to prepare for WTSD 2017, please:

- Review the SRTS Fact Sheet and check to see if YOUR school ranks in the Top 50 for traffic fatalities; if it does, commit to participating in WTSD 2017 on October 4, 2017! Our goal is to have at least 75 schools participate, including 34 of the Top 50. [Top 50 Schools by Local District](#)
- Read the WTSD flyer (attached)
- Put WTSD on your calendar now, for October 4, 2017
- Identify a WTSD point person at your school site

Your Operations Coordinator will give you more information about the event and ask you to sign up when we return for 2017-2018 school year. In the meantime, save the date on your calendar, October 4, 2017!



Safe School Plan

The new, Integrated Safe School Plan (ISSP) replaces the previous online system and incorporates the latest federal guidance.

The following are major changes to Reference Guide 5511.7 (Attachment 3):

- The new ISSP can be accessed through the internet using any web-enabled computer or device at <https://issp.lausd.net>.
- Some key new features of the ISSP include:
 - ◊ Key information is auto-populated and redundant inputs are eliminated
 - ◊ A shorter, single-volume printout
 - ◊ Links to resources
- Only the school principal can provide the final approval and submit the ISSP.
- All staff members assigned to a school are able to view the Integrated Safe School Plan online using their LAUSD Single Sign-on username and password.

School principals may assign an additional user using the "ISSP Designee" field on the "School Details" page. These additional users can edit the plan and input data using the "Edit Plan" view, but

only the school principal can provide the final approval and submit the plan. The ISSP is designed so that schools can update and reprint their Safe School Plans as often as necessary to ensure that they are always accurate and current. The latest version number will display in the School Details page and in the printout. Changes made to the plan should be immediately visible to all staff members when logged in to view the plan as soon as the updates are approved. Any time that there is a change in staff or assignments, the plans should be updated.

By law, the ISSP is a public document. Schools are required to keep a printed copy of the current ISSP in the Main Office for members of the public who request to view it. The public copy may not be removed from the office or given to members of the public. Schools should maintain the Public Viewing Log (Attachment 4) as the first page of any copies of the ISSP that are for public inspection. The Site Map, Vicinity Map, and any floor plan maps are to be removed from printed public inspection copies of the ISSP for security reasons. Other printed copies of the plan should be in the School Emergency Response Box and the emergency bin.



*"A classroom should
be more than just a
nice place to
LEARN for students;
it should also be a
safe place to HEAL
and a healthy place
to GROW.*

Joe Martin

SCHOOL MONTH	SCHOOL SAFETY COMMITTEE TOPIC/TASK
1	<ul style="list-style-type: none"> ✓ Assign Emergency Team and ICS positions ✓ Assign Threat Assessment Team positions ✓ Enter other necessary data in the ISSP ✓ Complete assessments
2	<ul style="list-style-type: none"> ✓ Complete goal statements ✓ Review emergency team assignments with staff to prepare for the fall Shakeout emergency exercise at all schools
3	<ul style="list-style-type: none"> ✓ Present the ISSP document to all stakeholders ✓ Secure and upload signatures on the ISSP Signatures Form
4 - 10	<ul style="list-style-type: none"> ✓ Continuous review of ISSP ✓ Update team assignments when staff changes ✓ Adopt and own the plans ✓ Monitor progress of goals
7	<ul style="list-style-type: none"> ✓ Review emergency team assignments in preparation for the spring emergency drill
10	<ul style="list-style-type: none"> ✓ Review and maintain ISSP to incorporate new data, update information, and analyze the effects on school practice

For updated information regarding the Integrated Safe School Plan, resources available to schools and the Quick Guide to Editing the ISSP visit the website at <https://achieve.lausd.net/ssp>





*Extend your arms in
welcome to the future.*

*The best is yet to
come!*

Anthony De Mello

Human Resources: Teacher Assistants

As of July 1, 2017, inquiries for Teacher Assistants should be directed to the Human Resources Division at 213-241-4980 or via email at teacherassistant@lausd.net or view the website at <http://achieve.lausd.net/teacherassistant>.

Prior to this date, the function was performed by the Personnel Commission. Note: This reference is for the Teacher Assistant job class only; all other classroom assistants, i.e., Special Education Trainee/Assistant, Early Education Aide, Instructional Assistant, etc.) remain the responsibility of the [Personnel Commission](https://achieve.lausd.net/Page/2013), <https://achieve.lausd.net/Page/2013> or (213) 241-6300.

Questions about **current** Teacher Assistants should be directed to the Teacher Assistant Assignment Technician, Richelle Harris at richelle.harris@lausd.net or (213) 241-8940. To request to schedule a **new** Teacher Assistant to be processed please complete the request form at go.teachinla.com/TAAppointment; use your LAUSD email account to log in to access the form. All appointments for processing will be on the 15th floor at the Beaudry Building.

Please note that in addition to being enrolled in college/university, candidates must continue to meet the following requirements in order to qualify as a Teacher Assistant:

Teacher Assistant Qualification	May be met by one of the following:
High School Graduation	<ul style="list-style-type: none">• High School Diploma, Official Transcripts or Verification Letter*• General Education Development Certificate (GED)• High School Equivalency Test (HiSET)• Test Assessing Secondary Completion (TASC)• California High School Proficiency Examination (CHSPE)• Associate's Degree*
District Proficiency	<ul style="list-style-type: none">• District Proficiency Examination (DPE)• California Basic Education Skills Test (CBEST)• Bachelor's Degree from a US Accredited Institution*
Instructional Assistance	<ul style="list-style-type: none">• Instructional Assistance Test• 60 Semester or 60 Quarter Units*• Associate's Degree*• Foreign Bachelor's Degree evaluated by an Approved Organization*• Bachelor's Degree from a US Accredited Institution*
*Institution/organization must have accreditation from a District accepted accrediting agency	

A candidate may continue to qualify by scheduling to take the District's Proficiency Exam or the Instructional Assistance Test through the Personnel Commission by visiting www.lausdjobs.org and choosing the "District Proficiency/Instructional Assistant Test" link.

To post Teacher Assistant vacancies, please complete and submit form at go.teachinla.com/TAVacancyPost.

Human Relations: Classified

Local District Central welcomes Chrysanthemum (Chrys) Nguyen as our new Senior Human Relations Representative for Classified. Ms. Nguyen comes to us with 18 years of experience in Human Resources from the private and not-for-profit sector. Her experience in creating, implementing and overseeing organizational culture, talent management, rewards and recognition,

compensation administration and employee relations makes her a valuable asset to our team. Ms. Nguyen is excited to begin the new school year and looks forward to building professional relationships with the Local District Central Administrative team. Ms. Nguyen can be reached via email at c.nguyen@lausd.net or direct line (213) 241-8227.



Breaking the Silence Child Abuse Awareness

If you suspect that a child is being abused...
REPORT Neglect
Physical Abuse
Sexual Abuse Exploitation



On-Line Child Abuse Training

The on-line Child Abuse training must be completed by ALL staff by September 30, 2017. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.

School Mental Health (SMH)

Local District (LD) Central is happy to re introduce our wonderful mental health consultants: Veronica Real and Gustavo Sagredo. The goals for the LD Central SMH team are to (1) support school administrators and staff by offering consultation on addressing crisis and mental related concerns, (2) build capacity and capabilities in schools by offering professional development, (3) support school site Psychiatric Social Workers (PSW), and (4) collaborate with the LD Central Leadership Team and Crisis Team. If you would like more information on how the LD Central SMH can support you, please contact one of our team members.

Veronica Real, Mental Health Consultant

(213)-241-3906

veronica.real@lausd.net

Gustavo Sagredo, Mental Health Consultant

(213)-241-8689

gustavo.sagredo@lausd.net





LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: LAUSD CAMPUSES AS SAFE ZONES AND
RESOURCE CENTERS

NUMBER: REF-6767.1

ISSUER: Dr. Thelma Melendez, Chief Executive Officer
Educational Services

Dr. Earl Perkins, Associate Superintendent
Division of District Operations

Steven Zipperman, Chief
Los Angeles School Police Department

Erika F. Torres, Executive Director
Student Health and Human Services

DATE: February 2, 2017

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-6767.0 and specifies the steps school sites, Local District (LD) Administrators of Operations and LD Operations Coordinators shall follow when 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.

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 resource 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. Additionally, the Board encouraged that a rapid response network be created to assist

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



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REFERENCE GUIDE

children whose family members have been detained through providing crisis management and support services.

KEY TERMS

Below are key terms that will help District staff understand language which 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 the 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 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.

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

Extended Support Site (ESS)

The Extended Support Sites are located at each Local District and in key high volume areas. 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.



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Immigration and Customs Enforcement (ICE)

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.

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

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 new 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



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may come onto District property.

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).
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. (Refer to Attachment C)
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*.
8. Obtain additional guidance from the AOO on any necessary notification to parents/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.

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



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immigration official is on site or they have received an ICE request, immediately notify the Division of District Operations.

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.
6. Contact the Office of General Counsel for guidance needed pertaining to access to student records, subpoena or search warrant service.
7. Follow up with affected school site administrator 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.

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 (LASPD) 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 (Beaudry) on a case-by-case basis. To prevent duplicate communication, further guidance to local districts will be articulated through the LD Administrator of



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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: Extended Support Sites.

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>

Crisis Counseling and Intervention Services
(213) 241-3841
<http://achieve.lausd.net/smh>

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



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

School Enrollment Placement & Assessment (S.E.P.A) Center
(213) 482-3954

<http://achieve.lausd.net/Page/8703>

**RELATED
RESOURCES:**

- [BUL-5800.0, Crisis Preparedness Response and Recovery](#)
- [BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Educational Rights](#)

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 – Extended Support Sites

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)
- ☐ 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.¹

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:

¹ 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;

Enforcement Actions at or Focused on Sensitive Locations

Page 3

- 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

EXTENDED SUPPORT SITES



The goal of Student Health and 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.

Extended Support Site Locations

An Extended Support Site is located in each local district. Please see the list below:

Hollywood FamilySource Center - Youth Policy Institute		Local District Central	
1075 N. Western Ave. Los Angeles, CA. 90029 (323) 463-2620 (323) 836-0055		School Enrollment, Placement and Assessment (SEPA) Center 1339 Angelina St. Los Angeles, CA 90026 (213) 482-3954	West Adams Preparatory Senior High School 1500 W. Washington Blvd. Los Angeles, CA 90007 (323) 373-2561
Local District East		Local District West	Local District South
Jardín de Niños 3921 E. Selig Pl. Los Angeles, CA 90031 (323) 224-3100		Local District West Office 11380 W. Graham Pl. Los Angeles, CA. 90064 (310) 914-2100	Local District South Office 1208 Magnolia Ave. Gardena, CA. 90247 (310) 354-3400
Local District Northwest		Local District Northeast	
Local District Northwest Office 6621 Balboa Blvd. Lake Balboa, CA. 91406 (818) 654-3600		Local District Northeast Office 8401 Arleta Ave. Sun Valley, CA. 91352 (818) 252-5400	



1-866-742-2273



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

SITIOS DE APOYO ADICIONAL



La meta del personal de los Servicios de Salud Estudiantil y Humanos es de evaluar las necesidades estudiantiles y familiares pertinentes a inscripción de seguro médico, inscripción escolar, asistencia, salud y salud mental con el fin de conectarlos con los servicios que son necesarios para asegurar el éxito académico.

Ubicaciones de los Sitios de Apoyo Adicional

Se ha ubicado un sitio de apoyo adicional en cada distrito local. Por favor consulte con la lista a continuación:

Hollywood FamilySource Center - Youth Policy Institute		Distrito Local Central	
1075 N. Western Ave. Los Angeles, CA 90029 (323) 463-2620 (323) 836-0055		Centro de Evaluación e Inscripción Escolar (SEPA) 1339 Angelina St. Los Angeles, CA 90026 (213) 482-3954	West Adams Preparatory Senior High School 1500 W. Washington Blvd. Los Angeles, CA 90007 (323) 373-2500
Distrito Local Este		Distrito Local Oeste	Distrito Local Sur
Jardín de Niños 3921 E. Selig Pl. Los Angeles, CA 90031 (323) 224-3100		Oficina del Distrito Local Oeste 11380 W. Graham Pl. Los Angeles, CA 90064 (310) 914-2100	Oficina del Distrito Local Sur 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400
Distrito Local Noroeste		Distrito Local Noreste	
Oficina del Distrito Local Noroeste 6621 Balboa Blvd. Lake Balboa, CA 91406 (818) 654-3600		Oficina del Distrito Local Noreste 8401 Arleta Ave. Sun Valley, CA 91352 (818) 252-5400	

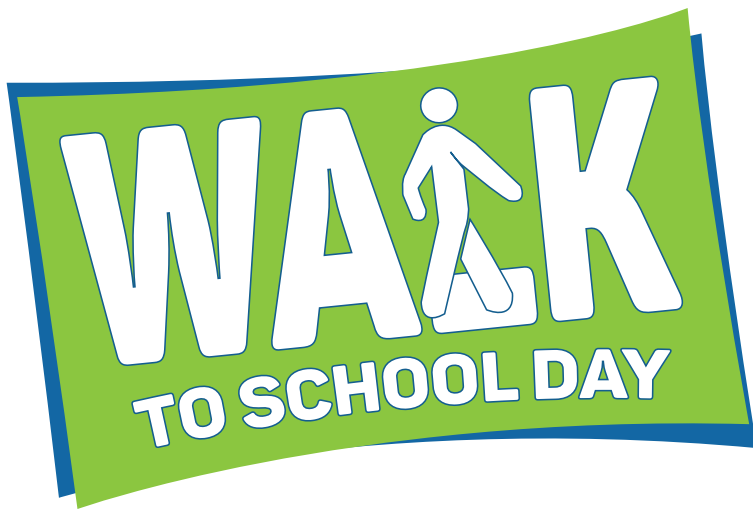




1-866-742-2273



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



OCTOBER 4 2017

LET'S BEAT THE RECORD!

Participation in Los Angeles'
Walk to School Day 2016:



140

SCHOOLS



28,300

STUDENTS

Join schools, parents, students, school administrators, community members, and elected officials across the country in celebrating walking to school. Help Safe Routes to School achieve its goals!

- Reduce traffic around schools and improve air quality
- Build stronger school and community partnerships
- Build awareness for safer ways to school
- Help students live healthy lifestyles
- Explore ways to solve safety concerns

One of many SRTS activities you can explore at <http://saferoutes.lacity.org/resources/> to improve school traffic safety.

GET INVOLVED!

RECEIVE FREE TRAINING, PROMOTIONAL MATERIALS AND STUDENT GIVEAWAYS



Get involved at www.walktoschoolday-la.org

Contact us at info@walktoschoolday-la.org or **(323) 942-9873**

Find out more about Safe Routes to School at www.saferoutes.lacity.org



Safe Routes to School is a partnership of the Los Angeles
Department of Transportation and Los Angeles Unified School District



DÍA DE CAMINAR A LA ESCUELA

OCTUBRE 4 2017

¡AYÚDENOS A GANAR EL RECORD!

Participación en el
Día de Caminar a La Escuela en Los
Ángeles 2016:



140

ESCUELAS



28,300

ESTUDIANTES

Júntese con escuelas, padres, estudiantes, administradores escolares, miembros de la comunidad, y funcionarios electos alrededor del país para celebrar caminando a la escuela. Apoye Rutas Seguras a La Escuela (Safe Routes to School) para lograr sus metas.

- Reducir tráfico alrededor de las escuelas y mejorar la calidad del aire
- Construir mejores asociaciones entre escuelas y comunidades
- Crear conciencia sobre maneras seguras para viajar a la escuela
- Ayudar a estudiantes vivir saludables
- Explorar maneras de resolver preocupaciones de seguridad

Una de varias actividades que puede explorar en la página web www.saferoutes.lacity.org/resources/#keepwalking para mejorar la seguridad de tráfico en las escuelas.

¡Involúcrese!

Reciba entrenamiento gratis, materiales promocionales y obsequios para estudiantes.

Involúcrese en www.walktoschoolday-la.org

Contáctenos al: info@walktoschoolday-la.org o (323) 942-9873

Para aprender más sobre Rutas Seguras a La Escuela, visite la pagina

www.saferoutes.lacity.org



Rutas Seguras a La Escuela es una colaboración entre el
Distrito Escolar Unificado de Los Ángeles y el
Departamento de Transporte de la Ciudad de Los Ángeles





LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Completing and Updating the Integrated Safe School Plan 2017-2018

NUMBER: REF-5511.7

ISSUER: Darneika Watson-Davis, Ph.D., Executive Director
Division of District Operations

Diane H. Pappas, Chief Executive Officer
Division of District Operations & Digital Innovation

DATE: July 28, 2017

ROUTING

Local District
Superintendents
Administrators of Operations
Instructional Directors
Operations Coordinators
Safety/Attendance
Coordinators
School Administrators
School Safety Committees

PURPOSE: The purpose of this Reference Guide is to provide guidance to the site administrators and the School Safety Committee for the required annual updating of the Safe School Plan.

MAJOR CHANGES: This Reference Guide replaces REF-5511.6 Safe School Plans Update for 2016-2017, dated July 29, 2016. The new, Integrated Safe School Plan (ISSP) replaces the previous online system and incorporates the latest federal guidance.

The following are major changes:

- The new ISSP can be accessed through the internet using any web-enabled computer or device at <https://issp.lausd.net>.
- Some key new features of the ISSP include:
 - Key information is auto-populated and redundant inputs are eliminated
 - A shorter, single-volume printout
 - Links to resources
- Only the school principal can provide the final approval and submit the ISSP.
- All staff members assigned to a school are able to view the Integrated Safe School Plan online using their LAUSD Single Sign-on username and password.

BACKGROUND: California public schools are required to comply with California Education Code Section 32281, which calls for preparing school safety plans relevant to the needs and resources of the school, addressing violence prevention, student and staff wellness, emergency preparedness, and crisis intervention and recovery. The Integrated Safe School Plan (ISSP) online system standardizes the plan across LAUSD schools and guides the preparation of annual updates. Schools customize the plan to meet their needs.

The ISSP is completed using the recommended six-step process advocated in the Federal document, *Guide for Developing High-Quality School Emergency Operations Plans*. The Guide was created and published jointly by the U.S.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Department of Education; U.S. Department of Health and Human Services; U.S. Department of Homeland Security; U.S. Department of Justice; Federal Bureau of Investigation, and the Federal Emergency Management Agency (2013).

Consistent with the California Education Code Section 32281, each school is “required to write and develop a comprehensive school safety plan. The school site council may delegate this responsibility to a School Safety Committee.” The required membership and duties of the School Safety Committee are outlined in Step 1 of the Planning and Edit views of the Integrated Safe School Plan.

Schools should be as inclusive as possible when soliciting members for their School Safety Committee. While the minimum required membership is clearly defined in Step 1 of the ISSP, schools should expand the membership to as many stakeholders as possible to ensure comprehensive representation. Committee membership should include representatives from each co-located school, small school and program on campus.

INSTRUCTIONS: 1. General Procedures

The 2017 Integrated Safe School Plan is required to be updated and approved by Monday, October 2, 2017. Administrators are required to certify that the ISSP is updated, approved and printed as part of the Fall semester online Administrator Certification requirements.

The ISSP is created and updated online. To guide staff in completing their plans, a Quick Start Guide, a User Guide, and other support materials are available on the Emergency Services website at <http://achieve.lausd.net/isspresources>. An online training video may be viewed in the Learning Zone as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*.

All users access the ISSP program through the internet using any web-enabled computer or device at <https://issp.lausd.net>, and the LAUSD Single Sign-on username and password. A link is also available in the Principal’s Portal on the District Operations webpage.

School principals may assign an additional user using the “ISSP Designee” field on the “School Details” page. These additional users can edit the plan and input data using the “Edit Plan” view, but only the school principal can provide the final approval and submit the plan.

The ISSP is designed so that schools can update and reprint their Safe School Plans as often as necessary to ensure that they are always accurate and current. The latest version number will display in the School Details page and in the printout. Changes made to the plan should be immediately visible to all staff members when logged in to view the plan as soon as the updates are approved.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Any time that there is a change in staff or assignments, the plans should be updated.

By law, the ISSP is a public document. Schools are required to keep a printed copy of the current ISSP in the Main Office for members of the public who request to view it. The public copy may not be removed from the office or given to members of the public. Schools should maintain the Public Viewing Log (Attachment A) as the first page of any copies of the ISSP that are for public inspection. The Site Map, Vicinity Map, and any floor plan maps are to be removed from printed public inspection copies of the ISSP for security reasons. Other printed copies of the plan should be in the School Emergency Response Box and the emergency bin.

SCHOOL MONTH	SCHOOL SAFETY COMMITTEE TOPIC/TASK
1	<ul style="list-style-type: none">✓ Assign Emergency Team and ICS positions✓ Assign Threat Assessment Team positions✓ Enter other necessary data in the ISSP✓ Complete assessments
2	<ul style="list-style-type: none">✓ Complete goal statements✓ Review emergency team assignments with staff to prepare for the fall Shakeout emergency exercise at all schools
3	<ul style="list-style-type: none">✓ Present the ISSP document to all stakeholders✓ Secure and upload signatures on the ISSP Signatures Form
4 - 10	<ul style="list-style-type: none">✓ Continuous review of ISSP✓ Update team assignments when staff changes✓ Adopt and own the plans✓ Monitor progress of goals
7	<ul style="list-style-type: none">✓ Review emergency team assignments in preparation for the spring emergency drill
10	<ul style="list-style-type: none">✓ Review and maintain ISSP to incorporate new data, update information, and analyze the effects on school practice

2. Procedures for Annual Update of Online ISSP

- A. The School Safety Committee is to complete the ISSP using a collaborative approach. The Committee has the responsibility to meet, complete, and analyze the assessments found in Step 2, as described in section C. As a result of this process, the Committee develops the goals and activities and assigns staff members to emergency teams.
- B. Co-located schools, including Prop 39 charter schools, will submit only one ISSP. That ISSP includes comprehensive goals, activities, teams, and dates to ensure that everyone on the campus will work together for the well-being of all. Schools that submit plans under the umbrella of a co-located site may be



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

required to produce or create their own specific school's Attendance and Dropout Prevention plan, goals, and/or strategies and activities.

- C. The ISSP Edit View is divided into six steps, tabbed at the top of the screen and described below. As the steps are completed by the user, the tab for each section changes from red to green and the percentage will increase to 100%. Use the Print Screen button at the top of the screen to print the content of any screen. Each step includes a required checkbox to confirm that all content in the step has been reviewed.
1. ISSP Step 1 – This tab includes listing the team members of the School Safety Committee. Meetings may be calendared using the optional “Activities” feature at the top of the screen.
 2. ISSP Step 2 – In this tab, the School Safety Committee completes the assessments of their environment and practices to improve school climate. The assessments should be completed using a team approach and not by one person. Data and responses for the assessments completed by the School Safety Committee should be entered into the ISSP Step 2 tab. This assessment information will be maintained for the following year.
 3. ISSP Step 3 – This tab includes entering one goal for each of the following components:
 - School-wide Discipline Plan implementation
 - Attendance and dropout prevention
 - Threat/Hazards
 - Emergency Functions
 4. ISSP Step 4 – This tab is used to update the emergency plan and response assignments, as decided by the School Safety Committee. The following information should be updated and entered in this tab:
 - Emergency team member assignments
 - Incident Command Team, Crisis Team and Threat Assessment Team.
 - Primary and back-up off-site relocation addresses and contact information for management personnel at those sites.
 - Personnel designated in the Emergency Contacts section must provide cell, work, and home phone numbers where each can be contacted during work and non-work hours in case of an emergency. These employees must update their own contact information in Employee Self Service at <http://ess.lausd.net> and the information will populate into the ISSP the following day. Personal numbers are secure and accessed only in the event of an emergency. A link to Employee Self Service is also available in the ISSP Resources feature. Missing phone numbers may be entered into Step 4 in the



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spaces provided by clicking the name of the employee and then clicking the edit button; these changes will not replace or populate information in Employee Self Service.

- Schools can use the “Emergency Team Staff Assignment Survey” form (Attachment B) to survey staff for skills, training or aptitude for specific emergency response functions. The form can also be copied into an online survey tool.

5. ISSP Step 5 – This tab is used to secure the required signatures certifying that the plan was developed and approved using a collaborative process. Required signatures include:

- Principal
- UTLA chapter chair
- Classified representative
- Parent representative (of an attending student)
- Law enforcement officer
- Student representative (secondary schools only)

A blank signature page template is provided in Step 5 under “Approve the Plan”. The blank form is also available in the “Forms” section of the Resources tab at the top of the screen. After the signature page is signed, it is uploaded into Step 5 and will be visible in the ISSP Planning View and Emergency View online and will be included in printed copies of the plan.

6. ISSP Step 6 – This tab includes guidance on informing stakeholders of the plan, training staff on their roles, and revising and maintaining the plan. This section includes an optional section titled, “Hold Meeting Document Upload” where agendas, sign-in sheets and other supporting documents from the stakeholder meeting can be uploaded. There is no mandatory data that needs to be entered in this step, but the box certifying that all content has been reviewed must be checked.

7. Several useful features are included in the “School Details” screen of the ISSP program:

- Schools at this Site – a list of all schools and programs covered by the ISSP
- School Staff – a list of all LAUSD employees assigned to the site
- Floor Plans and Maps – view maps included in the ISSP. If the school has an additional map that it would like to include, it can be uploaded here.
- Bell Schedule – Upload the school bell schedules in this section. Early Education Centers should upload their hours of operation and dates of closure in place of a bell schedule.
- Archived Plans – Site Safe School Plans from previous school years



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

can be viewed or downloaded.

- D. Print several copies of the ISSP after the signature page has been uploaded, all six steps are complete, and the plan has been approved. Printed copies need to be updated whenever data entered into the plan changes, such as when a staff member assigned to an emergency team retires. Check the plan periodically throughout the year to ensure that all data is accurate.

ATTACHMENTS: Attachment A: Integrated Safe School Plan (ISSP) Public Viewing Log
Attachment B: Emergency Team Staff Assignment Survey

RELATED RESOURCES: Online training for the Integrated Safe School Plan is available on the Learning Zone as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*. The *Administrator Certification On-Line System Memorandum* is issued annually by the Division of District Operations.

ASSISTANCE: For assistance with completing the Integrated Safe School Plan, first try accessing the program using a different web browser, which may solve technical issues. For other assistance, please contact your Local District Operations Coordinator. Specific inquiries may be directed as follows:

Technical Assistance:

- ITD Help Desk
<http://achieve.lausd.net/helpdesk>
(213) 241-5200, Option 6

Content Assistance:

- School Safety Committee, Assessments, and Goals
(ISSP Steps 1, 2, 3):
Daryl Narimatsu, Administrator of Operations
Division of District Operations
(213) 241-5337
- Emergency Teams, Emergency Information, Threats/Hazards and Actions
(ISSP Steps 4, 5, 6):
Dr. Jill Barnes, Executive Emergency Strategist
Division of District Operations - Emergency Services
(213) 241-5337
- Threat Assessment Team, Crisis Team and Crisis Resources
(sections of ISSP Step 4):
Ailleth Tom, Coordinator, Crisis Counseling & Intervention Services
Student Health and Human Services
(213) 241-2174



Integrated Safe School Plan (ISSP) Public Viewing Log

This log must be maintained for all PUBLIC VIEW of the ISSP.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

Attachment B

Los Angeles Unified School District
INTER-OFFICE CORRESPONDENCE

TO: All Faculty and Staff

DATE:

FROM:

SUBJECT: EMERGENCY TEAM STAFF ASSIGNMENT SURVEY

Every year the [school name] School Safety Planning Committee must review our school's Integrated Safe School Plan emergency teams and procedures. As part of that review, we want to make sure that we have made the best decisions as we assign staff members to emergency response teams.

Please take a minute to fill out this questionnaire and tell us about your preferences, training, skills and aptitudes. We will use the responses to make sure that our school's Integrated Safe School Plan reflects the best use of all of our skills.

NAME: _____ **ROOM:** _____

I HAVE HAD THE FOLLOWING TRAINING:

- ☐ First Aid/CPR/AED (Red Cross or AHA)
- ☐ Advanced First Aid
- ☐ CERT
- ☐ Military
- ☐ Amateur Radio (HAM)
- ☐ HAM DCS Training
- ☐ Crisis Counseling

- ☐ Safety Training
- ☐ Red Cross Disaster Class
- ☐ Outdoor Survival Class
- ☐ Firefighter/Law Enforcement
- ☐ SEMS/NIMS/ICS Training
- ☐ Life Guard
- ☐ Other: _____

I HAVE THE FOLLOWING SKILLS:

- ☐ Construction/Hand Tools
- ☐ Hazardous Materials

- ☐ Rescue
- ☐ Other: _____

I FEEL THAT MY SKILLS WOULD BE BEST USED WITH:

- ☐ First Aid Team
- ☐ Security/Utilities Team
- ☐ Psychological First Aid Team
- ☐ Planning & Intelligence
- ☐ Operations
- ☐ Logistics
- ☐ PIO/Media Relations

- ☐ Search & Rescue Team
- ☐ Fire Suppression/Haz-Mat Team
- ☐ Assembly Area Management
- ☐ Request Gate
- ☐ Reunion Gate
- ☐ Finance & Administration

Please return this form to _____ by _____.

Thank You.



School Name

Integrated Safe School Plan (ISSP) Public Viewing Log

[illegible]

This log must be maintained for all PUBLIC VIEW of the ISSP.