

AGENDA TOPICS

- WELCOME AND OBJECTIVES
- ROLE OF THE CAMPUS AIDE
 - DISTRICT POLICIES
- SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION AND SUPPORT
 - UPDATES



CAMPUS AIDES ROLE

PROMOTING SAFE SCHOOLS BY:

ASSISTING IN MAINTAINING STANDARDS OF STUDENT DISCIPLINE (BEHAVIOR) AND ENSURING THE OBSERVANCE OF RULES AND PROCEDURES BY STUDENTS AND OTHERS ON A SCHOOL CAMPUS.



EFFECTIVE SUPERVISION

ADULT
SUPERVISION
REQUIRED

- SCHEDULE IS CLEAR AND EVERYONE IS TRAINED
 - BEHAVIOR IS MODELED BY EVERYONE
 - BEHAVIOR IS COMMUNICATED AND MODELED BY EVERYONE
 - RADIO PROTOCOL IS COMMUNICATED AND FOLLOWED BY EVERY RADIO-CARRYING PERSONNEL
- MEETINGS TO DISCUSS SUPERVISION AND EXPECTATIONS ARE HELD FREQUENTLY WITH SCHOOL ADMINISTRATION

RESPONSIBILITIES/EXPECTATIONS

- ADHERE TO YOUR SCHEDULED . BE ACTIVE AT ALL TIMES.
- SUPERVISE YOUR AREA DILIGENTLY BEFORE AND AFTER LUNCH AND CHECK ALL STUDENTS THAT ARE OUT OF CLASSES FOR PASSES. CHECK RESTROOMS FOR STUDENTS DURING CLASS TIME.
- ADVISE THE MAIN OFFICE OF ANY CLASSROOMS WITHOUT TEACHERS AFTER THE TARDY BELL.
- AFTER LUNCH, CONTINUE ROVING IN YOUR VICINITY.
- USHER KIDS TO CLASS DURING PASSING PERIODS AND AFTER LUNCH.
- CELL PHONES SHOULD ONLY BE USED DURING YOUR BREAK AND AWAY FROM COMMON AREAS.
- SIGN IN AND SIGN OUT PRIOR TO THE BEGINNING OF YOUR SHIFT AND BEFORE GOING HOME. YOU MUST ALSO SIGN OUT AND SIGN IN AT THE MAIN OFFICE IF YOU PLAN TO LEAVE DURING LUNCH.

RESPONSIBILITIES

- BE ATTENTIVE AND RESPOND TO RADIO CALLS.
- DON'T CONGREGATE IN CERTAIN AREAS ALL AT ONCE. AVOID THIS ISSUE DURING STUDENT FIGHTS.
- INFORM THE MAIN OFFICE AND YOUR SUPERVISOR IF YOU WILL NOT BE AT YOUR POST OR IF YOU ARE GOING TO BE ABSENT.
- ADVISE ALL PARENTS TO SIGN IN AT THE MAIN OFFICE.
- CHECK GATES DURING YOUR SUPERVISION DUTY AND MAKE SURE THEY ARE LOCKED.
- ENFORCE THE SCHOOL POLICIES PERTAINING TO CONDUCT (DRESS CODE, ELECTRONICS).
- TREAT ALL STUDENTS AS YOU TREAT YOU OWN CHILDREN.
- YOU SIGNED UP TO HELP CHILDREN. YOU CAN'T HELP IF YOU ARE NOT THERE.
- **YOU ARE REQUIRED TO WEAR YOUR VEST.**

SYSTEMATIC SUPERVISION

BASIC RADIO CODES

- CODE 4 – EVERYTHING IS CLEARED
- CODE 7 – AT LUNCH
- CODE 20 – AUTO ACCIDENT
- CODE 415 – DISTURBANCE (FIGHT, RUMBLE)
- COPY - YOU HEARD THE TRANSMISSION
- 10-4 – YOU UNDERSTOOD AND ARE CLEARING OUT
- 10-9 – PLEASE REPEAT YOUR TRANSMISSION
- 10-12 – VISITORS/OFFICIALS PRESENT, VISITING
- 10-19 – YOU ARE IN YOUR OFFICE
- 10-20 – YOUR LOCATION
- 10-38 – YOUR DESTINATION
- 10-100 – OUT USING RESTROOM
- ETA – ESTIMATED TIME OF ARRIVAL
- CONTROL – MAIN OFFICE

SCHOOL SAFETY

- CREATING A WELCOMING ENVIRONMENT
- STUDENT EXPECTATIONS
- WEAPONS SEARCHES
- EFFECTIVE SUPERVISION
- SCHOOL POLICY
- SCHOOL POLICE



CREATING A WELCOMING ENVIRONMENT

- CLEAN ENTRANCE EVERYDAY
- DOORS OPEN
 - WELCOME SIGN
 - CAMPUS DIRECTORY/MAP FOR VISITORS
 - VISITOR POLICY POSTED AND FOLLOWED BY EVERY EMPLOYEE
 - SAFETY POLICIES AND EXPECTATIONS POSTED AND VISIBLE



STUDENT EXPECTATIONS

- CLEAR AND COMMUNICATED AT THE DOOR EVERYDAY
 - DRESS POLICY
 - ELECTRONICS
 - PASSES
- STUDENTS ARE RANDOMLY SEARCHED FOR WEAPONS AT THE DOOR EVERYDAY (SECONDARY)
 - DOCUMENT

WEAPONS SEARCHES (SECONDARY ONLY)

- IT IS POLICY
 - TEAM ASSEMBLED
 - SCHEDULED AND HELD ACCOUNTABLE
- SEARCHES SHOULD BE DONE IN THE MORNING AS STUDENTS ENTER AND DURING THE DAY TO TRUANT STUDENTS
- CONTACT LASPD FOR ASSISTANCE AND FOR THE DRUG-SNIFFING COYOTE
- LOCKER SEARCHES



HALL PASS / REFERRALS

- POLICY IS CLEAR AND FOLLOWED BY ALL EMPLOYEES
 - UNIFORM HALL PASS POLICY
 - ALLOWS FOR A PERIOD IN WHICH NO STUDENTS ARE ALLOWED OUT OF CLASS
 - THE REFERRAL PROCESS IS UNIFORM, CLEAR AND FOLLOWED BY ALL EMPLOYEES
 - MONITORED BY ADMINISTRATION



WORKING WITH SCHOOL POLICE

- LASPD IS HERE TO SUPPORT STUDENTS JUST LIKE EVERYONE ELSE- ESTABLISHING A POSITIVE WORKING RELATIONSHIP IS IMPORTANT



PROMOTING SAFETY

- SWPBS AND INTERVENTION
 - IMPLEMENT WITH FIDELITY
- POLICY THAT ADDRESSES AND SUPPORTS SAFETY ARE IN PLACE, COMMUNICATED, EXPECTED FROM ALL COMMUNITY MEMBERS
- PARENTS SEND US THEIR BEST
 - WORKING WITH OTHER PEOPLE'S CHILDREN VS. WORKING WITH OUR CHILDREN



DISTRICT MANDATES AND POLICIES

- | | |
|---|---|
| <ul style="list-style-type: none"> • NONDISCRIMINATION STATEMENT REQUIRED NOTICES - MEM - 5818.2 • ABOLITION OF CORPORAL PUNISHMENT BUL - 5747.0 • BOARD RESOLUTION • BULLYING AND HAZING POLICY BUL - 5212.0 • CHILD ABUSE REPORTING BUL - 1347.2 • CODE OF CONDUCT WITH STUDENTS BUL - 5167.0 • DISCIPLINE FOUNDATION POLICY - BUL - 6231.0 • EMPLOYEE CODE OF ETHICS | <ul style="list-style-type: none"> • HATE MOTIVATED INCIDENTS AND CRIMES BUL - 2047.0 • SEXUAL HARASSMENT BUL - 3349.0 • ACCEPTABLE USE POLICY BUL - 999.8 • INTERNET SAFETY BUL - 5181.2 • SOCIAL MEDIA POLICY BUL - 5688.0 • STUDENT AND EMPLOYEE SECURITY BUL - 5271.1 • VISITORS TO SCHOOL CAMPUSES AND LOCKED CAMPUSES BUL - 1325.1 • UCP BUL - 4759.2 |
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NON DISCRIMINATION

- LAUSD IS COMMITTED TO PROVIDING A WORKING AND LEARNING ENVIRONMENT THAT IS FREE FROM UNLAWFUL DISCRIMINATION AND HARASSMENT. THE DISTRICT PROHIBITS DISCRIMINATION AND HARASSMENT BASED ON AN INDIVIDUAL'S SEX, ETHNICITY, RELIGION, DISABILITY, AGE, MARITAL STATUS, OR ANY OTHER BASIS PROTECTED BY FEDERAL, STATE, LOCAL LAW, ORDINANCE OR REGULATION.

Abolition of Corporal Punishment

- BY ACTION TAKEN ON OCTOBER 15, 1984, THE BOARD OF EDUCATION HAS DETERMINED THAT THE DISTRICT SHALL: REMOVE ALL FORMS OF CORPORAL PUNISHMENT WITHIN THE DISTRICT.
- CORPORAL DISCIPLINE IN ANY FORM IS NOT TO BE USED AT ANYTIME.



BOARD RESOLUTION REAFFIRMS COMMITMENT TO RESPECTFUL TREATMENT OF ALL PERSONS

"The Los Angeles Unified School District reaffirms its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief..."

Excerpted from a resolution unanimously passed by the Board of Education, October 10, 1983

BULLYING AND HAZING

- THE DISTRICT TAKES A STRONG POSITION AGAINST BULLYING, HAZING, OR ANY BEHAVIOR THAT INFRINGES ON THE SAFETY OR WELL-BEING OF STUDENTS, EMPLOYEES, OR ANY OTHER PERSONS WITHIN THE DISTRICT'S JURISDICTION OR INTERFERES WITH LEARNING OR THE ABILITY TO TEACH. DISTRICT POLICY REQUIRES ALL SCHOOLS AND ALL PERSONNEL TO PROMOTE MUTUAL RESPECT, TOLERANCE, AND ACCEPTANCE AMONG STUDENTS AND STAFF. "ALL STUDENTS AND STAFF OF PUBLIC PRIMARY, ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH HAVE THE INALIENABLE RIGHT TO ATTEND CAMPUSES WHICH ARE SAFE, SECURE AND PEACEFUL" [ARTICLE 1, SECTION 28 (c) OF THE CALIFORNIA STATE CONSTITUTION].

CHILD ABUSE

- IF YOU SUSPECT, CALL IMMEDIATELY:
 - DCFS - 800 540 4000
 - LOCAL CHILD PROTECTIVE AGENCY-213 486 0530
- DO NOT INVESTIGATE
- DO NOT CONTACT PARENTS
- DO NOT REPORT TO SCHOOL POLICE
- **YOU ARE MANDATED TO REPORT**

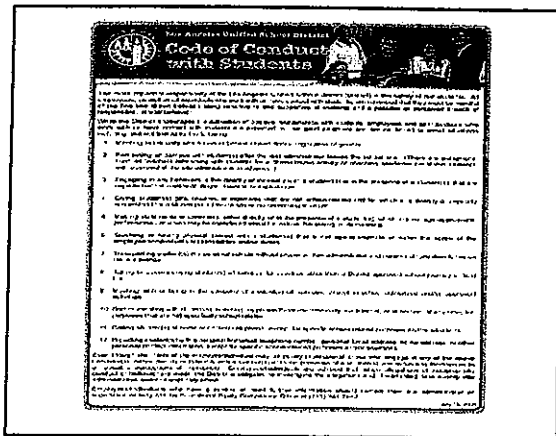
MANDATED CHILD ABUSE TRAINING

- ALL DISTRICT EMPLOYEES ARE REQUIRED TO COMPLETE THE ONLINE CHILD ABUSE TRAINING BY **SEPTEMBER 30, 2014.**

CONDUCT WITH STUDENTS

- "WHILE THE DISTRICT ENCOURAGES THE CULTIVATION OF POSITIVE RELATIONSHIPS WITH STUDENTS, EMPLOYEES AND ALL INDIVIDUALS WHO WORK WITH OR HAVE CONTACT WITH STUDENTS ARE CAUTIONED TO USE GOOD JUDGMENT" BUL-5167.0
- LAUSD CODE OF CONDUCT WITH STUDENTS





CODE OF CONDUCT WITH STUDENTS PROHIBITS

- MEETING BEHIND CLOSED DOORS
- STAYING AFTER HOURS WITH STUDENTS
- UNPROFESSIONAL, UNETHICAL, ILLEGAL OR IMMORAL ACT/ACTIONS IN FRONT OF OR WITH STUDENTS
- USING INAPPROPRIATE COMMENTS
- PHYSICAL CONTACT
- TRANSPORTING STUDENTS IN YOUR OWN VEHICLE
- CONTACT THAT IS NOT SCHOOL-RELATED

EMPLOYEE CODE OF ETHICS

- OUR GOAL IS TO CREATE A CULTURE THAT FOSTERS TRUST, COMMITMENT TO EXCELLENCE AND RESPONSIBILITY, PERSONAL AND INSTITUTIONAL INTEGRITY, AND AVOIDS CONFLICT OF INTEREST AND APPEARANCE OF IMPROPRIETY.

HATE MOTIVATED INCIDENTS AND CRIMES

- AN ACT OR ATTEMPTED ACT WHICH CONSTITUTES AN EXPRESSION OF HOSTILITY AGAINST A PERSON, PROPERTY, OR INSTITUTION BECAUSE OF THE TARGET'S REAL OR PERCEIVED RACE, COLOR, NATIONAL ORIGIN, RELIGION, DISABILITY, SEX, SEXUAL ORIENTATION, OR GENDER IDENTITY



SEXUAL HARASSMENT

- UNWELCOMED SEXUAL ADVANCES, REQUEST FOR SEXUAL FAVORS, OR OTHER VERBAL, VISUAL, OR PHYSICAL CONDUCT OF A SEXUAL NATURE MADE BY SOMEONE FROM OR IN THE WORK OR EDUCATIONAL SETTING (WHETHER IT OCCURS BETWEEN INDIVIDUALS OF THE SAME SEX OR INDIVIDUALS OF THE OPPOSITE SEX)



SEXUAL HARASSMENT

- VERBALLY-SUGGESTIVE, DEROGATORY, VULGAR COMMENTS AND INNUENDOS, THREATS, RUMORS
- VISUAL-DISPLAY OF SEXUALLY SUGGESTIVE OBJECTS, PICTURES, POSTERS, WRITTEN MATERIALS, CARTOONS, ETC.
- PHYSICAL TOUCHING, PINCHING, KISSING, PATTING, HUGGING, ETC.
- THREATS, DEMANDS OR PRESSURE TO SUBMIT TO SEXUAL REQUESTS TO AVOID LOSS OF JOB, ACADEMIC STATUS ETC...



ACCEPTABLE USE POLICY

- TEACHERS, ADMINISTRATORS, AND OTHER SCHOOL PERSONNEL SHOULD ENSURE DISTRICT DATA SYSTEMS ARE USED IN A RESPONSIBLE, EFFICIENT, ETHICAL, AND LEGAL MANNER, AND SUCH USE MUST BE IN SUPPORT OF THE DISTRICT'S BUSINESS AND EDUCATIONAL OBJECTIVES.



SOCIAL MEDIA POLICY AND STUDENT INTERNET SAFETY

- THE PURPOSE OF THIS BULLETIN IS TO PROVIDE POLICIES AND GUIDELINES FOR SOCIAL MEDIA COMMUNICATIONS BETWEEN EMPLOYEES, STUDENTS, PARENTS AND OTHER ASSOCIATED PERSONS; TO PREVENT UNAUTHORIZED ACCESS AND OTHER UNLAWFUL ACTIVITIES BY DISTRICT USERS ONLINE; TO PREVENT UNAUTHORIZED DISCLOSURE OF OR ACCESS TO SENSITIVE INFORMATION, AND TO COMPLY WITH THE CHILDREN'S INTERNET PROTECTION ACT (CIPA). WHILE THE DISTRICT RECOGNIZES THAT DURING NON-WORK HOURS EMPLOYEES AND STUDENTS MAY PARTICIPATE IN ONLINE SOCIAL MEDIA, BLOGS, AND OTHER ONLINE TOOLS, DISTRICT EMPLOYEES AND ASSOCIATED PERSONS SHOULD KEEP IN MIND THAT INFORMATION PRODUCED, SHARED AND RETRIEVED BY THEM MAY BE SUBJECT TO DISTRICT POLICIES AND IS A REFLECTION OF THE SCHOOL COMMUNITY.

STUDENT AND EMPLOYEE SECURITY

SCHOOLS TAKE SEVERAL STEPS TO ENSURE THAT EXISTING POLICY FOSTERS A SAFE ENVIRONMENT

- ROOM CHECKS
- ONLY AUTHORIZED PERSONNEL SHOULD HAVE KEYS
- DON'T GIVE KEYS TO STUDENTS
- DON'T SEND STUDENTS TO YOUR CAR
- BE AT YOUR CLASSROOM DOOR BEFORE AND AFTER CLASS
- REPORT INCIDENTS TO MAIN OFFICE
- LOCK CLASSROOMS
- BUDDY SYSTEM
- SECURE PERSONAL ITEMS
- CALL SCHOOL POLICE-(213) 625-6631



VISITORS TO SCHOOL CAMPUSES AND LOCKED CAMPUSES

- THE LOS ANGELES UNIFIED SCHOOL DISTRICT IS COMMITTED TO PROVIDING A SAFE AND SECURE LEARNING ENVIRONMENT FOR ITS STUDENTS. SCHOOL SITE ADMINISTRATORS ARE TO ENSURE THAT ON CAMPUSES WITH FENCES AND GATES, ALL GATES MUST BE LOCKED AT THE BEGINNING OF CLASSES IN THE MORNING AND REMAIN LOCKED UNTIL THE END OF THE SCHOOL DAY. ONLY THE MAIN ENTRANCE TO THE SCHOOL SHALL REMAIN OPEN DURING THE SCHOOL DAY AND THAT ENTRANCE SHOULD BE MONITORED AT ALL TIMES.



INJURY AND ILLNESS PREVENTION

- THE CALIFORNIA CODE OF REGULATIONS AND BOARD RULE 2351 MANDATE THAT THE DISTRICT MAINTAIN A SAFE AND HEALTHY WORKPLACE FOR EMPLOYEES. THESE REGULATIONS REQUIRE THAT EACH WORK LOCATION HAVE A WRITTEN INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) WITH SPECIFIC RESPONSIBILITIES AND PROCEDURES ASSIGNED AND IMPLEMENTED TO PREVENT EMPLOYEE INJURIES AND ILLNESSES.

UNIFORM COMPLAINT PROCEDURES

- Addresses Title 5 California Code of Regulations Section 4600 - 4687
- Addresses Section 504 of the Rehabilitation Act of 1973
- Addresses Americans with Disability Act (ADA) of 1990
- Addresses Title IX of Education Amendment of 1972 (sex discrimination/harassment)

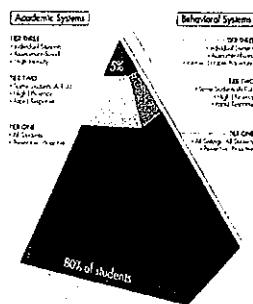
**DISCIPLINE FOUNDATION POLICY
SCHOOL-WIDE POSITIVE BEHAVIOR
INTERVENTION AND SUPPORT
AND RESTORATIVE JUSTICE**



Investing in SWPBIS results in:

- CHANGE IN SCHOOL DISCIPLINE SYSTEMS
 - RUBRIC OF IMPLEMENTATION (ROI)
- REDUCTION IN PROBLEM BEHAVIOR
 - ALTERNATIVE TO SUSPENSIONS AND INTERVENTIONS
- IMPROVED ACADEMIC PERFORMANCE
 - TEST/ASSESSMENT SCORES
- SAVINGS IN STAFF AND STUDENT TIME
- IMPROVED EFFECTIVENESS OF INDIVIDUAL INTERVENTIONS
- IMPROVED PERCEPTION OF SCHOOL SAFETY, MENTAL HEALTH
 - RISK FACTORS AND PROTECTIVE FACTORS


**THE DISCIPLINE FOUNDATION POLICY HELPS TO
COMMUNICATE.....**

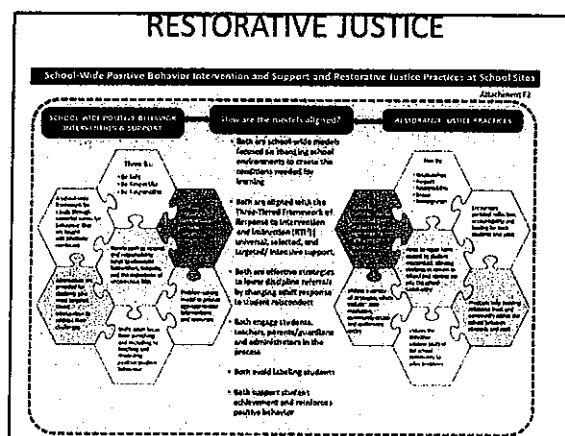


- THAT WE ARE A DISTRICT THAT FULLY EMBRACES AND IMPLEMENTS RESEARCH-BASED PRACTICES IN INSTRUCTION AND BEHAVIOR.

EIGHT KEY FEATURES OF SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT- PRACTICES AND SYSTEMS

1. ADMINISTRATIVE LEADERSHIP
2. TEAM-BASED IMPLEMENTATION
3. BEHAVIORAL EXPECTATIONS DEFINED
4. BEHAVIORAL EXPECTATIONS TAUGHT
5. ACKNOWLEDGE AND REINFORCE APPROPRIATE BEHAVIOR
6. MONITOR AND CORRECT BEHAVIORAL ERRORS
7. DATA BASED DECISION MAKING
8. FAMILY AND COMMUNITY COLLABORATION





RESTORATIVE JUSTICE IMPLEMENTATION

- RESTORATIVE JUSTICE PRACTICES WILL BE IMPLEMENTED AS AN ALTERNATIVE TO SUSPENSIONS. RJ WILL BE FULLY IMPLEMENTED IN EVERY LAUSD SCHOOL BY THE YEAR 2020.
