



**LAUSD**  
**UNIFIED**

# **Proposition 39**

## **Principal's Resource Guide**

A Guide for District and Charter Principals  
to Successfully Operate A Co-located  
School Campus.

Updated 2024

## **PURPOSE**

Pursuant to Proposition 39 (“Prop. 39”), the District is required to provide reasonably equivalent school facilities to charter schools that provide public school instruction to school children residing in the District’s boundaries. As a result of the District’s compliance with Prop. 39, District schools and charter schools may be co-located on a single school site.

This Resource Guide is intended to provide support and guidance for administrators of co-located LAUSD and charter schools, with the goal of creating and maintaining a safe and caring environment that supports learning and achievement for all students.

Administrators of co-located school sites should be aware of and reference the following additional resources, as appropriate:

- [California Education Code section 47614](#)
- [California Code of Regulations, title 5, section 11969.1-.11969.11](#)
- [BUL 5532.2 \(and subsequent updates\)](#) - Policy on Co-Locations for District School Facilities Use Pursuant to Education Code Section 47614 (Proposition 39) (“LAUSD BUL-5532.2”)
  - LAUSD BUL-5532.2 contains a list of bulletins and reference guides applicable to co-located LAUSD and charter schools. Although this compilation is intended to be as comprehensive as possible, it is not, and cannot, be considered exhaustive.
- [Proposition 39 Charter Schools Co-Location Policy \(BR-200-23/24, adopted 03/19/24\)](#)

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## **1) KEYS TO A SUCCESSFUL CO-LOCATION: COORDINATION AND COMMUNICATION**

Maintaining regular communication is a critical component to leading a successful co-location. Administrators may achieve this in a variety of ways: sitting down at regularly scheduled in-person meetings, texting throughout the school week, sending regular e-mails, or all the above. Administrators of co-located schools should communicate proactively to discuss any areas of concern. Staying ahead of problems, and keeping a student-focused mindset, helps to ensure the safety and well-being of both students and staff.

To address issues related to the shared use of District facilities and ensure effective communication and coordination between the co-located schools, the District and charter school principals, along with appropriate leadership team members, must meet before the school year and thereafter on a regularly agreed upon date/time. It is recommended that these regular meetings be documented with agendas, sign-in records, and summary minutes with an action plan.

During the initial meeting(s), the principals of the co-located District and charter school must:

- Negotiate and complete the Shared Use Agreement (see [reference section]).
- Jointly develop a master calendar of activities, school-wide emergency drills (see [reference section]), back-to-school events, parent conferencing, student assemblies, student athletics, spring testing dates, end of year culmination/graduation events, etc.
- Coordinate bell schedules.
- Review the schedule for the Plant Manager and custodial staff (see [reference section]).
- Discuss any additional items, as needed (e.g., visitor and volunteer policy (see [reference section])).

See Toolbox Resource 1: Joint Planning Meetings-Suggested Topics  
Toolbox Resource 4: Sample Supervision Schedule

## 2) FACILITIES UTILIZATION

### A. Facilities Use Agreement (FUA)

In order to occupy Prop. 39 facilities, charter schools must first execute a Single-Year Co-Location Charter School Facilities Use Agreement (“FUA”) with the District. The FUA sets forth the terms and conditions relating to a charter school’s use of District facilities pursuant to Prop. 39.

Below are some key elements of the FUA:

- **Compliance with District policies.** Each co-located charter school is required to comply with all District policies regarding the operations and maintenance of the school facilities, furnishings, and equipment.
- **Space allocations.** The FUA grants the charter school specific exclusive use and shared use allocations of space at a particular District site. The shared use of non-teaching station space (e.g., student eating areas, faculty dining rooms, gymnasium(s), library, multipurpose room, auditorium, athletic areas, and play areas) is outlined in a Shared Use Agreement (SUA), attached as Exhibit A to the FUA (see below for more information).
- **Pro Rata Share Charge.** Each charter school shall pay the District a per-square-foot facilities cost for, among other things, the maintenance and operations costs of the provided facilities in a manner set forth in the FUA between the charter school and the District. The charter school’s pro rata share charge is set forth in Exhibit B to the FUA.

### B. Shared Use Agreement (SUA)

Prop. 39 requires the District to allocate and/or provide access to non-teaching station space commensurate with the in-district classroom ADA of the charter school and the per-student amount of non-teaching station space in the District school. Non-teaching station space is space that is provided to District school students for purposes other than exclusive use graded and special education classroom instruction, and includes, but is not limited to, lunch shelters, student dining space, interior dining space, faculty dining rooms, library, multipurpose room, gymnasium(s), auditorium, athletic team areas, and play area space. The SUA (Exhibit A of the FUA) articulates the co-located schools’ arrangements for the sharing of these non-teaching station spaces (also called “shared use spaces”), as well as other important information such as the co-located schools’ points of contact, school day start/end times, and school year start/end dates.

The co-located charter school’s allocation of shared use spaces is based on a percentage calculated using the ratio of total charter school exclusive use teaching stations versus the total LAUSD school exclusive use teaching stations. This calculation is contained in Exhibit B of the FUA.

Before the start of the school year, the principals of the co-located schools must meet and negotiate the SUA in good faith to establish the charter school's shared use space allocations and schedules so that the educational programs of both the charter school and District school are least disrupted, though both programs may have to make adjustments in accordance with the fair sharing of space. For returning co-locations, the SUA must be signed by the co-located administrators prior to summer recess preceding the school year. For new co-locations, the SUA must be signed by the co-located administrators before the start of school for either school (whichever is earlier). When there is a change in District school leadership, the Region may designate an authorized signatory to execute the SUA on behalf of the District school.

- **Restrooms** – All restrooms are to be shared between the District school and co-located charter school, unless a different arrangement is made through an alternative agreement.
- **Parking Spaces** – Parking spaces are to be shared between the co-located schools, proportionate to their respective allocations of exclusive use space. The co-located administrators should work collaboratively and cooperatively to develop and implement a mutually workable sharing arrangement.

#### **PLEASE NOTE:**

In some cases, District and charter administrators may decide that it is mutually beneficial for the charter to receive additional space through the allocation of classrooms that have no designated use for the District school in exchange for the charter school waiving or limiting use of other shared use spaces. Many times, these rooms are chosen by District principals because they may be vacant or unassigned during that fiscal year. *This arrangement may only occur through the execution of an alternative agreement.* Said spaces are referred to as “below-the-line” (“BTL”) rooms. **The District principal does not have authority to allocate BTL rooms. An SUA that purports to allocate any BTL rooms to a charter school is invalid without the approval of authorized District leadership and will only be considered in a proposed alternative agreement. An alternative agreement must be in place before this type of arrangement is implemented.**

#### **C. Charter School After-Hours Requests**

Charter schools must submit a Request for After-Hours Use of Facilities Form for any use of District facilities beyond a 420-min instructional day, outside the hours of 7:00 a.m. and 3:30 p.m., or during weekends or District holidays (“After-Hours Use”). Examples of After-Hours Use include, but are not limited to, Back-to-School Night, student dances, culmination/graduation, before/after school enrichment programs, childcare, weekend use, summer occupancy, and use of District facilities on Admission Day or other District-observed holidays.

The Request for After-Hours Use of Facilities Form requires the review and signature of the co-located District school administrator. The After-Hours Use may have an impact

on custodial schedules, the cost for which is not included in the charter school's pro rata share charge (which is based on a 420-minute instructional day). District school administrators must assess the potential custodial impact so that the Real Estate and Business Development Department may appropriately invoice the charter school for any additional custodial costs resulting from the charter school's After-Hours Use.

#### **D. Furniture and Equipment Utilization**

Prop. 39 requires that the space provided to a charter school be furnished and equipped. Equipment provided to a charter school may not be loaned to any District or charter school employee, group, or other persons for personal use. Portable equipment, such as computers, must be anchored with security devices and housed in rooms that can be secured. When these items are not in use, they should be stored in secure rooms or locked closets. When a charter school vacates a District site, the charter school is responsible for returning all equipment and furniture that was issued to it (see Section 7: When a Charter School Vacates).

#### **REFERENCES:**

BUL-953.1 Control of Site Equipment

BUL-No. DB-15 (Rev.) Written Authorization for Possession of District Equipment Off-Site (Use Attachment A)

#### **E. Use of District Facilities by Third Parties**

Both the District school and charter school principals will be notified of any proposed use of the District school site by other parties (e.g., pursuant to a Civic Center Permit or Filming Permit).

Any third-party use of District property for either the District school or charter school during operating hours must be authorized by written agreement or permit issued by the Real Estate and Business Development Department or the Division of Risk Management and Insurance Services, and approval by the District school principal, prior to such use. District schools, Regions, or other District offices are not authorized to enter into legal agreements authorizing the use of District facilities by third parties. Such requests must be made sufficiently far in advance of the proposed use so that the other co-located school may be notified, and the co-located schools may notate it on their master calendar.

#### **REFERENCE:**

BUL-6894.1 Procedures for Third-Party Use of School Facilities

See Toolbox Resource 6: Process for Use of District Facilities for detailed procedures.

**F. Accessing and Securing Sites During Non-School Hours and Holiday Breaks**

The charter school must obtain written pre-approval from the District principal to enter the facility during non-business hours. In addition, site occupants must inform the LASPD Watch Commander (213-625-6631) of any access to the site during non-school hours and holiday breaks.

**REFERENCE:**

BUL-5460 Accessing and Securing Sites during School Hours, Non-School Hours, and Holiday Breaks

BUL-152912 Closing of the School Year



### **3) STUDENT, STAFF, AND COMMUNITY SAFETY**

The District is committed to providing a safe and secure learning environment for its students and staff. The administrators of co-located schools must establish guidelines and procedures in planning for and addressing disturbances, disorders, demonstrations, and/or an incident of violence or potential violence, which might occur on or immediately adjacent to the school site. These guidelines apply to situations involving students, District employees, or community members. The final decision for determining the nature of the assistance needed is the responsibility of the District school principal. The plan and organization established for each school shall be incorporated into the Integrated Safe School Plan.

#### **A. Integrated Safe School Plan (ISSP)**

Co-located charter schools must comply with the District's standards and procedures relating to the Integrated Safe School Plan (ISSP). The charter school is responsible for following activities in the development and implementation of the ISSP:

- Participating in a joint school safety committee with the District school, to meet at least once a month.
- Completing and submitting the "Emergency Contact Information for Co-Located Charter Schools" form, to be shared with the Los Angeles School Police Watch Commander's office and included in the District school ISSP.
- Assigning individuals to and training members of the emergency response teams.
- Participating in annual fire/life/safety drills (e.g. earthquake preparedness) with the District school.
- Providing emergency contact information for all students and staff to the District principal who serves as the Incident Commander for the site prior to the first day of instruction.
- Providing emergency supplies for its own students and staff (emergency supplies shall be stored in the District school site's emergency supply container/bin. Lockdown supplies shall be stored in the charter school's exclusive use classrooms).
- Obtaining an LAUSD Single Sign-On to access the ISSP and related trainings on MyPLN.

#### **i. Emergency Team Assignments**

Charter school staff must be included in all emergency team assignments and training. To facilitate the information being included in the ISSP, the charter school must provide a list of emergency team assignments to the District school at the start of the school year so that the assignments can be uploaded to the ISSP (Step 5: Approval; Other Document Upload).

## ii. Schedule of Emergency Drills

As part of the co-located schools' initial planning meetings, a master calendar must be developed for the co-located schools' joint participation in the following emergency drills.

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

## B. Incident Reporting

Timely communication between the co-located District and charter school administrators regarding significant incidents supports the safety of all site occupants. Consistent with the "Notification of the District" section in the Federal, State, and District Required Language (FSDRL) which states, "Charter school shall notify the CSD within 24 hours of any dire emergency or serious threat to the health and safety of students or staff," charter schools are required to provide a written report of significant incidents that occur on campus to the co-located District principal and the CSD for situational awareness.

The type of incidents that should be reported are:

- Possessing, selling, or furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing sexual battery
- Possession of an explosive
- Major fights that involve injuries and/or involve a large number of students
- Any lockdown/school closure
- Medical transport – student and/or staff
- Threats - (e.g. social media, homicide)
- Major facilities issues (power outage, plumbing concerns, fallen trees, vandalism, etc.)

- Robbery
- Assault or battery upon any school employee
- Employee misconduct related to the health and safety of students
- Suicide ideations and behaviors related to imminent serious bodily injury or threats
- Emergency situations (active shooter, terrorist threat, fire, etc.)
- Situations necessitating interaction with law enforcement, fire department, etc.
- Other significant incidents

When providing a summary of an incident, do not include names of students, employees or community members. For additional assistance, charter schools should contact their assigned CSD Operations Coordinator or Specialist.

District schools use the Incident System Accountability Report (iSTAR) to report significant incidents to the District and Region offices. The Blackboard Connect (BBC) system is used to communicate information to District families regarding emergency situations and school updates. To maintain open communication between the co-located schools and for situational awareness, the District school should share relevant emergency information posted in the BBC with the charter school.

### **C. Los Angeles School Police Department (LASPD)**

The LASPD serves the school communities of both the co-located and District school. Services they provide include, but are not limited to:

- Patrol
- Incident reports
- Investigations
- School site evaluations
- Training as requested (i.e. Active Shooter Training for Staff)

To make requests for extra patrol, such as for special events (e.g., graduation ceremonies), charter schools may contact the LASPD Dispatcher.

### **REFERENCES:**

REF-5511.13 Completing and Updating the Integrated Safe School Plan (ISSP), issued in July/August of each year

REF-5803.6 Emergency Drills and Procedures

REF-6537.2 Inter-Campus/District Wide Safety Communications Test

REF-5216.11 District-wide Earthquake Exercise and Radio Test

BUL-6459.1 Communication with Los Angeles Unified Schools, Offices, and Other School Districts Regarding Incidents of Violence and Other Emergencies

REF-5451.3 School Site Emergency/Disaster Supplies

REF-5450.2 School Emergency Response Boxes

BUL-5433.2 District Emergency Response and Preparedness

BUL-6320.2 Procedures for Handling Disturbances, or Demonstrations on or Adjacent to school Sites, issued on December 1, 2021

BUL-5469.3 Lockdown and Rapid Relocation Procedures for All Schools, issued on May 4, 2023

BUL-6459.1 Communication with Los Angeles Unified Schools, Offices, and Other School Districts Regarding Incidents of Violence and Other Emergencies

BUL-152715 Procedures for Requesting Short-Term School Police Support on Campus Due to Safety Concerns

BUL-5799 Threat Assessment and Management (Student-to Student, Student-to-Adult)

BUL-5721.1 Student and Employee Security

BUL-5798 Workplace Violence, Bullying and Threats (Adult-to-Adult)

BUL-6488.2 Drug, Alcohol and Tobacco-Free Workplace

Toolbox Resource 5: Charter School Emergency Team Assignment template

#### **D. Visitor Policy**

The District encourages parental and community involvement in school programs and activities. As visitors are welcomed to District and co-located charter schools, they must be informed of the policies and procedures guiding admission and conduct on the campus. Schools must develop and post a visitor's policy that explains the requirements to sign-in on the visitors' log, to obtain the consent of the co-located District/charter school principal, and to receive and wear a visitor's identification badge. The visitor's policy should also include procedures for leaving the campus such as returning the visitor's badge and signing out.

#### **REFERENCES:**

BUL-6492.2 Visitors to School Campuses and Locked Campuses During Class Hours at All Schools

BUL-4994.0 Vendors at or Near School Campuses

Toolbox Resource 2: Sample Posted Visitor's Policy

#### **E. Volunteer Policy**

Parents/legal guardians have the right to be included in the educational process and access the system on behalf of their children. These rights are outlined in the California Education Code, section 51101(a)(3), which provides that parents/legal guardians have the right "to volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher." Recognizing and qualifying those volunteers to support and augment the educational program(s) at schools must be a standardized process aligned with District policy. Administering a successful volunteer program requires supervision to ensure the health and welfare of all students and employees.

**REFERENCE:**

BUL-6746.5 Establishing and Administering School/Office Volunteer Programs

**F. Fixed Camera Surveillance**

A charter school may not install and/or use any surveillance cameras at any District school site without the District's prior written approval (by its authorized representatives). Surveillance systems are defined as fixed electronic devices used for visual image recording, monitoring and image data storage; and point of entry surveillance. Surveillance systems are **STRICTLY PROHIBITED** where a "reasonable expectation of privacy" exists. This includes, but is not limited to, private workspaces, classrooms, teacher workrooms, private offices, restrooms and locker rooms.

**REFERENCE:**

BUL-1197.1 Fixed Surveillance Camera System Policy (In Schools and At School Grounds)

#### **4) MAINTENANCE AND OPERATIONS (M&O)**

##### **A. Custodial Services and Budget**

The District school principal serves as the responsible party and single point of contact for site maintenance. To make a formal written request for service or repair, or to register a complaint regarding site maintenance, the charter school principal must contact the District school principal. The District school principal will ensure that the Plant Manager initiates the work order request for services or repair to/at the site, and/or ensure that the charter school's complaint is addressed.

Custodial services included in the charter school's pro rata share are based on an allotment to support the instructional day and prepare for the next. Allotments are primarily based on square footage of facilities, adjusted by an enrollment factor and/or reduction factor based on budget availability. District site administrators must share the custodial schedules with charter schools. Like District schools, charter schools may purchase additional custodial time if they wish to receive additional services. Please contact the M&O Branch for more information.

Custodial budgets are adjusted to reflect the total occupancy of the campus, including the co-located charter school. The District school principal is responsible for managing the custodial supply budget that is part of the charter school's pro rata share cost. If the budget falls short of the need at the site, **both** schools share the additional costs for supplemental supplies, which includes restroom supplies, classroom trash bags, cleaning supplies, and equipment. Please note that trash bags for food services are not part of the custodial allotment and are provided by the Food Services Division for charter schools that opt into the District's food service program only. If the charter school has its own food service program, the charter school must supply its own trash bags for the student eating area.

##### **B. Facility Modifications**

Modification to District property, especially those that impact building systems, may not be performed by charter school staff or contractors. To request any modification to District property, the charter school principal must complete and submit an Alterations Request Form found on the CSD's Prop. 39 webpage. It is strongly recommended that the charter school meet with the District principal and the Complex Project Manager (CPM) to assess the feasibility of the project and ensure that the request is complete and meets the requirements of the District.

##### **C. Signage**

The charter school may install the following signage on District premises: one sign at the charter school's main entrance that states the charter school's name and other pertinent information, a sign indicating the main office of the charter school, and other directional

signs as appropriate. The charter school may place additional signs on the property with prior LAUSD approval.

#### **D. Key Control**

The District school principal, as the party responsible for site maintenance, operations, and safety, will distribute keys to the charter school principal. Prop. 39 charter schools will be issued the following keys (specifically stamped for the charter school) by the District school principal:

- Perimeter gate keys
- Classroom keys
- Administrative space keys
- Master keys (for use by charter school administrators and select District personnel only (Plant Manager, Nightshift B&G Worker, District Principal)).

The charter school principal may contact the District school principal to request additional keys that may be needed (e.g., for shared use spaces, elevators, parking garages, interior gates). All keys issued to the charter school, including custodial keys, are to be kept in a locked key safe when not physically in the possession of authorized charter school staff.

At the end of each school year, the District school principal will collect and/or inventory all keys that were issued to the charter school.

When a Prop. 39 charter school's allocation of space at a school site is reduced, or the charter school vacates the location, the charter school must return the keys that are no longer needed to the District school principal. The District school principal will keep the keys on site until a new program for the space(s) is identified by School Management Services and the rooms are rekeyed for the District's use.

#### **REFERENCE:**

BUL-2374.3 School Site Key Control

Toolbox Resource 3: Sample Key Control Log

## **5) OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (OEHS)**

### **A. Safe School Inspections**

The OEHS oversees the Safe School Inspection Program. It conducts comprehensive safety inspections at all schools, including Prop. 39 co-located charter schools, to support and ensure safe learning and working environments for all. This effort supports compliance with federal, state, and local safety mandates.

### **B. Complaint Inspections**

If a potential safety violation or hazard is identified at a site, including in the charter school's exclusive use space, it may be addressed locally, or if needed, a complaint inspection can be requested of OEHS, typically by the CPM or site administrator. If a deficiency is identified during the inspection, a corrective action notice (CAN) may be issued. When OEHS issues a CAN, it is sent via email to the District site administrator and CPM. The District school principal should provide a copy to the charter school so that it is aware of the specific corrective actions for its exclusive spaces and may follow up to resolve the issues with the appropriate personnel. There is a responsible party indicated for all corrective actions (e.g., facilities, school, M&O). The OEHS Region Supervisor may be consulted to confirm that corrective actions have been resolved to the District's satisfaction.

### **REFERENCES:**

Toolbox Resource 7: Common Safety Violations in School Classrooms  
Safe School Inspection Guidebook 2022 (see OEHS Website)  
Safe School Inspection Flyer (see OEHS Website)

### **C. Traffic Studies and Safety Valet Program**

Contact OEHS Traffic Safety at (213) 241-3199 to request evaluation of traffic safety issues, signage, training, crossing guards or for assistance with Pedestrian Routes to School.

The Safety Valet program is designed to help improve student safety and provide more fluid movement of vehicular traffic around schools during the morning drop off. A Valet directs drivers through a queue of traffic cones where volunteers assist students to safely exit the car. This eliminates the need for parents to exit their vehicles and for students to cross busy intersections. Contact OEHS Traffic Safety at (213) 241- 3199 to coordinate program procedures and requirements.

### **REFERENCE:**

REF-4492.2 School Traffic Safety  
REF-5496.1 Implementing a Safety Valet Program



## **6) WHEN A CHARTER SCHOOL VACATES**

### **A. Exit Inspections**

An exit inspection takes place upon the conclusion of a charter school's occupancy of Prop. 39 facilities. During the exit inspection, District personnel conduct a walkthrough of all exclusive and shared use spaces allocated to the charter school, inspect the facilities and information technology equipment/systems, and take an inventory of District-owned furniture and equipment that had been provided for the charter school's use. The District will provide the charter school with inventory lists in advance of the inspection in order to facilitate the process.

Following the exit inspection, the District may contact the charter school regarding any unresolved issues related to the charter school's occupancy of Prop. 39 facilities, including outstanding amounts due and owing by the charter school (e.g., unpaid Pro Rata Share Charge, "after hours" costs, summer occupancy costs, over-allocated space reimbursements, etc.).

### **B. District School's Use of Rooms Vacated by Charter School and Room Reversals**

Exclusive use spaces allocated to charter schools are specially configured for the charter school's use. After a charter school vacates Prop. 39 space and returns the key(s) to the District school principal, the District school may use the space(s) as configured for the charter school.

If a District school wishes to have the vacated space(s) reconfigured for the District school's use (called a "room reversal"), the District school must seek and obtain approval. Complete room reversals may potentially involve renovations, modifications and/or reconfigurations to facilities for District-operated programs, including low voltage systems (e.g., local area data networks, phone and public address systems, and intrusion alarms) and re-keying/changing locks.

Prop. 39 renovations are made using taxpayer-funded bond expenditures. To best ensure a prudent, responsible, and appropriate expenditure of such public funds, the Office of the Superintendent requires that all room reversals of space vacated by a charter school must be supported by sufficient justification (e.g. a register-carrying teacher is scheduled to utilize a specific classroom vacated by a charter school). In some cases, it may be determined that a complete room reversal is not needed based on the intended use of the classroom in a particular school year. However, if a complete room reversal is deemed to be needed, the District school principal, after obtaining appropriate approvals from the Region, must submit a Request for Prop. 39 Room Reversal form with justification in writing for review and approval by the Office of the Superintendent and the District's bond program administrators. The justification may include documentation, such as an assigned room roster or budget and HR paperwork

for the new position(s). Staff will review the information provided, and the principal will be notified whether bond funds are approved to complete the reversal work.

Unless such justification is provided, it is the District's policy not to reconfigure the space(s) using bond funds. If a bond-funded reversal is not authorized, the District program maintains the right to utilize the space, but the space configuration would remain unchanged. However, the Region or school site could identify alternative funding sources to reverse the rooms to District systems, if desired.

## **7) RESOURCES PROVIDED TO CO-LOCATED SITES**

### **A. Support from the Charter Schools Division**

Each co-location is assigned a CSD Operations Coordinator to assist and support the co-location, as needed, throughout the school year on any issues that may arise. Additional supports may be provided by various other District offices, as needed. The Operations Coordinator assigned to the co-location will visit the school site a minimum of one time during the summer/fall and one time during the spring of each school year. The purpose of the summer/fall visit is to ensure that administrators from both schools are aware of key operational elements of being a co-located site. The purpose of the spring visit is to discuss end of the year activities and address any additional issues related to that particular co-location. The Operations Coordinator may conduct additional site visits, as appropriate.

### **B. Co-Location Stipend**

The District school principals at sites with Prop. 39 charter school co-locations are allocated a co-location stipend, which may be spent in one of the following ways:

- (1) Pay a District school teacher to perform additional duties above his/her regular assignment as a “Proposition 39 Co-location Coordinator” or
- (2) Execute duties for the Prop. 39 co-location as deemed appropriate, following the General Fund School Program guidelines.

### **C. Shared Facilities Improvement Projects**

The Proposition 39 Co-Located/Shared Facilities Improvement Initiative provides funding for facilities improvements to campuses of co-located schools. The intent is to support projects that jointly improve the learning conditions for all students on newly co-located school campuses. Each newly co-located campus would be eligible for up to \$100,000 for facilities improvements. Examples of potentially eligible projects are safety and security upgrades, new technology equipment and upgrades, greening and landscaping, water bottle filling stations, playground and athletic upgrades, new classroom or campus fixtures or furniture.

### **D. Over-Allocation Funds (when applicable)**

Pursuant to District policy, “Directing Charter School Overallocation Reimbursement Funds to Home Schools (Res-024-19/20)”, 90% of over-allocation reimbursements collected from charter schools are directed to District “host” school sites. Distributions occur twice annually.

# **TOOLBOX**

## **RESOURCE 1: JOINT PLANNING MEETINGS - SUGGESTED TOPICS**

To address issues relating to the shared use of District facilities and ensure effective communication and coordination between the co-located schools, the District and charter school principals, along with appropriate leadership team members, must meet before the school year and thereafter on a regularly agreed upon date/time. Below are some common school activities that should be included in the initial planning and production of the School Master Calendar and routinely reviewed.

- Weekly/monthly recurring operational tasks such as:
  - School Safety Committee meetings
  - School Safety Drills
- Weekly/monthly recurring student activities such as:
  - Student assemblies
  - Student sports activities
  - Other:\_\_\_\_\_
- Periodically recurring activities such as:
  - Special events (e.g., student performances and exhibitions, homecoming, culmination/graduation)
  - Spring Testing Schedule
  - Other:\_\_\_\_\_

### **Other suggested topics for the initial planning meeting(s):**

- LAUSD school calendar and charter school calendar for the upcoming year (e.g., school and legal holidays, school recess (winter/spring), and other important dates on **BOTH** the co-located schools' calendars)
- Bell Schedules
- Opening procedures at the start of the school day
- Class schedules
- Nutrition/lunch schedules
- Dismissal procedures at the end of the school day
- Supervision schedules: Areas with Campus Aides/Staff Assignments to monitor the above activities for the respective schools
- Custodial staff schedules
- Master Calendar of Activities, especially in shared use spaces
- Back to School activities
- Parent conferences
- Winter Programs

## **RESOURCE 2: SAMPLE POSTED VISITOR'S POLICY**

*Enter SCHOOL NAME & PRINCIPAL/DESIGNEE here.*

### **PROCEDURES FOR CAMPUS VISITORS:**

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

### **SOME IMPORTANT RULES FOR VISITORS:**

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

## **RESOURCE 3: SAMPLE KEY CONTROL LOG**

**(Place on School Letterhead)**

### **School Site Key Control**

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

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

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_ Room(s): \_\_\_\_\_

KEY #	DESCRIPTION	EMPLOYEE INITIALS	ISSUE DATE	RETURN DATE

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

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

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

\_\_\_\_\_ The unauthorized possession by any person, including employees, of any site key or unauthorized duplicate key is a misdemeanor (Penal Code 469).

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

**Employee Name**                      **Date Issued**                      **Signature**                      **Date Returned**

\_\_\_\_\_

**Site Key Admin Name**                      **Date Issued**                      **Signature**

\_\_\_\_\_

## RESOURCE 4: SAMPLE SUPERVISION SCHEDULE

### Template for Managing Supervision Assignments

Sample Template for  
Managing Campus Supervision Assignments

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

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

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## Suggested Template for ISSP Emergency Team Assignments

<INSERT CHARTER SCHOOL NAME> co-located at <INSERT DISTRICT SCHOOL NAME> 2024-25

**BASED ON YOUR STAFF'S SKILLS AND INTERESTS, LIST SUGGESTED CHARTER SCHOOL TEAM MEMBERS UNDER CORRESPONDING EMERGENCY TEAM(S). YOU ARE NOT REQUIRED TO FILL ALL TEAMS OR POSITIONS ON TEAMS. TEAMS WILL BE COMPOSED OF THE DISTRICT AND CHARTER SCHOOLS' STAFF MEMBERS. CONTACT THE DISTRICT SCHOOL'S PRINCIPAL IF YOU HAVE QUESTIONS.**

### School Site Crisis Team

	NAME	NUMBER
1		
2		

### Access and Functional Needs Position

	NAME	NUMBER
1		
2		

### Triage Team

	NAME	NUMBER
1		
2		

### Security / Utilities Team

	NAME	NUMBER
1		
2		

### Fire Suppression / HAZMAT Team

	NAME	NUMBER
1		
2		

### Assemble Area Team

	NAME	NUMBER
1		
2		

### Request / Reunion Gate Team

	NAME	NUMBER
1		
2		

### Supply / Equipment Team

	NAME	NUMBER
1		
2		

### Documentation / Communication

	NAME	NUMBER
1		
2		

### Transportation Support Position

	NAME	NUMBER
1		
2		

### Hygiene Team

	NAME	NUMBER
1		
2		

### Cost / Staff Accounting

	NAME	NUMBER
1		
2		

### Search and Rescue Team

	NAME	NUMBER
1		
2		
3		
4		

Additional Notes:

Charter School: Please provide this to your co-located administrator at the start of the school year.

District Principal: After discussing and finalizing team assignments, please upload this form to "Step 5: Approval" of the ISSP, under "Other Document Upload".

<b>Process for Use of District Facilities (for Charter Schools Operating on District Facilities)</b>	
<b>1.</b>	<b>WITHOUT THIRD-PARTY VENDORS - During School Hours</b>
<b>2.</b>	<b>WITHOUT THIRD-PARTY VENDORS - After Hours</b>
<b>3.</b>	<b>WITH THIRD-PARTY VENDORS - During School Hours</b>
<b>4.</b>	<b>WITH THIRD-PARTY VENDORS - After Hours</b>
<b>5.</b>	<b>On Non-LAUDS Instructional Days</b>

<b>1. WITHOUT THIRD-PARTY VENDORS   During School Hours</b>
<p><b>For Special Events or Recurring Events in Exclusive Use Spaces and/or a Shared Use Space During Charter School's Allocated Date/Time (per the Shared Use Agreement)</b></p> <p><i>Example: Charter School is having a school assembly during the school day, such as an attendance award ceremony with a significant number of visitors.</i></p> <ul style="list-style-type: none"> <li>▪ No prior authorization is required. However, to best ensure smooth operations at the school site, Charter School is strongly encouraged to communicate with the District Principal regarding Charter School's events and activities, including: <ul style="list-style-type: none"> <li>▫ Date and time of event (include .end time)</li> <li>▫ Rooms/spaces to be used</li> <li>▫ Brief description of event</li> <li>▫ Anticipated number of visitors</li> </ul> </li> </ul> <p><b>For Special Events in a Shared Use Space Outside of Charter School's Allocated Date/Time (per the Shared Use Agreement)</b></p> <p><i>Example 1: Charter School would like to host a special event in the auditorium on a Friday, but is allocated use of the space Monday through Thursday only, per the Shared Use Agreement.</i></p> <p><i>Example 2: Charter School waived its use of the library but would like to use it for a one-time special event.</i></p> <ul style="list-style-type: none"> <li>▪ Communicate with the District Principal to confirm that the space is available for use at the desired date/time.</li> <li>▪ Once confirmed, note the scheduled use directly on the Shared Use Agreement. Be sure to include the duration of the event (number of days and number of minutes) next to the space listed on the SUA. Both Charter School principal and District principal must initial and date next to the note. Submit the revised SUA to <a href="mailto:realestate-charter@lausd.net">realestate-charter@lausd.net</a> (with copy to <a href="mailto:prop39@lausd.net">prop39@lausd.net</a>).</li> <li>▪ Once processed, the Real Estate Office will prepare an amendment to Charter School's applicable Facilities Use Agreement and recalculate the Pro Rata Share Charge accordingly, if necessary.</li> </ul>

## 2. WITHOUT THIRD-PARTY VENDORS | After Hours

*Example: Charter School is hosting a Back to School Night from 5pm-7pm.*

- Submit an **After-Hours Request Form** by email to [prop39afterhours@lausd.net](mailto:prop39afterhours@lausd.net) (with copy to [prop39@lausd.net](mailto:prop39@lausd.net)), by May 15 of the preceding school year for the period of July through December, and November 15 for the period of January through June. Charter School may submit additional requests after these dates. To avoid delays, please ensure your request is filled out completely and includes the following:
  - Detailed scope of activities
  - Number of custodians and additional hours needed (to be completed by District Principal)
  - District Principal signature
- Upon receipt of the After-Hours Request Form, the Real Estate Office will review the form and, assuming no further information is needed, will invoice Charter School for any fees associated with the event.
- If the form is missing information, it will be returned to Charter School. To avoid delays, please ensure the form is fully completed prior to submission.

### 3. WITH THIRD-PARTY VENDORS | During School Hours

*Example #1: Charter School wishes to invite a speaker for an in-class presentation or school assembly.*

*Example #2: Charter School would like to host an assembly during school hours with the Mobile Cow as a special guest.*

- **Email** District Principal the following details as soon as charter school is aware of plans for the event:
  - Proposed date and time of event (include end time)
  - Proposed rooms/spaces to be used
  - Brief description of event
  - Confirmation of Charter School's intent to submit a formal request via the Online Portal
- Charter School must submit a request using the District's Request for Facilities Use application portal at least 45 days before the event: (<https://www.laschools.org/new-site/facility-use/licenses-and-permits/>)  
Upload the following documents as part of the application:
  - Vendor List: [Microsoft Word – List of Vendors – Special Events \(lausd.org\)](#)
  - Certificate of Insurance (COI) for each vendor listed on the vendor list. A sample COI can be found at: [COI Sample.pdf \(lausd.org\)](#)
  - Detailed itinerary: [Microsoft Word – DETAILED ITINERARY \(lausd.org\)](#)
  - Copy of email from Charter School to District Principal with proposed details (see above)
- Upon submission of the application, Charter School will receive an email confirmation that the application has been received.
- The Risk Finance and Insurance Department will review the submitted items and will either (1) approve Charter School's request, (2) deny Charter School's request, or (3) request additional documents from Charter School and/or the District principal.

*Note: It is highly recommended to reach out to the Risk Finance and Insurance Department at 213-241-0329 to inquire about the status of the request 2-3 weeks after the request is submitted.*

#### 4. WITH THIRD-PARTY VENDORS | After Hours

*Example 1: Charter School would like to hire a provider to run its after-school program.*

*Example 2: Charter School would like to have a school festival with third-party vendors such as a food truck, clown, magician, rental company, etc. to provide services during the event.*

- Charter School must submit an **After-Hours Request Form** by email to [prop39afterhours@lausd.net](mailto:prop39afterhours@lausd.net) at least 45 days before the date of the proposed event. To avoid delays, please ensure your request is filled out completely and includes the following:
  - Detailed scope of activities
  - Indicate that it is a “School Sponsored Event,” list all the contracted vendors in the description section of the request form (page 2) and attach their Certificates of Insurance
  - Number of Custodians and Additional Hours Needed (To be completed by District Principal)
  - Signature of District Principal
- The Real Estate Office reviews the request and forwards it to Risk Finance for review.
- The Risk Finance and Insurance Department reviews the application and certificate of insurance; and will either (1) approve Charter School’s request, (2) deny Charter School’s request, or (3) request additional documents from Charter School and/or the District principal.
- The Real Estate Office will invoice accordingly.

NOTE: If after-school care will be provided to Charter School students by a third party not directly contracted with Charter School, please direct the third party vendor to submit the appropriate application at least 45 days before commencing services (<https://www.laschools.org/new-site/facility-use/licenses-and-permits/>).

<b>5.</b>	<b>On Non-LAUSD Instructional Days</b>
<p><i>Example 1: Charter School is not in session for instruction during the week of the District school's Thanksgiving Break but wishes to host professional development meetings for staff on Monday and Tuesday of that week.</i></p> <p><i>Example 2: Charter School will be hosting two days of intervention for a small group of students the first week of the District school's winter break.</i></p> <p><i>Example 3: Charter School is on campus (with or without students) on District holidays such as Admission Day, Veteran's Day, Juneteenth, etc.</i></p>	
<ul style="list-style-type: none"> <li>▪ Without any third-party vendors: Follow process # 2</li> <li>▪ With third-party vendors: follow process # 4</li> </ul>	

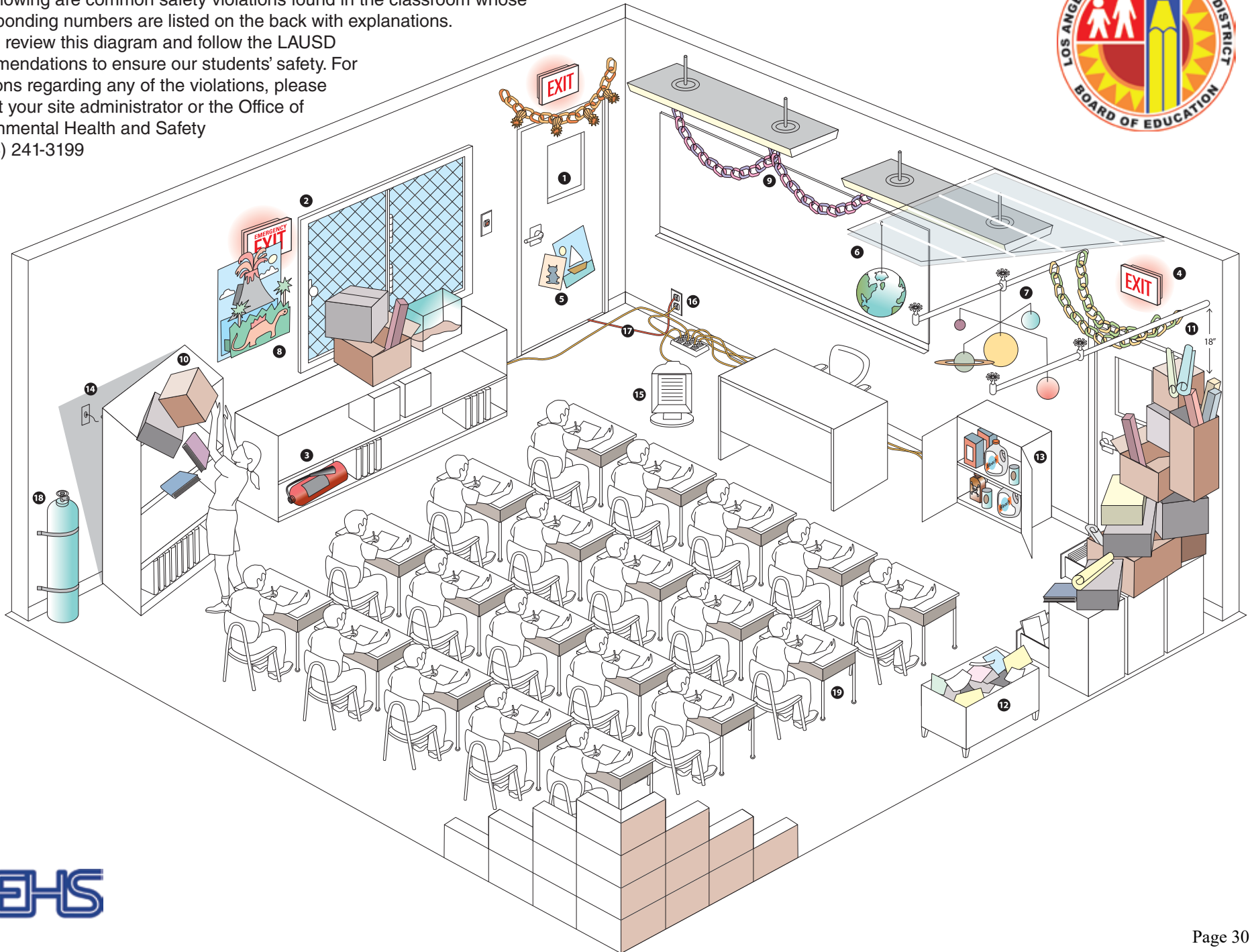
Contact Information:

<b>Charter Schools Division</b> (213)241-5130 Prop39@lausd.net	<b>Real Estate and Business Development Office</b> (213)241-6900 Realestate-charter@lausd.net	<b>Risk Finance and Insurance Department</b> (213)241-0329 riskfinance@lausd.net
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# Common Safety Violations in School Classrooms

The following are common safety violations found in the classroom whose corresponding numbers are listed on the back with explanations.

Please review this diagram and follow the LAUSD recommendations to ensure our students' safety. For questions regarding any of the violations, please contact your site administrator or the Office of Environmental Health and Safety at (213) 241-3199



## Common Safety Violations in School Classrooms

- 1 Classroom exits shall remain clear and not blocked by any obstructions, such as cabinets that open into the exit path.
- 2 Classroom emergency exit windows shall not be blocked by items stored under or in front of the windows.
- 3 Classroom fire extinguishers shall be mounted in plain view and not blocked or hidden.
- 4 Exit signs for emergency window exits shall be visible at all times. Illuminated exit signs, when provided, shall be illuminated at all times.
- 5 Classroom exit doors shall not have decorations on the door.
- 6 Decorations or classroom materials that are suspended from ceilings shall be treated to be flame retardant and never impede an exit.
- 7 Suspending or hanging decorative items from fire sprinkler pipes is not allowed.
- 8 Flame retardant classroom wall decorations shall not extend out from the walls or cover exit signs.
- 9 Suspending decorative or instructional items from classroom ceiling lights is not allowed.
- 10 Material stored on top of shelves or cabinets may not be closer than 3 feet to the ceiling. This material shall **also** be secured so that, during an earthquake, it will not fall. Unfastened or unrestrained materials shall be removed.
- 11 Materials stored on top of shelves or cabinets may not be closer than 18" to automatic sprinkler heads.
- 12 Excess paper and other supplies, shall be stored in an orderly manner in approved storage closets and not in open classrooms.
- 13 Hazardous materials, such as cleaning products and chemicals used for instruction, shall be stored in approved secure locations and always kept out of reach of children. Science chemicals and very hazardous materials must be kept in hazardous materials cabinets.
- 14 All bookcases and cabinets shall be secured to walls.
- 15 Approved portable heaters shall be positioned so that they are not close to combustibles.
- 16 Do not plug more than one extension cord and one power strip into an electrical outlet. Extension cords shall be removed and stored at the end of the school day. Extension cords may not be put into permanent use. Extension cords and power strips may not be plugged in series.
- 17 Extension cords may not be extended from one classroom to another or create a tripping hazard.
- 18 All compressed gas cylinders shall be attached with restraints to prevent them from overturning.
- 19 Do not exceed the classroom occupancy load by putting too many students or desks in the room. (20 square feet per student.)

**Most classrooms safety violations can be avoided by keeping classrooms clean, neat and well organized. Do not try and store more materials than your room was designed to safely handle. Do not obstruct the existing fire safety systems that are there to protect all occupants. Do not try and exceed the capacity of the room's electrical system with plug strips and extension cords. Always look out for conditions that have the potential to hurt students.**

*In addition to the illustrated classroom violations, there are some fire/safety violations that occur outside of the classroom. If you notice any of the following, please notify your site administrator.*

Do not store items in basements or under stairs unless the entire area is sprinklered.

When storing items in closets or workrooms, maintain a 3 foot (36") clearance around all water heaters, electrical panels, fire alarms and portable fire extinguishers.

Parking of vehicles on campus shall be limited to official parking stalls only. Do not park vehicles on school grounds in such a way as to block paths or egress and access or any fire lanes.