

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instructional Services

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. N-53 (Rev.)
EVALUATING AND UPDATING THE
INTEGRATED SAFE SCHOOL PLAN

DATE: January 3, 2002

DIVISION: Secondary Education and School Support Services

APPROVED: Merle Price, Deputy Superintendent

ROUTING

Local District Superintendents
Local District School
Support Services
Local District Operations
Coordinators
Principals
Chapter Chairs
School Safety Committees

For further information, please call your Local District Operations Coordinator or the Office of School Operations and Safety at (213) 625-6040.

This revision replaces the bulletin of the same number, dated June 15, 2000. The content has been updated to reflect new requirements.

NOTE: Attachment C (two components, objectives and action plans) is not available online in the District Communications system. For assistance, contact the issuing office or your Local Operations Coordinator.

I. INTRODUCTION

Article I, Section 28, of the California State Constitution, approved by the voters in 1982, states in part: *Right to Safe Schools. All students and staff of public primary, elementary, junior high, and senior high schools have the inalienable right to attend campuses that are safe, secure, and peaceful.*

A safe school is an orderly and purposeful place where students and staff are free to learn and teach without the threat of physical and psychological harm. Because of dramatically changing demographics, community and social concerns, and family structure, planning for safe schools is an essential and important process to confront the current issues that interfere with learning and the operation of a school. Collaborative efforts have been initiated which are ongoing and broad in scope and emphasize intervention as well as reaction to crisis. The resources of the school must be aligned with those of the neighborhood, private sector; and other city, county, and national organizations. The problems facing schools are those of the greater society, and only through genuine and sustained efforts involving all stakeholder groups will solutions be found.

II. BACKGROUND

Education Code §35294 mandates that all California public schools develop a comprehensive safe school plan. The code requires school site councils to write and develop a plan that is relevant to the needs and resources of the particular school. The plan must include, but not be limited to, the assessment of the current status of school crime committed on school campuses and at school-related functions; identification of appropriate strategies and programs that will provide or maintain a high level of school safety; and the school's procedures for complying with existing laws related to school safety.

Bulletin No. 58 (Rev.), issued by the Office of School Operations, May 15, 2000, identified "essential safety standards." School staffs and communities will use it to complete the safe school plan and are required to comply with all identified standards.

III. PURPOSE

The purpose of this bulletin is to assist each local School Safety Planning Committee in the evaluation and amending, as needed, of the school's Integrated Safe School Plan. State law mandates that it be evaluated and amended no less than once each year.

IV. PROCEDURES

A. The School Safety Planning Committee **shall** include the following:

- Principal or designee
- UTLA Chapter Chair
- Parent of a student (not employed at the site)
- Classified employee representative of the recognized classified employee organization
- Student (secondary)

B. For purposes of evaluating and updating the safe school plan, the committee **shall** be augmented by a law enforcement officer (School Police, LAPD or local jurisdictional agency).

C. The School Safety Planning Committee may also include:

- Other law enforcement representatives
- Support Services personnel
- Students (Secondary)
- Community members

- D. Each year the School Safety Planning Committee shall evaluate and update the Integrated Safe School Plan pursuant to the requirements of EC Sec. §35294.2 and the two components of the safe school model. A school's safety file/notebook shall be made available to the public and include:
- Bulletin No. N-53 (Rev.)
 - Bulletin No. 58 (Rev.) with completed attachments
 - Current objectives and action plans for the two components (related to establishing a safe and orderly school environment conducive to learning)
 - People and programs
 - Physical environment
 - Assessment of current status of school crime (include crime statistics)
 - Child abuse reporting procedures (Bulletin No. Z-10, August 1, 1996 and Memo No. Z-6, November 20, 2000)
 - Earthquake/emergency plan
 - Policies related to suspension, expulsion or mandatory expulsion, and other serious acts designated by a school that would lead to suspension or expulsion (Bulletin No. Z-14, March 15, 1999; Bulletin No. P-61, Office of the Deputy Superintendent, April 11, 1994)
 - Notification to teachers regarding dangerous students pursuant to EC §49079 (Bulletin No. N-38, Office of the Deputy Superintendent, Operations, January 3, 1994)
 - Sexual harassment policy (Bulletin No. L-5, August 15, 2001)
 - Any schoolwide dress code (Bulletin No. N-26, July 29, 1999)
 - Safe ingress and egress of students, parents, and school employees to and from school
 - Rules and procedures on school discipline adopted pursuant to EC §35291 and EC §35291.5, including copy of school discipline rules
 - Announcement, agenda, and sign-in sheet(s) from a public meeting held at the school site to allow input on the Integrated Safe School Plan
- E. Upon adoption of the updated Integrated Safe School Plan, the site administrator shall forward the following items to the Local District office by March 1 of every school year.
- **School information map identifying**
 - 0 Student/staff assembly areas
 - 0 Emergency student/staff evacuation routes
 - 0 Incident command center
 - 0 Search and rescue routes

- 0 Utility shut-off locations
 - 0 Fire hoses and extinguishers
 - 0 First aid kits and emergency supplies
 - 0 First aid center
 - 0 Temporary morgue
 - 0 Cafeteria or warming kitchen
 - 0 Hazardous materials storage areas
 - 0 Emergency toilet facilities
 - 0 Request/reunion gates

 - School emergency operations chart (Attachment A)

 - Certification page (with required signatures—Attachment B)
 - 0 Principal
 - 0 UTLA Chapter Chair
 - 0 Classified Representative
 - 0 Parent Representative
 - 0 Student Representative (Secondary)
 - 0 Law Enforcement Officer

 - Two components (objectives and activities for each—Attachment C)
 - 0 People and programs
 - 0 Physical environment

 - Public meeting announcement, agenda, and sign-in sheet(s)
- F. Since July 2000, schools have been required to report annually on the status of their Integrated Safe School Plans. Also, a description of the key elements of a school's plan is required to be included in the annual School Accountability Report Card prepared each fall.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instructional Services

BULLETIN NO. N-53 (Rev.)
January 3, 2002

ATTACHMENT A

SCHOOL EMERGENCY OPERATION ASSIGNMENTS

Name of School/Site

Note: This chart complies with the Operations Section of the Standardized Emergency Management System (SEMS)

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Public Information Officer</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Assembly Area*</p> <p>Leader _____ Alt. _____ Staff _____ Location _____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Request Gate*</p> <p>Leader _____ Alt. _____ Staff _____ Location _____</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Reunion Gate*</p> <p>Leader _____ Alt. _____ Staff _____ Location _____</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Incident Command Center</p> <p style="text-align: center;"><i>Incident Commander</i></p> <p>_____</p> <p>Liaison _____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">First Aid/Morgue*</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Mental Health/Crisis Team</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Fire Suppression</p> <p style="text-align: center;">HAZ MAT</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Security/Utilities</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Backup Incident Commander(s)</p> <p>1. _____</p> <p>2. _____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Search & Rescue</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Team Leader</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Alternate</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">SAR Team 1</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">SAR Team 2</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">SAR Team 3</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SAR Team 4</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>
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*Select alternate sites in case original site is not available.

ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instructional Planning

BULLETIN NO. N-53 (Rev.)
B
January 3, 2002

ATTACHMENT

INTEGRATED SAFE SCHOOL PLAN CERTIFICATION

Date: _____ School Name: _____

SUPPORT STATEMENT: This document was developed and approved using a collaborative process respectful of representation/input from all stakeholder groups. Signatures below also indicate that you have reviewed the "Essential Safety Standards Checklist" (Bulletin No. N-58, May 15, 2000).

REQUIRED SIGNATURES	PRINT NAME	SIGNATURE
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Principal/Designee: _____

UTLA Chapter Chair: _____

Classified Representative: _____

Student (Secondary) Representative: _____

Parent (of an attending student) Representative: _____

Law Enforcement:

LAUSD School Police: _____

OR

LAPD/Local Jurisdictional Agency: _____

ADDITIONAL PARTICIPANTS

