



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Procedures for Handling Disturbances, or Demonstrations on or Adjacent to School Sites
NUMBER: BUL-3641
ISSUER: Dan M. Isaacs, Chief Operating Officer
Office of the Chief Operating Officer
DATE: April 11, 2007

ROUTING
Local District Superintendents
Local District Operations
Coordinators
Site Administrators

MAJOR CHANGES: This revision replaces Office of School Operations, Bulletin No. N-46 (Rev.), of the same subject dated January 31, 2003. It has been updated to reflect current organizational structure and operational guidelines.

INTRODUCTION: Each school administrator has the responsibility for developing a plan of action to meet the problems caused by disturbances, disorders and demonstrations which might occur on or immediately adjacent to the school site.

Emergency guidelines and procedures are outlined in this bulletin for administrators' use in planning for and dealing with such disruptions whether caused by individuals or by groups. These guidelines apply to situations involving pupils, employees of the District, and adults who are not employees of the District. The final decision for determining the nature of the assistance needed is the responsibility of the school principal. The Local District Superintendent shares this burden of responsibility and should be immediately available to the principal for consultation.

The plan and organization established for each school shall be combined with the School Safety Plan and shall be placed on file in the office of the Local District Operations Coordinator.

GUIDELINES: The following guidelines apply:

I. GUIDELINES

- A. Students have a right to freedom of speech and may participate in free speech activities, including political or religious speech, while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views and opinions and may participate in peaceful demonstrations on campus during non-instructional periods. Students may exercise these rights as long as their speech, expression, or conduct is not obscene, lewd, libelous, slanderous, does not incite students to destroy



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

property or inflict injury upon any person, or does not cause a substantial disruption to the operations of the school.

- B. California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators may impose restrictions on the time, place, and manner of the speech or activity in order to maintain a safe and peaceful campus for all students and District employees. Students who fail to follow the directive of school site administrators or District policy concerning demonstrations, assemblies, sit-ins, or walkout, may be disciplined.
- C. Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against that student. Once students are off campus, school site administrators do not have a legal obligation to protect the safety and welfare of the students. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation. The District has no control over how local law enforcement will handle the situation.
- D. While Los Angeles Unified School District recognizes and respects a student's freedom of speech rights, District employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out during work hours.

II. RESOURCES AND ROLES

A. School District

1. In anticipation of, or during, a disturbance, disorder, or demonstration, key school personnel, must be released and made available to assist the principal in class coverage and to implement the school emergency plan. Further, the principal (or designee) may contact other resources from whom assistance is desired.
2. The principal shall contact the Local District Operations Coordinator and determine what additional resources will be necessary to address the situation.
3. The Local District Operations Coordinator, in consultation with the Office of the Chief Operating Officer, will contact additional



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

District resources (School Police, Transportation, Food Services, etc.) as needed.

B. Law Enforcement Agencies

1. The school administrator shall establish an ongoing working relationship with law enforcement personnel serving his/her school, making them aware of contingency plans which may involve them.
2. If a disturbance, disorder, or demonstration should occur that is beyond the capacity of the site administration to control, the resources of the District, community, and local law enforcement agencies must be utilized to safeguard the welfare of pupils and school personnel and to protect District property.
3. When law enforcement is called, the administrator shall:
 - a. Recognize that the law enforcement agency will be in charge when it responds to the call for assistance.
 - b. Make all school resources available to law enforcement personnel if their help is requested.

III. COMMUNICATION

- A. To ensure lines of communication and rapport with faculty, students, parents, media, and community, the principal shall:
 1. Keep aware of and understand the issues and concerns prevalent in the school community.
 2. Express a willingness to listen to requests and complaints.
 3. Contact the Office of Communications for assistance in working with representatives of the news media.
 4. Be available, whenever possible, for contact with news media representatives.
 5. Provide a room, if possible, which can be used for press conferences/briefings.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- B. The principal should enlist the support of individuals and groups to seek solutions to problems.
- C. The principal may provide opportunities for students to engage in the following activities:
 - 1. Encourage teachers to invite approved speakers to make classroom presentations.
 - 2. Discuss issues in structured classroom activities.
 - 3. Participate in small group discussions with clubs or campus organizations.
 - 4. Attend informational assemblies with adequate supervision.
 - 5. Participate in letter writing campaigns.
 - 6. Participate in structured research projects.
- D. The school administrator (or designee) should collect materials distributed on and adjacent to the school campus and make every attempt to secure the following information:
 - 1. Who distributed the materials?
 - 2. Where and when was the material distributed?
 - 3. Who received the material?

IV. CAMPUS SECURITY

- A. It is the school administrator's responsibility to maintain adequate safeguards to assure the safety and welfare of pupils, school personnel, and school property. If necessary, the site administrator should call for the school to go into "campus protection" mode:
 - 1. Ensure only one entrance and one exit for all persons entering or leaving the school site.
 - 2. Do not allow the public, including parents, to enter the campus.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

3. Require each person entering the campus to sign his/her name and record his/her address, telephone number, and the time entered and departed.
 4. Advise teachers to keep classroom doors locked and to not release students for any reason.
 5. Assign staff members to receive and direct all telephone calls related to the emergency. Provide designated persons with a script containing all information to be released.
 6. Secure the school public address system and assign the responsibility for its use to a staff member.
 7. Provide written updates or utilize faculty meetings to keep staff informed of developments. Also identify key faculty members to help keep staff informed.
 8. Maintain a "log" to record the date, time, and nature of each incident, names of the persons involved, reliable witnesses to the event, and description of the action taken.
 9. Make plans for the school schedule and supervision program for the following day.
- B. If disturbances occur near administrative offices, plans should provide for keeping doors locked and admitting only authorized personnel. The school principal shall:
1. Take security measures to safeguard files and records.
 2. Determine in advance who will grant permission to enter the administrative offices.

V. PROCEDURES REGARDING PUPILS

The school administrator shall:

- A. Inform students in the presence of adult witnesses that they should attend classes.
- B. Notify individual pupils that they risk disciplinary action if they remain on campus but do not attend classes or if they attempt to leave campus



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

(No physical effort shall be made to prevent pupils from leaving the campus.)

- C. Advise pupils that if they persist in unlawful activities following ample warning and notice of suspension, they may be subject to citation or arrest.
- D. As soon as possible, prepare a letter to notify parents of what occurred.

VI. CLOSING OF SCHOOL

- A. The closing of the school can only be authorized by the Superintendent of Schools (or designee). If, in the principal's opinion, the school should be closed, the principal shall confer with the Local District Superintendent (or designee). The Local District Superintendent shall contact the Office of the Chief Operating Officer. In the event a closing of school is authorized, the Chief Operating Officer shall notify the appropriate offices, including School Police, Transportation Branch and the Office of Communications.
- B. The Site Administrator or Local District Operations Coordinator shall notify other schools in the complex and community agencies, as appropriate, of the school closure. School police personnel and other law enforcement officers at the site shall be notified immediately if the request to close school is approved.
- C. Prior to the dismissal of students, the principal shall:
 - 1. Inspect the entire site to determine the extent of the problem prior to any approved dismissal of pupils.
 - 2. Release pupils only to parents or to other properly authorized adults during regular school hours. Maintain a log of students who are released.
 - 3. Ensure that only necessary exits are open before pupils are dismissed.
 - 4. Instruct members of the school staff, including nurses, school psychologists and other traveling personnel, to:
 - a. Supervise pupils who are not released until the regular time for dismissal. (Note: Do not authorize the release of pupils at any time unless it is safe to do so.)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- b. Allow students who feel safer at school to remain (after school hours).
- c. Remain on school premises until the safety of all pupils is assured.
(Government Code, Chapter 8, Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees, Section 3100, Declaration; public employees as disaster service workers.)

VII. PROCEDURES REGARDING DISTRICT EMPLOYEES

If, after reporting for duty and during assigned hours of service, a certificated, classified, or unclassified employee of the District (1) leaves his/her assigned responsibilities to participate in a sit-in, a walk-out, picketing, or any demonstration in any school building or upon any school ground, street, sidewalk, or public way adjacent thereto, or (2) directs or advises any pupil to participate in any of the aforementioned activities or to absent himself/herself from class or to leave school for these purposes, the principal or his delegated representative shall, in the presence of an adult witness:

- A. Direct each employee to desist from his/her participation in the particular activity and immediately return to his/her appointed place of assignment or duty. Failure to comply may result in disciplinary actions.
- B. Notify each employee, who, after a reasonable amount of time (not to exceed two or three minutes), has failed to comply with the directive issued in "B" above and continues to remain on school property, or upon any street, sidewalk, or public way adjacent thereto, or continues to participate in or to encourage those activities described above, that he/she is guilty of insubordination and that he/she is subject to appropriate disciplinary action of the District and that, if his/her presence or acts continue to interfere with the peaceful conduct of the school or disrupts the school or its pupils or school activity, he/she is subject to arrest in accordance with Section 626.8, California Penal Code, and Section 3221, California Education Code, and proceed to cause the arrest to be made by a police or school police officer.
 - 1. School employees who have not reported for duty but who take part in the activities described above are considered to be acting as independent citizens, even though employees of the District, and are subject to procedures described in Section X, Procedures Regarding General Public.
 - 2. School employees not reporting for duty are required to give notice of intended absence in accordance with the appropriate collective bargaining agreements.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VIII. PROCEDURES REGARDING GENERAL PUBLIC

If an adult who is not an employee of the District, while in any school building or upon any school ground, street, sidewalk or public way adjacent thereto, directs or advises any pupil to leave school or stay out of class, or if his/her presence or acts interfere with the orderly process or peaceful conduct of the school or disrupts the school or school activities or its pupils, the school administrator shall warn him/her in the presence of an adult witness that he/she is in violation of California Penal Code, Section 626.8, 32210, and is subject to arrest if he/she continues any of the aforementioned activities.

ASSISTANCE: For further information, please contact your Local District Operations Coordinator.