

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Deputy Superintendent, Instruction and Curriculum

DISTRIBUTION: All Schools and Offices ROUTING  
Administrators

SUBJECT: BULLETIN NO. M-66 (Rev.)  
PROCEDURES FOR PROTECTING THE SAFETY  
OF STUDENTS DURING CLASS ACTIVITIES

DATE: February 18, 1998

DIVISION: Instructional Services

APPROVED: CARMEN N. SCHROEDER, Interim Assistant Superintendent

For assistance, please call Gloria Cox at (213) 625-6444.

This revision replaces the bulletin of the same number and subject dated January 29, 1986. The content has been revised to reflect updated information.

#### I. BACKGROUND AND PURPOSE

One important responsibility of educators is to protect the health and safety of students (California Administrative Code, Title V, Section 80130).

The purpose of this bulletin is to provide guidelines to assure that the safety of students during school activities. In carrying out this responsibility, educators must make certain that all students understand all safety procedures established for their benefit. Due to the diverse nature of the district's student population, this includes assuring that all information is communicated in a language that students understand or using specially designed strategies in English. This is imperative in activity classes where students use tools, chemicals, boiling substances, sports equipment, power machinery, automobiles, or other potentially harmful substances or objects.

#### II. PROCEDURES

Educators are to:

- A. Become knowledgeable about each student's English language development level in order to know how best to communicate effectively with the students.

BULLETIN NO. M-66 (Rev.)  
February 18, 1998

-2-

Instructional Services

- B. Ensure that directions are comprehensible to all students by using multiple means of communicating critical information:
- . use the primary language
  - . identify and explain key terms
  - . speak clearly
  - . explain all idiomatic expressions
  - . write key words and expressions
  - . demonstrate all safety procedures
  - . display information in a variety of formats, e.g., universal signs, posters, visual organizers
  - . check for comprehension
  - . repeat key ideas using varied extralinguistic clues
- C. Supervise class activities appropriately. Guarantee that a paraeducator or peer tutor is capable of leading an activity before assigning leadership duties.
- D. Enforce safety rules consistently.
- E. Create a room environment that reflects safety standards.
- F. Model safe behavior for students.
- G. Check tools and equipment regularly.
- H. Remove all unsafe hazards from student work areas.
- I. Use resources to assist students with special needs.
- . Assign paraeducators, volunteers and peer tutors to assist with primary language.
  - . Assure that all safety tests are available in the primary languages of students, as appropriate.
  - . Communicate with ESL teachers to assure supportive instruction in key areas.
  - . Communicate with the bilingual coordinator to obtain English language development levels.

# # #