



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Policy Bulletin

**TITLE:** Procedures for Handling Disturbances, or Demonstrations on or Adjacent to School Sites

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**ROUTING**  
All Schools  
Educational Service Centers

**MAJOR CHANGES:** This revision updates BUL-3641.1, dated January 4, 2010, issued by the Office of the Chief Operating Officer to reflect current organizational structure and operational guidelines.

**INTRODUCTION:** Emergency guidelines and procedures outlined in this bulletin are for administrators to use in planning for and dealing with disturbances, disorders and demonstrations 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 school principal. The Educational Service Center (ESC) Administrator of Operations 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 Safe School Plan and shall be placed on file in the ESC operations office.

**GUIDELINES:** The following guidelines apply:

1. 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, and assemble on campus during non-instructional time to discuss their views and opinions. Students 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 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 can 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 walkouts, may be subject to disciplinary action.
- 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, local law enforcement may respond to the situation. The District has no control over how local law enforcement will handle the situation.
- D. While the 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 or while serving as an agent or representative of LAUSD.

## 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 plans. Further, the principal (or designee) may contact other resources for additional assistance.
2. The principal shall contact the ESC operations coordinator and determine what additional resources will be necessary to address the situation.
3. The ESC operations coordinator, in consultation with the Office of School Operations, will contact additional District resources, such as: School Police, Office of Communications, Transportation and/or Food Services.



B. Law Enforcement Agencies

1. The school administrator shall establish an ongoing working relationship with law enforcement personnel who service the school and make them aware of contingency plans which may necessitate their involvement.
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 students and school personnel and to protect District property.
3. When law enforcement is called, the administrator must:
  - a. Recognize that the law enforcement agency will be in charge when it responds to the call for assistance.
  - b. Ensure all school resources are available to law enforcement personnel if their assistance is requested.

III. COMMUNICATION

- A. To ensure open lines of communication and collaboration with faculty, students, parents, media, and community, the principal shall:
  1. Maintain an awareness and understanding of the issues and concerns prevalent in the school community.
  2. Express a willingness to listen to requests and concerns.
  3. Contact the Office of Communications for assistance in working with representatives of the news media and preparing outgoing messages to parents.
  4. Ensure availability, if appropriate, for contact with news media representatives.
  5. Provide a room, if possible, which can be used for press conferences/briefings.
- B. The principal should enlist the support of stakeholders to develop and implement solutions to problems and address concerns.
- C. The principal should provide opportunities for students to dialogue and engage in activities such as:
  1. Classroom discussions facilitated by approved speakers who are supervised by school personnel.
  2. Participate in small group discussions with clubs or campus organizations.



3. Informational assemblies with adequate supervision.
  4. Letter writing campaigns.
  5. Structured research projects.
- D. The school administrator (or designee) must 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 responsibility of the school administrator to maintain adequate safeguards to ensure the safety and welfare of students, school personnel, and school property. If necessary, the site administrator must ensure that the school initiates a lockdown:
1. Designate only one entrance and one exit for all persons entering or leaving the school site.
  2. Do not allow the public or any unauthorized individuals or groups, including parents, to enter the campus.
  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. Remind teachers to keep classroom doors locked and 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. Communicate and update staff using the school public address system, email, BlackBoard Connect or other means as appropriate.
  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 STUDENTS

The school administrator shall:

- A. Inform students in the presence of adult witnesses that they should attend classes.
- B. Notify individual students that they risk disciplinary action if they remain on campus but do not attend classes or if they attempt to leave campus. Note: No physical effort shall be made to prevent students from leaving the campus.
- C. Remind students 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 school can only be authorized by the Superintendent of Schools. If, in the principal's opinion, the school should be closed, the principal shall confer with the ESC Administrator of Operations (AOO). The AOO shall contact the Office of School Operations. In the event a closing of school is authorized, the Office of School Operations shall notify the appropriate offices, including School Police, Transportation, and the Office of Communications.
- B. The site administrator or 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 students.
  2. Release students 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 students are dismissed.
  4. Instruct members of the school staff, including nurses, school psychologists and other traveling personnel, to:
    - a. Supervise students who are not released until the regular time for dismissal. Note: Do not authorize the release of students at any time unless it is safe to do so.
    - b. Allow students who feel safer at school to remain on campus.
    - c. Remain on school premises until the safety of all students is ensured. (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 student 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 designated 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 "A" 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 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 students 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 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.

#### 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 student 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 students, 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 information, please contact your ESC operations coordinator or the Office of School Operations at (213) 241-5337.