



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Spring Child Abuse Awareness Professional Development

NUMBER: MEM-5997.2

ISSUER: Michelle King, Senior Deputy Superintendent
School Operations
Office of the Superintendent

Earl R. Perkins, Assistant Superintendent
School Operations
Office of the Superintendent

ROUTING
All Schools
All Offices

DATE: January 2, 2014

PURPOSE: Parents entrust us with what they hold most dear, their children. We have an obligation to uphold and maintain this trust. While child abuse occurring within our schools is relatively rare, when it does occur it undermines this trust. The District has many resources available to address reporting of suspected child abuse and this training will serve as a supplement to reinforce these resources and comply with state and federal guidelines. This professional development satisfies the required spring semester training for Child Abuse Reporting in the Administrator Certification On-line System.

MAJOR CHANGES: This Memorandum replaces MEM-5997.1, issued March 12, 2013, by the Office of the Superintendent and applies to all schools and offices.

INSTRUCTIONS: The following instructions are being provided to ensure that this critical information is disseminated consistently District-wide:

All schools and offices are to conduct this training and submit certification by March 17, 2014. Certification may be done through the Administrator Certification online system which is due by March 17, 2014. Supervisors who do not have access to the online Administrator Certification are to submit the Facilitator Summary form, item 15 on page 3, to their immediate supervisor. The facilitator will begin the training with a video message from Dr. Deasy and will utilize the provided PowerPoint presentation to guide staff through discussions on suspected child abuse and collect participant evaluations of the training. The evaluations will be summarized on the Facilitator's Summary form and signed by the principal/supervisor certifying that all staff has participated in the training. A copy of the Facilitator's Summary form will be kept on file for three years.

Due to the sensitive nature of this subject matter, it is critical that the selected



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facilitator is comfortable with facilitating this training. Schools may have staff members who themselves, or family members, are survivors of abuse. In either event, this workshop may trigger painful memories and distress. Therefore, the facilitator of this workshop must be sensitive, non-judgmental, and supportive to any staff that may have difficulty with the topic.

FACILITATING THE WORKSHOP:

1. Show the recorded video of Dr. Deasy (4 minutes). The video is available for download from the Superintendent's webpage. From the District website, click "Superintendent" at the top and then scroll to the bottom of the Superintendent's page to access the video. You should download the video onto your computer prior to the training in order to facilitate playback.
2. Following the message, introduce the workshop using the provided PowerPoint presentation to guide the training and discussions. The notes section of the slides has talking points and references which will assist in your presentation. Allow 10 minutes for the slides on the prevalence of and definitions of child sexual molestation.
3. Organize the participants into working groups of 6-8 persons per group and assign two of the six provided vignettes to each group ensuring that all vignettes are addressed.
4. Establish group norms for the dialogue (Be respectful, no side-bar conversations, etc.).
5. Instruct the groups to analyze their two vignettes using the decision making tree (slide 17 and handout) and the prompts presented in slide 18. Keep the prompts (slide 18) posted prominently while the small groups are analyzing their vignettes (15 – 20 minutes). Please duplicate the PDF version of the vignettes for each working group but encourage them to conduct their own analysis before comparing their recommendations to those on the card.
6. Facilitate a large group discussion and debrief (slide 25). *Anticipate that some people may be distressed and agitated because of the sensitive nature of the topic.*
7. Ask all participants to complete the Participant Feedback form.
8. Upon completion of the professional development, please review all the Participant Feedback forms to see if any information was provided that will require follow-up action on your part. The facilitator is to compile a summary of the Feedback Forms for the principal/supervisor to certify that all staff has participated in the training. This form is to be kept on file for a period of three years.

TRAINING MATERIALS:

In addition to the electronic equipment (laptop, LCD projector, and audio), it is



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recommended that all employees review the handouts listed below. The numbered items are electronic links to the actual documents.

1. [Breaking the Silence Child Abuse Awareness Training PowerPoint](#)
2. [BUL 1347.2 Child Abuse Reporting Policy](#)
3. [Code of Conduct with Students](#)
4. [If You See Something, Say Something Poster-Elementary Version](#)
5. [If You See Something, Say Something Poster-Secondary Version](#)
6. [Stop It Now! Age-Appropriate Sexual Behavior](#)
7. [Stop It Now! Behaviors to Watch for When Adults Are With Children](#)
8. [Stop It Now! Warning Signs in Children and Adolescents of Possible Child Sexual Abuse](#)
9. [Resources for survivors of childhood molestation](#)
10. [Suspected child abuse decision making tree](#)
11. [Vignettes \(contained in the Power Point presentation\)](#)
12. [Participant Sign-in Sheet](#)
13. [Participant Feedback Form](#)
14. [Facilitator Summary Form](#)
15. [Vignette Talking Points](#)

Please note: All substitutes, regardless of job classification, are to satisfy this requirement online and will be auto-enrolled in an online Spring Child Abuse Professional Development. The necessary information will be sent to these employees via email.

RELATED RESOURCES:

MEM-4207.7 Administrator Certification On-Line System 2013-2014
BUL-1347.2 Child Abuse and Neglect Reporting Procedures
BUL-5736.2 Employee-to-Student Sexual Abuse and Related Investigation and Notification Policy
BUL-3349.0 Sexual Harassment Policy (Student-to Student, Adult-to-Student, and Student-to-Adult)
Child Abuse Awareness Training, <http://caat.lausd.net>
BUL 4748.0 Ethics Policies
BUL 5688.0 Social Media Policy for Employees and Associated Persons
BUL 5167.0 Code of Conduct with Students

ASSISTANCE:

For assistance or further information regarding the Spring Child Abuse Awareness Professional Development, please contact the ESC Administrator of Operations or the Office of School Operations at (213) 241-5337.