INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District
OFFICE OF THE SUPERINTENDENT

TO: All Site Administrators **DATE:** February 15, 2012

FROM: John E. Deasy,
Superintendent

SUBJECT: **MANDATORY CHILD ABUSE AWARENESS PROFESSIONAL DEVELOPMENT ON FEBRUARY 21, 2012**

I am requiring that all schools dedicate their February 21, 2012, professional development time to Child Abuse Awareness training. This includes **ALL** staff members. While child abuse within the school is relatively rare, when it does occur it can undermine trust to the core – not only do families feel betrayed by the institution to whom they entrusted their child, but we as educators may feel betrayed by our colleagues.

BACKGROUND:
It is estimated that between 20% to 38% of females and 10% to 16% of males are sexually molested before the age of 18[1]. Furthermore, an estimated 90% of survivors never report their abuse[2]. The Los Angeles Unified School District (LAUSD) has many resources available to address reporting suspected child abuse. Your training on February 21 will serve as a supplement to reinforce state and federal guidelines and District policies:

- MEM-4207.5 Administrator Certification Form
- BUL-1347.2 Child Abuse and Neglect Reporting Procedures
- BUL-3357.1 Employee-to-Student Sexual Abuse and Related Discipline 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

FEBRUARY 21 TRAINING:
The February 21 training will consist of a video message from me. Please click here to download the video. To download the video as a Windows Media Video, click here. **The** Breaking the Silence Child Abuse Awareness Training Sign-in Sheet (also linked below) **is to be maintained to document that all staff has participated in the training**. A facilitator at your school will utilize the provided Power Point to guide staff through discussions on suspected child abuse. Evaluations of the training will be completed and collected. The evaluations will be summarized on the *Facilitator's Summary* Form and signed by the principal certifying that all staff has participated in the training. The *Facilitator's Summary* will be sent to the Local District Operations

[1] *Sources: The Abel and Harlow Child Molestation Prevention Study and the 1999 U.S. Census Statistical Abstract*
[2] *FBI Law Enforcement Bulletin*

Coordinator. **Please know that this professional development satisfies the required spring semester training for Child Abuse Reporting on the Administrator's Certification Form due by April 30, 2012. Click here for the Facilitator's Summary Form.**

Due to the sensitive nature of this subject matter, it is critical that the selected facilitator is comfortable with this topic. Schools may have staff members who themselves, or family members, are survivors of abuse. Either way, this workshop may trigger painful memories and distress. Therefore, the facilitator of this workshop must be sensitive, non-judgmental, and supportive to any staff who may have difficulty with the topic.

INSTRUCTIONS FOR THE FACILITATOR:
The staff will first view the recorded message. Following the message, the facilitator will introduce the workshop using the provided Power Point presentation to guide the training and discussions. The facilitator should be fully versed with the contents of the presentation.

The following instructions are being provided to ensure that this critical information is disseminated consistently district-wide.

FACILITATING THE WORKSHOP:

1. Show recorded video of Dr. Deasy (4 minutes).
    a. Click here to download video (Mac or PC).
        i. Or the video can be downloaded from the Superintendent's webpage beginning Thursday, Feb. 16.
    b. The video will then be downloaded to your computer desktop for you to open in the appropriate video player.

2. Following the message, introduce the workshop using the provided Power Point 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 employee reporting obligations, and the prevalence of and definitions of child sexual molestation.

3. Break the participants into working groups of no more than 6 persons per group. 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 to certify that all staff has participated in the training. This form is to be sent to the Local District Operations Coordinator.

WHAT YOU WILL NEED FOR THE TRAINING:
In addition to the electronic equipment (laptop, LCD projector & audio), it is recommended that all employees review the following handouts:

1. Breaking the Silence: Child Abuse Awareness Training PowerPoint
2. Breaking the Silence Child Abuse Awareness Training Sign-in Sheet
3. BUL 1347.2 Child Abuse Reporting Policy
4. Code of Conduct with Students
5. *If You See Something, Say Something* Poster-Elementary Version (Secondary Version to be posted online by Friday)
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 (one set per group)
    a. A Friendly Slap
    b. A Parent's Suspicion
    c. A Weekend Event
    d. Dropsy
    e. Picture It
    f. Unwanted Attention
12. Participant Feedback Form

If you have any questions regarding this memo, please contact the Office of School Operations at 213-241-5337.

I appreciate your devotion of your Professional Development time to this important topic. Together we can help protect the lives of children.

c: Michelle King
Jaime Aquino
Earl Perkins
Executive Staff
Local District Superintendents
Local District Operations Coordinators
Local District Directors/Principal Leads
Nora Armenta
Ed Morris