



# Incident System Tracking Accountability Report

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Local District Central, LAUSD

FIGHTING

ILLEGAL SUBSTANCE

BULLYING

BURGLARY



# Incident System Tracking Accountability Report

- **BUL-5269.2**
- **Electronic tool to report and document incidents which occur on or near District schools and sites**
- **Incidents involve students, employees, or a member of the school community**
- **Enables efficient and effective mobilization and allocation of resources and supports**
- **Reduces potential miscommunication**

# iSTAR Format



## ❖ Four Main Tabs

-Incident

-Persons Involved

-Issue Types (facilities involved)

-Summary

## ❖ Two Conditional Tabs

-Injury/Illness

-Risk Assessment Referral Data (RARD)



**THIS IS A CONFIDENTIAL REPORT** for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, body students, parents without permission from the Office of the General Counsel. This report must be completed within 24 hours of an accident involving an injury to students, employees or community member/visitor. Do not use this form for contractors. If this is an employee injury report, keep a copy of this investigation at your location in a confidential file separate from personnel files. Do not keep copies of student or community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

**Incident #211266**   **Persons Involved**   **Issue Types**   **Incident Summary**

Cost Center	[Redacted] )		
Incident Occurred	<input checked="" type="checkbox"/> On Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> At another school <input type="checkbox"/> District Office <input type="checkbox"/> District School Bus/Vehicle <input type="checkbox"/> Going to or from school <input type="checkbox"/> Going to or from a school sponsored activity <input type="checkbox"/> Athletics Competition/Practice <input type="checkbox"/> Cafeteria <input type="checkbox"/> During Lunch Period <input type="checkbox"/> Other [Redacted]		
Exact Location	[Redacted] Classroom (Building #, Room, Address)		
Incident Date	[Redacted]	Incident Time	10:57 AM
Reporter Employee No.	[Redacted]		
First Name*	[Redacted]	Last Name*	[Redacted]
Phone No.	( ) -	Fax No.	( ) -
Email*	[Redacted]net	Title	ASST PRIN, SECONDARY
Contact Name	[Redacted]	Contact Phone	( ) -
Contact for Additional Updates			
<b>Is this incident centered around or involve an issue with District School/Facilities (i.e. lost keys, flood, fire)?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <b>YOU MUST SELECT YES OR NO BEFORE PROCEEDING</b> <small>* Required Field</small>			

Save Only



Submit Report

Please note that clicking 'Submit Report' will send a notification message to various groups.

**Most Common Errors: Missing info phone, names, fax  
 Time/date discrepancy**

**Incident #278380**

**Persons Involved**

**Issue Types**

**Incident Summary**

**This incident is the result of the actions of a:**

Student  Employee  Parent/Community Member

**Does this incident warrant a suspected child abuse report?**  Yes  No

Persons Involved

Type	User Type	District/Emp ID	First Name	Last Name	Gender	View/Edit	Delete

Add New

The reports displayed below are associated with the ID's entered for the student(s) involved in this incident.

No associated records were found.

**\*For more information, please check with the school or you may contact School Mental Health at (213)241-3841.**

Save Only



Submit Report

Please note that clicking 'Submit Report' will send a notification message to various groups.

**Most Common Errors: Missing Persons Involved**



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Incident #	Persons Involved	Issue Types	Incident Summary
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**Click '+' to expand.**

- Abduction
- Accident
- Altercation (Verbal)
- Arrest
- Bullying
- Child Annoyance (Student as Victim Only)
- Custody Issue (Parent Issue Type Only)
- Damaged/attempted to damage school or private property
- Death
- Discrimination/Harassment (Only grades 4-12 for student suspension)
- Disruptive Person
- Disrupted School-Wide Activities
- Fighting/Physical Aggression
- Fraud Allegation
- Hate Violence (for suspension, student must be in gr 4-12)
- Hazing
- Illegal/Controlled Substance
  - Alcohol
  - Controlled substance except first offense of marijuana of less than 1 oz
  - Drug paraphernalia
  - Ecstasy
  - Electronic Cigarettes
  - Marijuana
  - Marijuana possession for first offense of less than 1 oz
  - Methamphetamine
  - Other
  - Possessed or used Tobacco
  - Selling or arranging to sell the prescription drug Soma
  - Sold controlled substance
  - Substitute of a controlled substance
- Inappropriate Conduct (Employee as Suspect Only)
- Injury

The ISTAR system uses these issue definitions as the key element of its reporting process. Be familiar with the various incident types and definitions to use it effectively.

[Issue Definitions](#)

Most Common Error: Mis-labeled Incident

Was this precipitated by a Random Search?  Yes  No

**Incident Description:** Please give a complete & concise account of the incident, including names and roles (student, teacher, parent, etc.) of persons involved, if police are called please provide names and badge numbers of responding officers (LASPD or LAPD). If victim is taken to a hospital or other care facility, note the name of the facility, the names of those accompanying the injured party, and the manner of transport (ambulance, parent's car, etc.). Include ambulance number and company, if applicable. *Injuries must also be recorded on the Injury/Illness Report tab.*

Mr. [REDACTED] the classroom teacher, on 1/25 noticed that student [REDACTED] appeared inebriated. He had observed [REDACTED] drinking a beer on a previous occasion and had reasonable suspicion that the student was under the influence of alcohol. Mr. [REDACTED] notified mother on both accounts; Mother replied, "I am aware." on 1/25, [REDACTED] confronted peers while playing basketball and became confrontational per Mr. [REDACTED]. Mr. [REDACTED] spoke to the student and warned him on the dangers of drinking alcohol, reminded him of school rules, and explained next steps: calling home, having parents pick him up, and conference with an administrator.

DCFS called on 1/125

Report # [REDACTED]

Report type: Resource referral - DCFS will contact family and provided resources to assist with [REDACTED] underage drinking.

### Most Common Errors:

- NOT SUBMITTED
- Missing Action steps
- Missing updates
- Operations not notified



Incident Status:   Allegation Unfounded  
 (Please keep the Incident Status to "Open", if this incident need further action)

Updated Information				
Date/Time	Description	Created By		
<a href="#">Add New</a>				
Action Details				
Date/Time	Description	Status	Created By	Updated By
<a href="#">Add New</a>				

Please note that automatic e-mail notification of the appropriate incident report will be sent to the following staff or offices for notification: to Administrator of Operations, Operations Coordinator, Board Member/Representative, Asst. Superintendent of School Operations, Employee Relations, General Counsel, School Police, OEHS, Risk Management, Facilities, Employee Performance Accountability, Student Health and Human Services, ITD, and Transportation Branch.



Additional notification at your discretion may be recorded below:

Notify Details				
Notified	Department Name	Notify Name	Date	#
<input type="checkbox"/>	<a href="#">Ed. Equity Compliance</a>			<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Nearby Schools</a>			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<a href="#">Operations Coordinator</a>	Tony Cortez	1/26/2018	<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">School Police (213) 625-6631</a>			<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">School Services Director</a>			<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Special Education/IEP Unit</a>			<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Office of Environmental Health and Safety</a>			<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Employee Performance Accountability</a>			<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">Crisis Counseling Office</a>			<a href="#">Delete</a>
<a href="#">Add New</a>				

## Most Common Errors:

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### Updated Information

Created By:   
 Last Updated By:   
 Submitted By:

Created Date: 1/26/2018 10:58:19 AM  
 Last Updated Date: 1/26/2018 11:04:40 AM  
 Submitted Date:

### Documents Attached to this report

Is the document uploaded a person disruptive letter?  Yes  No

No file selected.



Please note that clicking 'Submit Report' will send a notification message to various users.





# Time to Practice

- **In Pairs, read the scenario on the following slide.**
- **Decide what will be documented.**
- **Remember, the more concise and succinct, the more likely pertinent information is captured.**

# Scenario

Teacher sends student, Marko, into school office. Marko has a gash (approximately 1 inch long) across the forehead. The school nurse is not at your school that day and the Principal is at a meeting.

Do you create an iSTAR?

If so, what should be documented?



# Reminders



- Be sure to have your principal review the iStar. Email notifications are sent to applicable District personnel when the user clicks **“SUBMIT”**
- An iSTAR closes automatically after 30 days, so be sure all information has been entered into every applicable tab
- The school principal must certify all injuries/illnesses, and istars created at level 2

# Classified Human Resources



- **Job Description**

- **ON-LINE CHILD ABUSE TRAINING:**

- ❑ The on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. Classified employees may complete this training on work time.

- **BREAK/LUNCH TIMES FOR UNITS D**

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

# Classified Human Resources



## TRAINING

### My Professional Learning Network

- Visit the website at <https://achieve.lausd.net>
- Call the office at 213-241-3440.

### Topics to Consider:

- Top Tips and Tools for Organizing Your Workday (Recorded Webcast)
- First Time Manager: Meeting Expectations
- First Time Manager: Challenges
- Time Management: Quit Making Excused and Make Time Instead
- Welligent