



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

**TITLE:** Child Abuse Awareness Training (CAAT)  
and Resources

**NUMBER:** MEM-6338.3

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**DATE:** July 24, 2017

**ROUTING**  
All Employees

**PURPOSE:** One of the District's top priorities is to ensure the safety of our students. It is the policy of the Los Angeles Unified School District that all employees shall report instances of suspected child abuse or neglect. Child Abuse Awareness Training (CAAT) is aimed to assist employees to better identify and report suspected child abuse. The District has resources available to address reporting of suspected child abuse and conducts trainings throughout the school year to reinforce these resources and comply with legal mandates. In addition, the Division of District Operations works with school principals, unit supervisors, division heads, and local district staff to ensure all employees complete their child abuse trainings by the required due dates.

These trainings are part of the District-wide initiative to ensure that all District employees clearly understand their duty to protect our students, their individual responsibility as mandated reporters of suspected child abuse and serve to certify that employees understand their responsibilities in reporting suspected child abuse.

After completing these trainings, employees will be aware of their suspected child abuse reporting requirements which include, but are not limited to:

- How to file a report of suspected child abuse and with what agency
- How they are protected when filing a report
- What happens after filing a report

**MAJOR CHANGES:** This Memorandum provides an overview of the mandated fall and spring District Child Abuse Awareness Trainings and resources. This Memorandum replaces Memorandum 6338.2, "Child Abuse Awareness Training (CAAT) and Resources," issued on September 16, 2016, by the Division of District Operations.

**INSTRUCTIONS:** I. Fall Child Abuse Awareness Training



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All LAUSD employees are auto-enrolled and are required to complete the Fall CAAT and assessment annually between July 1 and no later than September 30. Substitutes who have completed the hiring process are also auto-enrolled in the Learning Zone class. New employees hired after September 30 are required to complete the Fall CAAT by the end of the month following the month of their hire.

Employees who fail to complete this mandatory training shall be subject to disciplinary action. Updates will be provided regularly to the local district superintendents, administrators of operations, District leadership and school principals regarding employee training completion.

Note: New contractors hired after July 1, 2017, are automatically enrolled in the Learning Zone class. All other contractors can self-enroll in the class and take the assessment by following the instructions on the Learning Zone home page. A valid LAUSD single sign-on (SSO) account is required to self-enroll.

The Fall CAAT consists of a customized District training video followed by an assessment. The training video is available online on the Child Abuse Awareness Training link under “Offices” in the District home page and the assessment is accessible through the Learning Zone. Employees will have the ability to start and stop the online video at various points and continue the training at their convenience.

## II. Spring Child Abuse Awareness Training

### A. Schools and Offices

All schools and offices are to conduct the Spring CAAT between January 2 and March 17 annually. The spring training, *titled Breaking the Silence*, consists of a presentation and scenario based discussion. All materials required to facilitate this training are available for download at the Child Abuse Awareness webpage under “Offices” in the District home page. Supervisors are to certify completion of this training via the online Administrator’s Certification Form. Office supervisors who do not have access to the online Administrator’s Certification Form are to download and complete the Facilitator’s Form from the Child Abuse Awareness webpage and forward the form to their immediate supervisor. A copy should be retained on file at the work location for three school years.



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## B. Substitutes

For the Spring CAAT, please note that all substitutes, classified and certificated, are auto-enrolled in an online class created specifically for substitutes. The training consists of a presentation which is also available on the Child Abuse Awareness webpage under “Offices” in the District home page. The content of the training is similar to the spring discussion based training facilitated at schools and offices. All substitutes are required to take the assessment via the Learning Zone.

## III. Accessing the Assessments

After reviewing the Fall CAAT video, all employees must pass the assessment with a 100% completion percentage to demonstrate their knowledge and comprehension. To access the assessment, employees should log in to the Learning Zone at <https://lz.lausd.net>, select the “My Assessment” tab and click on the Start link to begin the assessment.

For the Spring CAAT, all substitutes, classified and certificated, are to follow the steps above to access the assessment in the Learning Zone. School and non-school based office employees will participate in the onsite training described in Section II.1 above, and are not required to complete the online assessment for the Spring CAAT training.

## IV. Printing Certificates of Completion

Employees may print a Certificate of Completion once they have passed the assessment with a score of 100% and provide a copy to their immediate supervisor, who will keep them on file. If employees are not immediately prompted to print a certificate, they should follow these steps:

1. From the Learning Zone home page, click the “My History” tab
2. Click the “Print Certificate” link next to the course name.

## V. Principal Certifications

Principals are to certify, once every semester, via the online Administrator Certification Form, that they have provided training to employees on suspected child abuse, reporting procedures, and prohibitions against corporal punishment. In addition, principals are to develop a child abuse reporting plan for the site.



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## VI. Training Resources

A complete Child Abuse Awareness Training Kit, *Breaking the Silence*, is available for download at the Child Abuse Awareness webpage under “Offices” in the District home page. The kit includes a facilitator guide, necessary materials and many vignettes that staff can use throughout the school year to reinforce the trainings referenced above.

### **RELATED RESOURCES:**

MEM-6128.5 Administrator Certification On-Line System 2017-18 for School  
Sites and Offices  
BUL-1347.3 Child Abuse and Neglect Reporting Procedures  
BUL-4748.0 Ethics Policies  
BUL-5167.0 Code of Conduct with Students

### **ASSISTANCE:**

For assistance or further information regarding navigating or accessing the Child Abuse Awareness Training (CAAT), school-based employees should contact the corresponding operations coordinator. Non-school based employees should contact the District Service Center in Beaudry at (213) 241-1000.

For technical difficulties, please call the ITD Helpdesk at (213) 241-5200.