



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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

**NUMBER:** MEM-6338.1

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
School Operations

Thelma Meléndez de Santa Ana, Chief Executive Officer  
Educational Services

**DATE:** August 10, 2015

**ROUTING**  
All Employees

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 Office of School 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:

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

**MAJOR CHANGES:** This Memorandum provides an overview of all District Child Abuse Awareness Trainings and resources: Fall CAAT, Spring CAAT, Administrative trainings and certifications, and the Breaking the Silence Training Kit. This memorandum replaces Memorandum 6338.0, “Child Abuse Awareness Training (CAAT) and Resources,” issued on July 22, 2014, by the Office of the Superintendent.



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

All employees are auto-enrolled and are required to complete the Fall CAAT and assessment annually between July 1 and no later than September 30. New employees hired after September 30 are required to complete the Fall CAAT within 30 days of initial employment and annually thereafter. 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.

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 tab 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

All schools and offices are to conduct the Spring CAAT between January 2 and March 17 annually. 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 the Spring CAAT, please note that all substitutes, classified and certificated, are auto-enrolled in an online class and assessment via the Learning Zone. The training consists of a presentation which is also available on the Child Abuse Awareness webpage under “Offices” in the District home page.

## 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



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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.

#### 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 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 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.

#### 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-6128.3 Administrator Certification On-Line System  
BUL-1347.2 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 Employee Service Center in Beaudry at (213) 241-6670.

Employees should direct general questions to their immediate supervisor. For technical difficulties, please call the ITD Helpdesk at (213) 241-5200.