



LOS ANGELES UNIFIED SCHOOL DISTRICT
Charter Schools Division

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August 15, 2023

RE: CHARTER SCHOOL INCIDENT REPORTING PROTOCOL

Dear Independent Charter Schools,

The purpose of this letter is to remind all LAUSD authorized independent charter schools of the expectation to report significant incidents to the LAUSD Charter Schools Division (CSD) that take place on all independent charter school campuses (District sites and private sites). While charter schools already report significant incidents per applicable requirements, the District would like to ensure that a clear process is in place for receiving information about incidents. This process of reporting incidents should be consistent with the “Notification of the District” section outlined in your operative charter/Federal, State, and District Required Language (FSDRL).

When reporting incidents to the District, please include the information in the attached template and send it to your assigned specialist, and if co-located on a District campus, please copy the applicable CSD operations coordinator. Please do not include names of students, employees, community members, or student ID numbers in your report. Follow up on incidents may be deemed necessary for support or oversight purposes.

This protocol is a change for co-located charter schools. No longer in effect is the requirement to work with the District principal to create an Incident System Tracking Accountability Report (ISTAR) per BUL-5532.1, Policy on Co-Location for District School Facilities’ Use Pursuant to Education Code Section 47614 (Proposition 39), pages 13-14. This protocol replaces the requirement of having the District school create an ISTAR for the incident. All charter schools co-located with a District school are required to inform the District principal of any significant incidents that occur on the campus as immediately as possible. A forthcoming update to BUL-5532.1 will reflect this change.

We appreciate your adherence to this new protocol and feel free to contact your assigned specialist or operations coordinator if you have any questions. Have a great 2023-24 school year!

Sincerely,

José Cole-Gutiérrez
Director, Charter Schools Division

Attachment: Charter School Incident Reporting Template

Charter School Incident Reporting Template

Please submit to the charter school's assigned CSD specialist, and if co-located on a District campus, please copy the applicable CSD operations coordinator.

- **Contact information of reporting person**
 - Name/Title
 - School
 - Email address
 - Phone number

- **Type of Incident:**
 - Possessing, selling, or furnishing a firearm
 - Brandishing a knife at another person
 - Unlawfully selling a controlled substance or other drug-related incidents
 - Committing or attempting to commit a sexual assault or committing a sexual battery
 - Possession of an explosive
 - Major fights that involve serious injuries and/or involve a large number of students
 - Any lockdown/school closure
 - Medical transport – student and/or staff
 - Threats- (e.g. social media, homicide¹)
 - Major facilities issues (power outage, plumbing concerns, fallen trees, vandalism, etc.)
 - Robbery
 - Assault or battery upon any school employee
 - Employee misconduct related to the health and safety of students
 - Suicidal ideations and behaviors related to imminent serious bodily injury/threats
 - Emergency situation (active shooter, terrorist threat, fire, etc.)
 - Situations which necessitate interaction with law enforcement, fire department, etc.
 - Other significant incidents

- **Brief Summary of Incident (Do NOT include names and/or abbreviations of students, employees or community members, or student ID numbers or other personally identifiable information of a student)**

- **Follow-up/Response to Incident**

For co-located sites, confirm communication with the District principal as soon as practically possible and send a copy of the incident report to the District principal when it is submitted to the CSD

¹ SB906, which takes effect in the 2023-24 school year requires a school official whose duties involve regular contact with pupils in any of grades 6 to 12, inclusive, as part of a middle school or high school, and who is alerted to or observes any threat or perceived threat to immediately report the threat or perceived threat to law enforcement.