**TITLE:** Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct

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**ROUTING**
All Employees
All Locations

**POLICY**: The Los Angeles Unified School District is committed to maintaining a safe learning environment for all students and employees.

This Policy Bulletin outlines reporting procedures and notification requirements, the employee reassignment process, and investigation procedures for alleged incidents of employee misconduct. This policy reflects the requirements outlined in the Board Resolution, Protect Children and Safeguard Due Process, adopted on April 16, 2013. The District is committed to ensuring all allegations of employee misconduct are dealt with in a prompt, thorough, and effective manner, and that all administrators and supervisors have clear guidelines and procedures to follow. Please keep in mind that employees accused of misconduct are entitled to respect, fairness, and due process throughout the investigation. Procedures outlined in this policy pertain to both Certificated and Classified employees. This policy will:

- Guide administrators, Division heads, and supervisors in the management of reports of employee misconduct, including sexual allegations;
- Streamline applicable procedures to allow for efficient and timely resolution of reported incidents;
- Promote student, staff, and workplace safety; and,
- Ensure due process by complying with the rights of employees under applicable laws and collective bargaining agreements.

For purposes of this bulletin, a reassignment is the temporary removal of an employee from his/her regularly assigned workplace for the safety of our students and/or staff (e.g., "temporary pull", "housing" an employee, relocation of worksite for inquiry into allegations, suspension pending dismissal).

**MAJOR CHANGES:** This Policy Bulletin replaces Human Resources Division BUL-6532.2 of the same subject issued on July 17, 2017. The document has been revised to provide proper identification of attachments and resources bulletins. Attachment D includes new and modified reason codes for the reassignment of employees. A recent settlement agreement requires that all reassigned employees will be provided a copy of this Policy Bulletin.

**GUIDELINES**: The following guidelines apply.

The District must provide safe classrooms, schools, and workplaces for its students and employees. When allegations of employee misconduct arise that threaten students, staff, or workplace safety, District leaders must take appropriate and timely administrative action. Employees will be reassigned when the safety of students, schools or the workplace is clearly at risk. A few examples of incidents that may require a reassignment of an employee are:

A. Allegations of sexual misconduct;
B. Acts of workplace violence that threaten or result in serious injury; or,
C. Any allegations, arrests, or filing of criminal charges related to serious criminal acts.

Employees may also be reassigned if it is determined that the employee's presence in the workplace undermines the integrity of an investigation or otherwise causes disruption. Employees are not typically reassigned based on performance, competence, or judgment issues unrelated to safety. Contact Staff Relations at (213) 241-6056 for guidance on these matters.

I. REPORTING PROCEDURES FOR ALLEGATIONS OF EMPLOYEE MISCONDUCT (Including Sexual Misconduct)

According to District policy and California law, all LAUSD employees are mandated reporters of suspected child abuse, as well as of suspected dependent/elder adult abuse. When an alleged incident occurs that involves reasonable suspicion of child or dependent adult abuse (including sexual abuse) by an employee, the following steps shall be taken:

A. The mandated reporter must make a telephone report to a local law enforcement agency and/or a child or adult protective services agency immediately (e.g., Los Angeles Police Department, Los Angeles County Sheriff's Department, Department of Children and Family Services, Adult Protective Services) AND submit the written report to the agency called within 36 hours of receiving the information. In cases involving alleged employee misconduct, the call must be made to a law enforcement agency, and the written report completed and mailed within 36 hours regardless of the law enforcement response. Only law enforcement has the authority to grant clearance to investigate a matter administratively. If the mandated reporter is an administrator, he/she will inquire with law enforcement as to whether the District may proceed with or should refrain from conducting an administrative investigation. Refer to BUL-1347.3, Child Abuse and Neglect Reporting Requirements, or BUL-2449.0, Dependent/Elder Adult Abuse and Neglect Reporting Requirements, for complete information.

B. The mandated reporter must immediately notify his/her site administrator/ Division supervisor of the incident, unless the allegation involves the site administrator/Division supervisor. The site administrator/Division supervisor must in turn immediately notify the Local District Administrator of Operations.

C. Upon receiving information from the mandated reporter, the site administrator/Division supervisor must take immediate action to stop the alleged inappropriate conduct by removing the employee from the classroom or worksite when it poses a risk to student or school safety.

D. When alleged employee misconduct by a Division employee (e.g., food service worker, gardener) is reported directly to a Division (e.g., Transportation, M&O) and results in the removal of the accused employee from his/her assignment, the Division Head will notify the Administrator of Operations of the respective Local District wherein the misconduct occurred whenever students are impacted. The Local District Administrator of Operations will work with the Division Head to ensure that the respective Division adheres to the guidelines of this policy.

E. The site administrator/Division supervisor will contact the Local District Administrator of Operations/Division Head. The Administrator of Operations/Division Head will consider the potential risk to student or school safety in order to determine whether or not the employee may continue in his/her assignment, report to the Local District/Division, or remain at home, pending the outcome of the investigation. The site

administrator/Division supervisor will inform the Local District/Division of law enforcement's determination as to whether the District may proceed with or should refrain from conducting an administrative investigation.

F. The Office of the Superintendent has determined that all Local District administrators shall be responsible for supporting school sites. The Operations Coordinator and Director assigned to the school site, or in cases of Division employees, the Division Supervisor and Division HR Representative shall meet to discuss the course of action to be taken in a preliminary inquiry of the allegations.

G. Before commencing a preliminary inquiry and, if needed, the Local District/Division Administrator will confirm with law enforcement as to whether the initiation of a District investigation would interfere with any criminal investigation.

H. The site administrator/Division supervisor will immediately generate and submit an Incident System Tracking Accountability Report (ISTAR) to include all relevant information available at the time of the report in the incident summary. The site administrator/Division supervisor will then enter regular updates up until the time that the employee is formally reassigned, or the Local District Administrator of Operations/Division Head determines that the matter is resolved.

I. The Local District/Division shall contact the Human Resources Reassigned Employees designee at (213) 241-8391:

   a. To discuss ISTAR incident types for allegations that appear to be sexual in nature. After such consultation with Human Resources, the Local District Superintendent/Division Head will make a final determination of the appropriate incident type to ensure that the ISTAR reflects accurate data, including the date on which the employee was initially reassigned. The ISTAR should also include law enforcement's response along with the officer's name and employee identification number.
   b. To determine the job classification of non-permanent Certificated or Classified employees or non-employees (e.g., substitutes, at-will employees, non-district contracted employees, volunteers) before taking any adverse action against the employee.

J. If the allegation involves the site administrator/non-school based supervisor, the mandated reporter must inform the Local District

Administrator of Operations/ Division Head about the alleged inappropriate conduct. The Local District Administrator of Operations/ Division Head will generate and submit the ISTAR.

K. If the ISTAR reflects that the allegation is of a sexual nature, Employee Relations will make an appropriate and timely report to the California Commission on Teacher Credentialing.

L. The Local District Administrator of Operations/Division Head, in conjunction with the school and/or appropriate District offices, will monitor the incident and communicate ongoing updates through the ISTAR until the matter is resolved.

M. Volunteers are not mandated reporters of possible child or dependent adult abuse. However, they should be encouraged to report any inappropriate conduct immediately to the site administrator/Division supervisor. The site administrator/ Division supervisor is required to report the allegation to the appropriate reporting agency if he/she has a reasonable suspicion that the allegation is true.

## II. CTC REPORTING AND INVESTIGATION PROCEDURES

The Education Code requires all California school districts to report allegations of sexual misconduct by Certificated employees to the Commission on Teacher Credentialing (CTC). Employee Relations makes all such reports to the CTC on behalf of LAUSD. Local Districts/Divisions will utilize ISTAR to monitor and document its investigative activities related to alleged sexual misconduct by Certificated employees that have not been removed from the worksite. It is expected that Local Districts'/Divisions' inquiries will be completed within five (5) working days of the initial reporting of the allegations. If an inquiry into allegations by a Local District/Division cannot be completed within five (5) working days, the Administrator of Operations/Division Head should consider formally reassigning the employee. Employee Relations shall:

- Review the allegation and any additional information as documented in the initial ISTAR.
- Report allegations of sexual misconduct by Certificated employees to the CTC.
- Provide the CTC notification regarding case outcomes based on information received from Local Districts/Divisions.

Contact Employee Relations (213) 241-6591 for questions.

III. PRELIMINARY INQUIRY OF ALLEGATIONS (Up to five (5) working days)

A. The decision to reassign an employee pending the outcome of an administrative inquiry and final recommendation for action typically rests with the Local District Administrator of Operations/Division Head, except when the allegations are against a school-based administrator. If the employee is a school-based administrator, the Local District Administrator of Operations will consult with the Local District Superintendent before making a final reassignment determination.

B. If a decision is made to reassign an employee, the site-based administrator/ Division supervisor shall do the following:

1. Inform the employee that the removal from the worksite is due to an allegation of employee misconduct and provide the employee with the *Directive to Report to Local District/Division* document (Attachment A). Attachment A will be provided to the worksite by the Local District/Division.
2. Direct the employee not to interfere with the investigation being conducted by law enforcement and/or the District.
3. Direct the employee not to harass, intimidate, and/or retaliate against students, staff, or parents of the school or any other District school.
4. Direct the employee not to contact students of the school or any other District school, with the exception of those who are members of the employee's immediate family or household.
5. Retrieve and secure the employee's keys, grade books, teacher's manuals, job-related logs/ledgers, and all District-issued portable technology devices including laptops, phones, iPads, etc. as soon as the employee is removed from his/her classroom or work area.
6. Ensure that no one attempts to recover or view evidence or data on any electronic devices issued to or accessed by the employee.
7. Store all technology-related devices assigned to the employee in a secure location at the worksite in order to establish a chain-of-custody.
8. Retrieve student records that may prove pertinent to the case, i.e., any student files from the classroom of an employee who is accused of alleged misconduct.
9. Direct the employee not to access any district/school databases or non-public district web sites.
10. Deactivate the employee's access to district/school databases (e.g., MiSiS).

11. Advise the employee that he/she shall not enter the premises of the school site or office or any other District school or facility without prior written administrative direction or approval from the Local District Administrator of Operations/Division Head.

C. The Local District/Division shall do the following upon the employee's reassignment to the Local District/Division:

1. Provide the school site with the *Directive to Report to Local District/Division* document (Attachment A), and submit an electronic copy of the form immediately to HRIncidentReporting@lausd.net in order to ensure timely and accurate tracking.
2. Conduct an intake meeting with the employee on the first day of reassignment and provide a completed *Preliminary Reassignment Memo* (Attachment B), and submit an electronic copy of the form signed by the employee immediately to HRIncidentReporting@lausd.net . Contact the Human Resources Reassigned Employees designee at (213) 241-8391 should the employee request a leave or be absent for any other reason that prevents the Local District/Division from conducting the intake meeting for reassignment. **Note**: The timeline for the preliminary reassignment begins on the first date the employee is directed to report to the Local District/Division, regardless of whether an employee requests a leave of absence, calls out for illness, fails to report, etc. None of these reasons will result in an extension of the five (5) day timeline to complete a preliminary inquiry.
3. Within three (3) days of reassignment, provide the employee with both a verbal and written explanation of the reason(s) for the reassignment (See *Notice of Reason for Preliminary Reassignment Pending Investigation*, Attachment C), and submit an electronic copy of the form signed by the employee immediately to HRIncidentReporting@lausd.net. Provide a copy of this Policy Bulletin to the employee. The employee's signature on Attachment C will indicate acknowledgement of receipt. Please refer to the *Recommended Brief Incident Descriptions* (Attachment D) to complete *Notice of Reason for Preliminary Reassignment* (Attachment C). If law enforcement requests that the Local District/Division refrain from informing the employee of the allegation, the Local District/ Division is to state only that an investigation is being conducted due to an allegation of possible employee misconduct (refer to Attachment D, Item A).

D. The Local District Administrator of Operations/Division Head shall coordinate with school or worksite administrators to conduct a preliminary inquiry of the allegation(s) prior to making the decision to formally reassign an employee. It is expected that this preliminary inquiry will be completed and documented within the first five (5) working days of the initial reassignment (refer to Attachment E, *Administrative Report Template for Preliminary Inquiry*). Should extenuating circumstances arise during the preliminary inquiry, the Local District Administrator of Operations/Division Head may provide rationale for an extension of the timeline for up to two (2) additional days for consideration.

E. Contact the following offices for questions or support:
- Human Resources Reassigned Employees Designee (213) 241-8391: Reassignment process or paperwork, ISTAR incident type, employee classification, extension of timeline for preliminary inquiry.
- Student Safety Investigation Team (SSIT) (213) 241-7073: Preliminary inquiry/investigation, information regarding the status of law enforcement holds, ISTAR documentation.
- Office of the General Counsel (213) 241-6601: Legal questions.
- Staff Relations or Human Resources Representatives: Employee discipline matters.
  - Certificated Employees: (213) 241-6056
  - School-based Classified Employees (other than Facilities/M&O or Food Services employees): (213) 241-6056)
  - Facilities/M&O: (213) 241-0312
  - Food Services: (213) 241-2993
  - Central Offices:
    - Information Technology (213) 241-2687
    - Procurement Services (562) 654-9302
    - Transportation (213) 580-2970

F. During the first five (5) working days of the reassignment of the employee, the Local District/Division shall:

1. Confirm that a child abuse report has been made to law enforcement by phone, a written SCAR (Suspected Child Abuse Report) or SOC 341 (Suspected Dependent Adult and Elder Abuse Report) completed and mailed regardless of response, and that the District has been cleared by law enforcement only to initiate an administrative investigation.
2. Confirm that an ISTAR has been entered, submitted, and includes all relevant information available at the time of the report in the incident

summary. Continue to monitor that the site administrator/Division supervisor enters regular updates up until the time that the employee is formally reassigned, or the Local District Administrator of Operations/Division Head determines that the matter is resolved.

3. Ensure that any and all technology-related equipment has been secured at the worksite. The Local District Operations Coordinator should consider securing electronic devices at the Local District if there are concerns about the items remaining at the school site.
4. Only after securing law enforcement clearance, interview and attempt to secure written statements from the alleged victim(s) and witness(es) regarding the alleged misconduct (refer to Attachment E, *Administrative Report Template for Preliminary Inquiry*).
5. Ensure that written statements include detailed information related to the allegation (who, what, when, where, how and why), the printed full name and signature of the person writing the statement, and the date on which the statement was written. No one other than the author should write on or otherwise modify the statement. For alleged victim(s) and/or witness(es) unable to write a statement, the person transcribing the statement will provide his/her printed full name and signature, along with the date on which the statement was verbally reported.
6. Check school or worksite employee files in order to ascertain if any prior misconduct by the accused employee has been documented via conference memo, discipline, letter of reprimand, etc., and collect copies.
7. Contact Staff Relations and/or Employee Relations for information related to other possible employee misconduct including prior discipline issued/served, prior allegations of employee misconduct, etc.

G. For cases involving criminal matters, the Local District/Division shall consult with the SSIT. In the case that a site administrator receives notification directly from law enforcement regarding an employee under investigation for a criminal matter, the site administrator shall immediately notify the Local District Administrator of Operations and Employee Relations. If law enforcement has not fully granted clearance for LAUSD to initiate an administrative investigation by the third day of the employee's preliminary reassignment, the Local District shall contact the SSIT designee for guidance. If law enforcement has not fully granted clearance by the fifth day, the Local District shall formally reassign the employee, and the SSIT shall become the sole contact with law enforcement.

H. After a preliminary inquiry of the allegation (by the end of the fifth working day) has been completed, the Local District Administrator of Operations or the Division Head will decide whether to return the employee to the worksite or proceed with formal reassignment as set forth below. If the employee is a school-based administrator, the Local District Administrator of Operations will consult with the Local District Superintendent before making a final determination to return the employee to the worksite or to proceed with formal reassignment.

I. If the decision is made to return the employee to the worksite, the Local District Superintendent/Local District Administrator of Operations, or the Division Head will immediately conduct a return to work conference with the employee prior to his/her return to the worksite and submit the *Return to Worksite Accountability Form* (Attachment L) to the Human Resources Reassigned Employees designee at HRIncidentReporting@ lausd.net. If the findings of the Local District/Division preliminary inquiry indicate that the allegations of misconduct made against the employee are unfounded or unsubstantiated, a conference memorandum must be issued regardless for purposes of documentation. Contact your assigned Staff Relations Field Director (Certificated) or Human Resources Representative (Classified) for assistance. Contact the Human Resources Reassigned Employees designee at (213) 241-8391 should the employee request a leave or be absent for any other reasons that prevent the Local District/Division from conducting the return to work conference.
   1. Ensure that the ISTAR has been updated to include the Local District's/Division's general description of its investigative process, including findings, action steps, and resolution. Details of the investigation should be documented in an administrative report (refer to Attachment E, *Administrative Report Template for Preliminary Inquiry*).
   2. Notify Employee Relations that the investigation is completed and documented in cases of Certificated employees who have been reported to CTC for alleged sexual misconduct. Employee Relations will forward updated information to the CTC for its records of the District's response to the allegations.

## IV. REASSIGNMENT OF AN EMPLOYEE PENDING OUTCOME OF A FORMAL INVESTIGATION (Beyond five (5) working days)

When a credible allegation of employee misconduct indicates a significant safety risk to students, staff, other employees, or members of the school community, the employee will be reassigned, in most cases to home.

Classified employees may be reassigned to worksites where no students are present. For purposes of this bulletin, a reassignment is the temporary removal of an employee from his/her regularly assigned workplace for the safety of our students and/or staff (e.g., "temporary pull", "housing" an employee, suspension pending dismissal, relocation of work site during investigation). In all situations, the *Reassignment of District Employee* form (Attachment G) must be completed and submitted to HRIncidentReporting@lausd.net. Employees may be reassigned as a result of inappropriate conduct occurring at or away from the worksite, including, but not limited to:

- Allegations of sexual misconduct;
- Acts of workplace violence that threaten or result in serious injury; or,
- Any allegations, arrests, or filing of criminal charges related to serious criminal acts, in accordance with applicable law.

Employees may also be reassigned if their presence causes disruption at the workplace or undermines the integrity of an investigation.

Procedures in this bulletin apply to both Certificated and Classified employees. Local Districts should contact the Human Resources Reassigned Employees or SSIT designees for all other cases of alleged misconduct involving students by non-permanent Certificated or Classified employees or non-employees, including substitutes, at-will employees, non-district contracted employees, volunteers, etc.

When a Certificated or Classified employee is reassigned pending the outcome of an investigation, the following must occur:

A. The Local District Administrator of Operations or Division Head will complete the *Reassignment of District Employee* form (Attachment G, formerly known as a "pull memo") and submit it electronically to HRIncidentReporting@lausd.net.

B. Submit the electronic form immediately after the decision is made by the Local District Administrator of Operations or Division Head to reassign a Certificated or Classified employee in order to ensure timely and accurate tracking.

C. The *Reassignment of District Employee* form will be reviewed for consistency with the guidelines for reassignment. If the reassignment does not appear to meet the criteria described in this policy, Human Resources will contact the Local District Administrator of Operations or Division Head to discuss.

D. Once the *Reassignment of District Employee* form (Attachment G) is submitted, employee time will be reported as follows:
   1. Employee Relations will report and approve time for Certificated employees. Each Local District/Division is responsible for collecting and sending a signed timecard for each reassigned Certificated employee to the Employee Relations timekeeper designated for reassigned employees.
   2. Attachment O, *Time Reporting*, and Attachment O-1, *Substitute Reimbursement Form for Reassignment of Teacher*(s), provides additional information regarding time reporting for reassigned Certificated employees. When requesting a substitute teacher using *SmartFind*, select "Reassignment" as the reason code.
   3. The worksite will continue to report time for permanent Classified employees. The worksite shall not report the employee's time as vacation, unless the employee's respective bargaining agreement stipulates such, or the employee makes a request for vacation time to his/her worksite supervisor while reassigned and receives approval.
   4. The Human Resources Reassigned Employees designee shall determine an employee's permanency status and job classification and inform all appropriate offices in order to determine next steps for pay and reassignment protocols. The Local District and school site shall wait for a response from Human Resources prior to taking any adverse action against the employee.

E. The Local District Administrator of Operations/Division Head or designee will do the following:
   1. Ensure that all technology-related devices assigned to the employee have been retrieved and locked in a secure location in order to establish a chain-of-custody.
   2. Complete the *Student Safety Investigation Team Request for Assistance* (Attachment I) and submit it to the SSIT Director at HRIncidentReporting@lausd.net for a full investigation whenever student safety has been compromised. The incident description must include the initial allegation along with new developments and additional information uncovered during the preliminary inquiry that supports the decision of the Administrator of Operations/Division Head to request a full investigation.
      a. Local Districts/Divisions should contact other District offices for matters for support with investigations involving employee misconduct that does not impact student safety. (See Section V.A.)
      b. A forensic examination of District-issued devices will be completed

for investigations involving sexual misconduct. For all other investigations, forensic examinations will be completed as deemed necessary.

3. Conduct a formal reassignment meeting with the Certificated or Classified employee to provide immediate verbal and written direction regarding procedures for reporting while formally reassigned (See *Formal Reassignment to Local District or Division*, Attachment H, for specific topics to be discussed). Contact the Human Resources Reassigned Employees designee at (213) 241-8391 should the employee request a leave of absence, call out for illness, fail to report, or for any other reasons that prevent the Local District/Division from conducting the formal reassignment meeting.
4. Ensure that the employee is or was previously provided with both a verbal and written explanation of the reason(s) for the reassignment within three (3) working days (refer to Section III.C.3). If law enforcement requests that the Local District/Division refrain from informing the employee of the allegation, state only that an investigation is being conducted due to an allegation of possible employee misconduct (refer to *Notice of Reason for Preliminary Reassignment Pending Investigation*, Attachment D, Item A).

In most cases, after the formal reassignment meeting with the Local District Administrator of Operations/Division Head, the reassigned employee will remain at home and will not report to the Local District/ Division, unless directed to do so.

## V. INVESTIGATIONS

### A. District Investigations

Various investigative units within LAUSD support the District in a variety of matters involving employee and student misconduct:

- Office of the Inspector General (213) 241-7700: Investigates matters of fraud, waste, finance, and other related issues.
- Human Resources Representatives (213) 241-6056: Investigates misconduct by Classified employees that do not involve students (e.g., drugs/alcohol).
- Equal Opportunity Section (213) 241-7685: Addresses complaints by employees regarding employment discrimination, harassment, and retaliation.
- Office of Educational Equity (213) 241-7682: Addresses matters impacting students, whether student-to-student or adult-to-student,

involving discrimination in the learning environment (e.g., harassment/sexual harassment, intimidation and/or bullying).

Human Resources shall track employees reassigned by these Divisions through the completion of their investigation.

B. District Investigations: Student Safety Investigation Team (SSIT) (213) 241-7073

In addition to the aforementioned units in Section A, the SSIT investigates matters of alleged employee misconduct by employees that impact student safety (sexual and non-sexual). These investigations are conducted when a request for assistance is made by a Local District or Division and the employee has been formally reassigned away from his/her regularly assigned worksite. Under certain circumstances, outside contracted investigative firms will conduct investigations on behalf of the District.

The Student Safety Investigation Team will:

- Make every attempt to complete all full investigations within 120 working days of the date the administrative case is cleared by law enforcement and opened, in accordance with the Board resolution. It is the District's goal, however, to complete investigations within 90 working days should no complications arise.
- Investigate all allegations of sexual and non-sexual misconduct which result in the formal reassignment of an employee.
- Offer consultation and assistance to support Local District/Division investigations of alleged misconduct by non-reassigned employees.
- Serve as a resource for communication with law enforcement for allegations involving criminal matters.

C. Law Enforcement Investigations

When a child abuse or dependent adult report is made by phone to law enforcement, the site-based administrator/Division supervisor will inquire with law enforcement before commencing an inquiry into the matter as to whether the initiation of a District investigation would interfere with any criminal investigation. Only law enforcement has the authority to grant clearance to investigate a matter administratively.

If law enforcement does not grant the District clearance to investigate and the employee has been officially reassigned pending investigation, the following will occur:

1. The SSIT will become the sole liaison to law enforcement on behalf of the Local District/Division once the *Request for Student Safety Investigation Team Assistance* (Attachment I) has been submitted.
   a. The incident description must include the initial allegation along with any additional information uncovered during the course of the preliminary inquiry that supports the decision to request a full investigation.
2. The SSIT will regularly contact law enforcement for updates and will relay the information to the Local District Administrator of Operations/Division Head and other applicable parties via email and/or by telephone.
3. The Local District/Division shall regularly update the ISTAR with information received from the SSIT.
4. For questions regarding law enforcement's access to students, employees, or information, administrators/supervisors should contact the Office of the General Counsel at (213) 241-7600.

D. Other External Agency Investigations

One or more external agencies may also investigate matters of alleged misconduct by employees in addition to law enforcement agencies. These may include the Department of Children and Family Services (DCFS), Adult Protective Services (APS), the Department of Social Services (DSS), and the Commission on Teacher Credentialing (CTC). Please note that these investigations are separate and independent from any District administrative investigation, and have no bearing on any action the District may take at the conclusion of its investigation.

## VI. NOTIFICATION AND COMMUNICATION FOR ALLEGATIONS OF SEXUAL MISCONDUCT

A. Parent Letter and Blackboard Connect

After law enforcement notifies the Local District/Division, or after the Local District/Division informs law enforcement about an allegation of sexual misconduct of an employee, the following shall occur:

1. The Local District/Division will consult with the Los Angeles School Police Employee Crimes Coordinator before releasing any information to parents and guardians.

2. The Local District Superintendent will make the determination as to whether or not the school should disseminate a 72-hour notification

and/or Blackboard Connect message for any matter occurring within his/her Local District, including those involving Division employees that impact students within the Local District (e.g., The Local District Superintendent and/or the Administrator of Operations may consult with the Office of the General Counsel, the Los Angeles School Police Department's Employee Crimes Coordinator assigned to the Student Safety Investigation Team, the Office of Communications, and/or the Office of School Operations regarding the release of the 72-hour Parent Notification Letter and/or Blackboard Connect message. The communication shall be documented in the respective ISTAR.

3. If there are extenuating reasons not to send the 72-hour notification, the Local District Superintendent and/or the Administrator of Operations/Division Head will advise the site administrator/Division supervisor and will note the reason in the ISTAR.
4. Once law enforcement ensures that parent notification will not compromise the investigation, the site administrator, with the approval of the Local District Superintendent, will send the 72-hour Parent Notification Letter and/or a Blackboard Connect message to parents and guardians as described below:
   a. The Local District/Division shall not include the name of the employee (unless approved by the Office of the General Counsel) at (213) 241-7600.
   b. The parent notification will specify whether the case involves any ongoing investigation and/or if there has been an arrest of the employee due to an allegation of sexual misconduct.
   c. Principals shall use specific letter and Blackboard Connect phone message templates as follows:
      - Attachment P - ***On-Going Law Enforcement Investigation Template***
        Principals shall use the Attachment P template after an employee has been removed from the worksite due to a criminal investigation.
      - Attachment Q - ***Law Enforcement Arrest of an Employee Template***
        Principals shall use the Attachment Q template if the law enforcement agency has confirmed an arrest of an employee.
      - Attachment R - ***District's Administrative Investigation – No Arrest by Law Enforcement Agencies Template***
        Principals shall use the Attachment R template if the law enforcement agency has confirmed that they are not proceeding criminally and advises the case be handled administratively.

B. Informational Meeting for Parents, Guardians and Community

The Local District/Division may conduct an informational meeting for parents, guardians and the community in consultation with the Office of the General Counsel, the Office of Communications, and the Los Angeles School Police Department.

C. Communications to the Media
1. All communications to the media regarding alleged incidents of egregious misconduct will be coordinated through the Office of Communications in consultation with the Office of the General Counsel, School Operations, Employee Relations, and/or the Student Safety Investigation Team.
2. Specifically, all communications with the media will emphasize that the initial removal of an employee should not be interpreted as a substantiation of the allegation.

## VII. CONCLUSION OF INVESTIGATION AND LOCAL DISTRICT/ DIVISION DETERMINATION OF NEXT STEPS

Upon conclusion of its investigation, the Student Safety Investigation Team will submit a final investigation report to the Local District Administrator of Operations/Division Head for review. Within fifteen (15) working days of receipt of the final investigation report, the Local District Administrator of Operations/Division Head will make a determination to return the employee to a worksite or to initiate disciplinary proceedings.

A. The Local District Administrator of Operations/Division Head will complete Attachment K, *Reassignment Review Packet Checklist*, in collaboration with the principal/immediate supervisor, as well as Staff Relations/Division Human Resources Representative, and submit it electronically to Human Resources at HRIncidentReporting@ lausd.net. Human Resources will review the packet for completeness and route for processing.
1. For Certificated employees, the Local District Administrator of Operations/Division Head will meet with the employees to issue Attachment J, *Notification of Conclusion of Investigation*.
2. For Classified employees, no meeting is held to discuss the conclusion of the investigation. The Local District Administrator of Operations will mail Attachment J, *Notification of Conclusion of Investigation*, to Classified employees by both certified and regular U.S. mail.

B. If the Local District/Division's determination is to return the employee to a worksite, within eight (8) working days of submission of completed packet, Human Resources will conduct a case review and:
   1. Review the packet of the employee returning to the workplace, in consultation with other departments as appropriate, to ensure that preventative and corrective measures have been implemented prior to the employee's return.
   2. Request additional information from the Local District/Division if necessary. Unless there are unforeseen delays, the Local District/ Division will have ten (10) working days to provide Employee Relations with the requested information.
   3. Process the employee for return to a worksite in a timely manner, generally within five (5) working days.
   4. Monitor and support the employee to ensure successful reintegration to the worksite.
      - The Local District Superintendent/Local District Administrator of Operations or Division Head will conduct a return to work conference with the employee to review all applicable policies and procedures and submit the *Return to Worksite Accountability Form* (Attachment L) to Human Resources at HRIncidentReporting @lausd.net.
      - Contact the Human Resources Reassigned Employees designee at (213) 241-8391 should the employee request a leave of absence, call out for illness, fail to report, or for any other reasons that prevent the Local District/Division from conducting the return to work conference.
      - Generally, the employee shall not be returned to work prior to the case review being held. Consult with the Human Resources Reassigned Employees designee at (213) 241-8391 for Classified employees whose matters may not require a case review (e.g., drugs/alcohol).
      - The Local District Administrator of Operations/Division Head will consult with Staff Relations to ensure consistency of discipline issued, if any.
      - Human Resources will contact the Local District Administrator of Operations/Division for an update on the employee's progress for two semesters following the employee's return to a worksite. The Local District/Division will document this progress on the *Progress Check (for Formally Reassigned Employees Only)* (Attachment M) and submit to Human Resources at HRIncidentReporting@ lausd.net.

C. If the Local District/Division's determination is to initiate disciplinary proceedings up to dismissal, within eight (8) working days of submission of completed packet, Staff Relations will:
   1. Conduct a case review in consultation with other departments as appropriate.
   2. Request additional information from the Local District/Division if necessary. Unless there are unforeseen delays, the Local District/ Division will have ten (10) working days to provide Staff Relations with the requested information.
   3. Absent compelling concerns, assist with issuance of discipline, facilitate relevant appeals (Certificated employees only), and conduct an Administrative Review (Skelly). Staff Relations will then forward all case documents to the Office of the General Counsel (Certificated) or Employee Relations (Classified) for Board Action.

D. For questions regarding investigations involving other investigative units, contact the Human Resources Reassigned Employees designee at (213) 241-8391.

**AUTHORITY:** This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy.

- California Education Code Sections 49001 and 49050
- Penal Code Section 11164 et seq.
- Title IX Regulations, Title 34, Code of Federal Regulations, Part 106.

**RELATED RESOURCES:**

- Board Resolution To Enforce the Respectful Treatment of All Persons
- BUL-1347.3, Child Abuse and Neglect Reporting Procedures
- BUL-2449.0, Dependent/Elder Adult Abuse and Neglect Reporting Requirements
- BUL-3349.1, Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult
- BUL-5167.0, Code of Conduct with Students-Distribution and Dissemination Requirement Policy
- BUL-4748.0, Ethics Policies
- BUL-5212.2, Bullying and Hazing Policy
- BUL-5747.2, Abolition of Corporal Punishment
- BUL-999.11, Responsible Use Policy (RUP) for District Computer and Network Systems
- BUL-5721.1, Student and Employee Security

- BUL-5688.1, Social Media Policy for Employees and Associated Persons
- BUL-5310.0, Guidelines on Use of Privately Owned Vehicles for Authorized School District Business
- Personnel Commission Rules

ATTACHMENTS:

Attachment A – Directive to Report to Local District/Division
Attachment B – Preliminary Reassignment (Preliminary Inquiry up to five (5) days) to Local District, Division, or Home
Attachment C – Notice of Reason for Preliminary Reassignment Pending Investigation
Attachment D – Recommended Brief Incident Descriptions
Attachment E – Administrative Report Template for Preliminary Inquiry
Attachment F – Risk Assessment Evaluation Tool
Attachment G – Reassignment of District Employee
Attachment H – Formal Reassignment (Post-Preliminary Inquiry) to Local District/Division to be Reassigned at Home or Alternate Worksite
Attachment I – Student Safety Investigation Team – Request for Assistance
Attachment J – Notification of Conclusion of Investigation
Attachment K – Case Review Document Checklist
Attachment L – Return to Worksite Accountability Form
Attachment M – Progress Check (for Formally Reassigned Employees)
Attachment N – Timeline: Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct
Attachment O – Instructions for Time Reporting
Attachment O-1 – Substitute Reimbursement Form for Reassignment of Teacher
Attachment P – Letter Template for Principals: On-Going Law Enforcement Investigation Dealing with Sexual Misconduct of an Employee
Attachment Q – Letter Template for Principals: Law Enforcement's Arrest of an Employee Dealing with Sexual Misconduct
Attachment R – Letter Template for Principals: District's Administrative Investigation Dealing with Sexual Misconduct of an Employee – No Arrest by Law Enforcement Agencies

**ASSISTANCE:** For assistance or further information please contact your Local District, Human Resources at (213) 241-8391, or the Student Safety Investigation Team at (213) 241-7073.

Contact Staff Relations for Certificated and Classified Units B, D, F, G, and S at (213) 241-6056.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
[Local District/Division]

ATTACHMENT A

**DIRECTIVE TO REPORT TO LOCAL DISTRICT/DIVISION**

**TO**: [Employee name, EN#, job title] **DATE**: [MM/DD/YYYY]

**FROM**: [Name of Administrator/Supervisor]
Administrator of Operations/Division Head

**SUBJECT**: **REASSIGNMENT OF DISTRICT EMPLOYEE**

I have directed that you be reassigned from your current worksite due to an allegation(s) of misconduct. An investigation of the allegation(s) has commenced.

On [date] at [time], you are directed to meet with [name and title of Administrator/Division designee] at [Local District Location/Division], [location address]. You will be given additional information after reporting to your reassigned location.

You are to adhere to the following directives:

- Do not interfere with the investigation being conducted by law enforcement and/or the District.
- Do not enter the premises of [Local District Location/Division] or any other District school or facility, for any reason without prior written administrative direction or approval from the Local District Administrator of Operation or Division Head.
- Do not harass, intimidate, and/or retaliate against students, staff, or parents at [school/work location] or any other District school or facility. Do not contact students of [name of school], or any other school, except for those who are members of your immediate family or household.

If you have any questions, please phone [Local District Administrator/Division designee], [phone number].

Failure to follow an administrative directive shall lead to disciplinary action including the issuance of a Notice of Unsatisfactory Act, Notice of Suspension and/or dismissal from the Los Angeles Unified School District.

c: HRIncidentReporting@lausd.net
(Please include ISTAR # in body of email

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
[Local District/Division]

ATTACHMENT B

**TO**: [Employee name, EN#, job title] **DATE**: [MM/DD/YYYY]

**FROM**: [Name of LD Administrator of Operations/Division Head]
Administrator of Operations/Division Head

**SUBJECT**: **PRELIMINARY REASSIGNMENT (Preliminary Inquiry up to five (5) days) TO LOCAL DISTRICT [LD], [Division Name] DIVISION, OR HOME**

This memo is to summarize our conference on [date] regarding your preliminary reassignment effective [date]. During the conference, I informed you that there is an ongoing investigation about allegations concerning events or conduct in which you may have been involved. While this investigation is taking place, you will remain assigned to [LD/Division/Home] until notified by me.

I am providing you with the following information and procedural directives:

1. Your administrator/supervisor while assigned to [LD/Division] is [name, title].

2. Your work hours are as follows:

   a. Workday [XX:XX] a.m. to [XX:XX] p.m.
   b. Break [XX:XX] a.m. to [XX:XX] a.m.
   c. Lunch [XX:XX] a.m. to [XX:XX] p.m.

**The following apply only if employee is assigned to a Local District/Division Office during preliminary reassignment:**

3. You are to sign-in upon arrival and sign-out upon departure at [LD/Division].

4. You are to remain in your assigned work area during work hours except during scheduled break times.

5. If you must leave the premises at any time during the scheduled workday, you are to notify your administrator/supervisor and sign out. Be sure to sign in again if you return during your scheduled workday.

6. You are to refrain from making personal phone calls while at work, except during break times or with the specific approval of your supervisor.

7. Although you may be assigned work while you are on preliminary assignment at the [Local District/Division] office, you are to come prepared each day with appropriate District work. This may include designing lesson plans, reading standards-based instructional materials, and/or reviewing District training materials.

8. You are to refrain from using District equipment (e.g., fax machines, copiers, computers, telephones) for personal use; they may be used for work-related purposes with the specific approval of your administrator/supervisor.

**The following apply only if the employee is assigned to home during preliminary reassignment:**

9. You are to call in to [designated individual, title] at [phone number] at the start and end of each workday. You are required to remain at home during your assigned working hours, available to assist in the investigation upon request except during the designated break and lunch times. A time card is attached. You are to fill it in each workday, and send it via fax to the attention of [designated individual, title] at [fax number], or by email at [email address], each Friday afternoon. Certificated employees must initial the appropriate days and Classified employees enter accurate start and end times so that your payroll can be completed. Failure to submit a properly completed timecard on schedule will prevent you from being paid on time.

10. While reassigned to home, you may be assigned work by [LD administrator/ Division supervisor]. However, except if directly assigned, you are not to perform any services for the District or students relating to your former assignment, nor any other work for the District, nor are you to represent to anyone that you are doing so. You shall, however, remain readily available and responsive to District administration or other designated investigators.

**The following apply in all cases of preliminary reassignment:**

11. If you will be absent and unavailable due to illness, qualifying personal necessity, or other paid or unpaid leave of absence, you are to call [designated individual, title] at [phone number] and let [him/her] know the date(s) of your absence(s), the reason for your absence(s), and your anticipated return date. In such event you are to restrict your activities and locations to the designated purposes of the applicable absence or leave.

12. You are not to perform any duties or services for any non-District individual or entity during work hours.

13. You are further directed not to interfere with the investigation being conducted by law enforcement and/or the District.

14. You are not to access any District/worksite databases or websites without the specific approval of your administrator/supervisor.

15. You have been relieved of duty from your regular assignment and any additional assignments including, but not limited to, summer school, intervention, and/or intersession, at your current site or any other District location.

16. You are directed not to enter the premises of your current site or any other District location at any time, either during or outside of assigned work hours, including volunteering, without prior written administrative direction or approval from your Local District Administrator of Operations or Division supervisor.

17. You are directed to refrain from harassing, intimidating, or retaliating against students, staff, or parents at [name of school/Division]. You are not to contact students at [name of school/ Division] or any other school at any time, except those who are members of your immediate family or household. You are not to contact any District employee during regular work hours without approval of your administrator/supervisor.

18. [Insert any additional directives particular to the location and/or to the reassigned employee]

19. Any failure to adhere to any of the above rules or directives, or to any other administrative directive, may lead to disciplinary action, including suspension and/or dismissal.

Should you have any questions or concerns, please schedule an appointment to meet with me or [LD administrator or Division supervisor].

Acknowledgement of Receipt_____ Date_____

c: HRIncidentReporting@lausd.net

NTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Local District/Division

ATTACHMENT C

**NOTICE OF REASON FOR PRELIMINARY REASSIGNMENT PENDING INVESTIGATION**

**TO**: [Employee name, EN#, job title] **DATE**: Click or tap to enter a date.

**FROM**: [Name of LD Administrator of Operations/Division Head]
Administrator of Operations/Division Head

**SUBJECT**: **NOTICE TO EMPLOYEE OF REASON FOR PRELIMINARY REASSIGNMENT PENDING INVESTIGATION**

This memo is to summarize our conference held on Click or tap to enter a date. regarding your preliminary reassignment to [LD/Division or home].

During the conference, I informed you that the temporary removal from your worksite is due to an allegation of misconduct involving [provide reason from Attachment D]. There is an ongoing investigation concerning this allegation.

In accordance with Board resolution, the District will make every attempt to complete all full investigations within 120 working days of the date the administrative case is cleared by law enforcement and opened. It is the District's goal, however, to complete investigations within 90 working days, as stipulated in a bargaining agreement with UTLA, should no complications arise. The same goal timeline shall be applied to employees of all other bargaining units. The safety and security of students, staff, and the workplace, however, shall be the primary factors in determining the length of time for its completion.

You will be notified of the results of the investigation and any impact on your reassigned status within 15 workdays following the completion of the investigation.

If you have any questions, please call [LD Administrator/Division Supervisor] at [phone number].

Thank you.

Acknowledgement of Receipt_____ Date_____
***I have been provided a copy of BUL-044381.0, Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct.***

c: HRIncidentReporting@lausd.net

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT D

## RECOMMENDED BRIEF INCIDENT DESCRIPTIONS

If authorized by law enforcement and/or the Student Safety Investigation Team (SSIT), the following incident descriptions, if applicable to the allegation, shall be used to provide the employee with a reason for being reassigned. Please note that these recommended descriptions are not inclusive of all reasons an employee may be reassigned.

A. An ongoing investigation of allegations of misconduct by law enforcement. *(Use this incident description only when directed not to release details by the investigating law enforcement agency)*

B. Law enforcement investigation for the sale/use of child pornography or other non-District related lewd and lascivious acts

C. Physical or non-physical contact of, or any other behavior directed towards a student, perceived to be motivated by sexual interest

D. Engaging in sexual relations with any District-enrolled student regardless of age, or any other minors

E. Physical contact with a student that is not age-appropriate or within the scope of the employee's responsibilities or duties, including the use of corporal punishment

F. Endangering and/or threatening the safety and well-being of students, including failure to provide appropriate supervision

G. Egregious sexual harassment of a student

H. Failure to report suspected child abuse

I. Violation of the District's Responsible Use Policy by downloading, viewing, or exposing students to inappropriate audio-visual materials of a sexual nature

J. Violation of the District's Social Media Policy, Responsible Use Policy, and/or Code of Conduct with Students by communicating with students inappropriately

K. Charges of serious felonious crimes

L. The misuse of District funds/fraud/financial malfeasance

M. Testing irregularities

N. Other: *(Please consult with SSIT or Human Resources designees)*

# ADMINISTRATIVE INVESTIGATION TEMPLATE: ALLEGATIONS OF EMPLOYEE MISCONDUCT

Date investigation opened: ISTAR#:

Employee: EN#: Position:

**➔ CONTACT YOUR LOCAL DISTRICT OPERATIONS COORDINATOR FOR GUIDANCE ←**

***This form is designed in a fillable format. Click on a field to enter text or select a response.***

School/Worksite: Local District/Division:
Investigating Administrator: Position: EN#:
Phone number: Email address: @lausd.net
Operations Coordinator: Please select from this menu Date of initial contact with Ops. Coordinator:

1. **Maintain an investigation file. Include all notes, documentation collected, and a copy of this completed report in the file for future reference.**

2. **Type of allegation**: ☐ Sexual in nature ☐ Non-sexual

   **Is the alleged misconduct a potential crime or suspected crime?** ☐ Yes ☐ No

   **If Yes, law enforcement agency and division contacted*: Date:**

   **Officer's name: Badge/Serial Number:**

   **Initial law enforcement response:** Please select from this menu

3. **Allegation basics:**

   - Who is the accused employee? (include name and title)
   - When was the matter reported? (include date and time)
   - Who reported the allegation? (include name and title, e.g., *seventh grade student Marlene Ventura)*
   - To whom? (include name and title)
   - What was the alleged misconduct? (e.g., *Mr. Radcliffe touched Marlene's shoulder, slid his hand down her left arm, and squeezed her upper thigh)*
   - Did the alleged victim describe a possible motive for the alleged misconduct? If so, what was it?
   - When did the alleged incident occur? (include information about recurring incidents if any, e.g., *Marlene stated that Mr. Radcliffe began making physical contact about six weeks ago. This incident occurred during lunch tutoring at about 12:30 p.m. today)*
   - Where did the alleged incident occur?
   - Who witnessed the alleged incident?

*For matters involving alleged employee misconduct, contact law enforcement. Call DCFS only in cases where direct contact with law enforcement cannot be made.

# ADMINISTRATIVE INVESTIGATION TEMPLATE: ALLEGATIONS OF EMPLOYEE MISCONDUCT

Date investigation opened: ISTAR#:

Employee: EN#: Position:

**➔ CONTACT YOUR LOCAL DISTRICT OPERATIONS COORDINATOR FOR GUIDANCE ←**

***This form is designed in a fillable format. Click on a field to enter text or select a response.***

4. **Names of persons interviewed** – ***Consult with your Operations Coordinator prior to interviewing the accused employee***. Be certain to keep separate detailed interview notes in your investigation file for future reference.

| Name | District ID or EN# | Role (Victim, Witness, Accused) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

5. **Documentation collected**: ☐ Written statements ☐ Photographs/screen shots ☐ Emails ☐ Handwritten notes ☐ Other (Please specify)

6. **Other evidence collected**: ☐ (Please specify)

7. **Allegations of prior misconduct:** (Review school/worksite files for documentation, such as conference memos, emails, handwritten notes. Contact Staff Relations and Employee Relations for information from the employee's other work locations.)

8. **Summary of investigation:** (Describe action steps chronologically and succinctly. Be sure to include only pertinent details.)

*For matters involving alleged employee misconduct, contact law enforcement. Call DCFS only in cases where direct contact with law enforcement cannot be made.

# ADMINISTRATIVE INVESTIGATION TEMPLATE: ALLEGATIONS OF EMPLOYEE MISCONDUCT

Date investigation opened: ISTAR#:

Employee: EN#: Position:

**➔ CONTACT YOUR LOCAL DISTRICT OPERATIONS COORDINATOR FOR GUIDANCE ←**

***This form is designed in a fillable format. Click on a field to enter text or select a response.***

**9. Law enforcement follow-up:** (Provide any updated law enforcement actions or information, if applicable.)

**10. Findings:** (Use bulleted statements. See samples below.)

- *LAPD provided Injury Report #1234-xyz and stated they will not investigate further.*
- *Six of eight students corroborated the allegation that Ms. Lee pushed Evelyn into her locker.*
- *Mr. Thomas used reasonable force as defined by the Child Abuse bulletin to restrain Joseph from striking Michael.*
- *Ms. Zavala had previously received two conference memos (or ISTAR entries) for similar behavior.*
- *Marlene has a visible bruise on her left forearm.*
- *Josie broke down into tears when she described the incident.*

**11. Outcome of preliminary inquiry:** (e.g., Employee reassigned by the local district on [*indicate date*]; in consultation with Staff Relations, the matter was addressed in a conference and documented in a conference memo *[even in cases when the allegation cannot be corroborated]*).

## DO NOT UPLOAD THIS COMPLETED INVESTIGATION REPORT INTO ISTAR.

**Instead, enter a statement into ISTAR indicating that an administrative investigation was completed.**

Administrator's signature: _____ Date investigation completed: _____
**(Required)**

**Sign, print, and scan/email a copy to your Local District Operations Coordinator.**

*For matters involving alleged employee misconduct, contact law enforcement. Call DCFS only in cases where direct contact with law enforcement cannot be made.

ATTACHMENT F

# RISK ASSESSMENT EVALUATION: ALLEGATIONS OF EMPLOYEE MISCONDUCT

Employee _____ EN# _____ ISTAR# _____

| INITIAL ALLEGATION (Clear and specific) | MANDATED REPORTING | YES | NO |
|---|---|---|---|
| | Was law enforcement contact needed (allegation potentially criminal)? | ☐ | ☐ |
| | Is the allegation a violation of District policy not requiring a report to law enforcement or another outside agency? | ☐ | ☐ |
| | **TEMPORARY RELOCATION ON CAMPUS/AT WORKSITE** | **YES** | **NO** |
| | Does the employee's presence in the classroom/work area pose an immediate threat to the safety of students, staff, or the workplace? | ☐ | ☐ |
| | Could the employee potentially interfere with an assessment of the situation by remaining in the classroom/work area? | ☐ | ☐ |
| | **DECISION TO REASSIGN FOR PRELIMINARY INQUIRY (5-day*) or RETURN EMPLOYEE TO CLASSROOM/WORK AREA** | **YES** | **NO** |
| | Is the safety of students, staff, or the workplace at risk? | ☐ | ☐ |
| | Will law enforcement conduct an investigation? | ☐ | ☐ |
| | Is the allegation sexual in nature? | ☐ | ☐ |
| | If the allegation involves violence, is there evidence of injury? | ☐ | ☐ |
| | Has the employee been involved in prior misconduct? | ☐ | ☐ |
| | Does this allegation demonstrate escalating or repeated behavior that threatens the safety of students, staff, or the workplace? | ☐ | ☐ |
| | Could the employee's presence at the school or worksite potentially interfere with the investigation? | ☐ | ☐ |
| **PRELIMINARY REASSIGNMENT and INQUIRY** | **LAW ENFORCEMENT CLEARANCE TO INVESTIGATE** | **YES** | **NO** |
| | Has law enforcement provided clearance for an administrative investigation? | ☐ | ☐ |

*Local District Administrators of Operations/Division Heads may extend up to **two working days** as needed to complete a preliminary inquiry when extenuating circumstances are present. Email notification to HRIncidentReporting@lausd.net . Contact the Human Resources /Student Safety Investigation Team designees for questions and/or consultation.

## RISK ASSESSMENT EVALUATION: ALLEGATIONS OF EMPLOYEE MISCONDUCT

Employee _____ EN# _____ ISTAR # _____

| | PRELIMINARY INQUIRY (if cleared by law enforcement) | YES | NO |
|---|---|---|---|
| | Were victim(s) identified and interviewed? | ☐ | ☐ |
| | Were witness(es) identified and interviewed? | ☐ | ☐ |
| | Were written statements collected? | ☐ | ☐ |
| | Is the information provided in written statements consistent? | ☐ | ☐ |
| | Do the written statements seem credible and authentic? | ☐ | ☐ |
| | Were photographs/screenshots/other evidence available? | ☐ | ☐ |
| | Did a review of school/worksite files reveal documentation of prior misconduct? | ☐ | ☐ |
| | Did Staff Relations/Employee Relations contact identify any prior misconduct? | ☐ | ☐ |
| | **DECISION TO REASSIGN FORMALLY or RETURN EMPLOYEE TO WORK** | **YES** | **NO** |
| | Is the safety of students, staff, or the workplace at risk? | ☐ | ☐ |
| | Is law enforcement conducting an active investigation? | ☐ | ☐ |
| | Is the allegation sexual in nature? | ☐ | ☐ |
| | If the allegation involves violence, is there evidence of injury? | ☐ | ☐ |
| | Was new information discovered during the preliminary inquiry? *(e.g., new victims, additional allegations, complex circumstances)* | ☐ | ☐ |
| | Could the employee potentially interfere with the investigation? | ☐ | ☐ |
| | Can the allegation(s) simply be addressed with a conference memo and/or discipline without reassignment? | ☐ | ☐ |
| | Is a more comprehensive investigation needed? | ☐ | ☐ |
| | Can the matter be escalated without an investigation as a result of preliminary findings and evidence of prior misconduct? | ☐ | ☐ |

Decision and rationale:

AOO/Division Head _____ Date _____

*Local District Administrators of Operations/Division Heads may extend up to **two working days** as needed to complete a preliminary inquiry when extenuating circumstances are present. Email notification to HRIncidentReporting@lausd.net . Contact the Human Resources /Student Safety Investigation Team designees for questions and/or consultation.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT G

**TO:** Human Resources
HRIncidentReporting@lausd.net

**DATE:**

**FROM:** Name and Title of LD Admin of Oper/Division Head:
**[Local District/Division]**

**SUBJECT:** **REASSIGNMENT OF DISTRICT EMPLOYEE**

The following employee has been temporarily reassigned pending an investigation into allegations of misconduct. This reassignment was made to ensure the safety of students, staff, and/or the workplace. I acknowledge that this information is confidential.

Employee's name (last, first) _____ PERS ID/Employee number _____

To the best of your knowledge, indicate the employee's position and job classification. _____
Human Resources will confirm and notify the respective Local District/Division.

Date employee removed from worksite _____ Position(s) _____ School/location _____

Operations Coordinator/Supervisor _____ Staff Relations Field Director/ HR Representative _____ Cost center and location reassigned to _____

Administrator/supervisor at reassigned location _____ Time reporter at reassigned location _____

Law enforcement station notified _____ Law enforcement contact name _____ Law enforcement phone number _____

Initial law enforcement decision (e.g., handle administratively, do not investigate) _____

Victim's name (last, first) _____ Type (e.g., student, employee) _____ Victim's date of birth _____

Date(s) of incident that prompted reassignment _____ ISTAR incident number _____

**Human Resources Use Only**:

Was a Suspected Child Abuse Report (SCAR) filed? ☐ Yes ☐ No

Reason for reassignment: (Please provide a brief description of allegation, including any available background information)

c: HRIncidentReporting@lausd.net

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Local District/Division

ATTACHMENT H

**TO:** [Employee name, EN #]
[Position]

**DATE**: [MM/DD/YYYY]

**FROM:** [Administrator/Supervisor, Title]

**SUBJECT: FORMAL REASSIGNMENT (Post-Preliminary Inquiry) TO [LOCAL DISTRICT/DIVISION] TO BE REASSIGNED AT [HOME OR ALTERNATE WORKSITE]**

This memo is to summarize our conference on [date] regarding your preliminary reassignment to [Local District/Division name] effective [date]. During the conference, I informed you that there is an ongoing investigation about allegations concerning events or conduct in which you may have been involved. While this investigation is taking place, and unless and until otherwise directed or reassigned, you are to remain at [home/alternate worksite] in paid status during your reassignment to the [Local District/Division].

The following information and procedural directives are applicable to you at all times during your assignment at [home/alternate worksite]:

1. Your administrator/supervisor while you are so assigned is [administrator/supervisor's name, title].

2. Your work assignment covers all dates of your regular assignment basis, and the following hours:

   a. Workday [XX:XX] a.m. to [XX:XX] p.m.
   b. Break [XX:XX] a.m. to [XX:XX] a.m.
   c. Lunch [XX:XX] a.m. to [XX:XX] p.m.

3. You are to call in to [designated clerk, phone number] at the start and end of each workday. You are required to remain at home during your assigned working hours, available to assist in the investigation upon request except during the designated break and lunch times. A time card is attached. You are to fill it in each workday, and send it Attention: [designated clerk] by fax to [fax number]**,** or email [email address] each Friday afternoon. Certificated employees must initial the appropriate days and Classified employees enter accurate start and end times so that your payroll can be completed. Failure to submit a completed timecard on schedule will prevent you from being reported for pay on time.

4. If you need to utilize an absence at or from your home due to illness, qualifying personal necessity, or other paid or approved unpaid leave of absence, you are immediately to call [designated clerk, phone number] to report the beginning date of your absence(s), the reason for your absence and your anticipated return date, and you shall also reflect such information on your timecard entries. In such event, you are to restrict your activities and locations to the designated purpose of the applicable leave/absence.

5. You have been relieved of duty from your regular assignment and any additional assignments including, but not limited to, summer school, intervention, and/or intersession, at your current site or any other District location.

6. You may participate in District-sponsored in-service classes available online that can be accessed through the Learning Zone at http://lz.lausd.net or my Professional Learning Network at http://achieve.lausd.net/mypln. Sign in using your single sign-on. Select applicable courses from the course catalog.

7. You are directed not to enter the premises of your current site or any other District location at any time, either during or outside of assigned work hours, including volunteering, without prior written administrative direction or approval from your Local District Administrator of Operations or Division supervisor.

8. While on assignment at [home or alternate site], you may be assigned work by [administrator/supervisor]. However, except as may be directly so assigned, you are not to perform any services for the District or students relating to your former assignment, nor any other work for the District, nor are you to represent to anyone that you are doing so. You shall, however, remain readily available and responsive to District administration or other designated investigators.

9. You are not to perform duties or services for any non-District individual or entity during work hours.

10. You are further directed not to interfere with the investigation being conducted by law enforcement and/or the District.

11. You are not to contact any District employees during regular work hours.

12. You are directed to refrain from harassing, intimidating, or retaliating against students, staff, or parents at [school/office/Division]. You are not to contact students of [school], or any other students at any time, excepting those who live in your immediate family or household.

13. [INSERT ANY ADDITIONAL DIRECTIVES PARTICULAR TO THE EMPLOYEE OR THE LOCAL DISTRICT].

Any failure to adhere to any of the above rules or directives, or any failure to follow any other administrative directive, may lead to disciplinary action, including suspension and/or dismissal.

Should you have any questions or concerns, please email me at [Administrator of Operations'/Supervisor's email] or schedule a phone conference appointment with me or [administrator/supervisor] by contacting [designated clerk] at [phone number] or [email address].

Acknowledgement of Receipt _____ Date_____

c: HRIncidentReporting@lausd.net

# Interoffice Correspondence
## Los Angeles Unified School District

**TO:** Director, Student Safety Investigation Team **DATE:**
HRIncidentReporting@lausd.net

**FROM:** Choose Item: Administrator of Operations / Division Head

Choose Item: Local District/Division

**SUBJECT:** Student Safety Investigation Team – **Request for Assistance**

**Employee** _____ **EN#** _____ **ISTAR#** _____

**School/Worksite** _____

☐ **FULL INVESTIGATION**
The Student Safety Investigation Team (SSIT) will investigate all allegations of employee misconduct of formally reassigned employees once this request for assistance has been submitted by the Local District/Division. **This will include a forensic examination of District-issued technology devices for cases involving sexual misconduct.** Forensic examinations with regard to non-sexual allegations will be performed at the discretion of the SSIT.

**ALLEGATIONS AND PRELIMINARY FINDINGS**

*Provide a brief description of the alleged misconduct (5 W's) as well as new findings and/or supporting evidence uncovered through the preliminary inquiry. Include law enforcement response or advisement. Submit administrative report with this request for assistance.*

☐ Check here if no preliminary inquiry was conducted. Please explain:

☐ Check here if case includes specific concerns involving electronic devices. Identify specific key search words or content:

**Please direct any questions to the following contact:**

| | | | |
|---|---|---|---|
| *Operations Coordinator/ Division Supervisor: | Choose item: | Office Phone: | |
| Email: | | Cell Phone: | |
| **All electronic devices issued to the employee have been confiscated and are currently secured at the following location:** | | | |

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
[Local District/Division]

ATTACHMENT J

**NOTIFICATION OF CONCLUSION OF INVESTIGATION**

**TO**: [Employee name, EN#, job title] **DATE**: [MM/DD/YYYY]

**FROM**: [Name of Administrator/Supervisor]
Administrator of Operations/Division Head

This serves as a notification that the District has concluded the investigation regarding the allegations of misconduct which resulted in your reassignment.

Please be advised that you will remain reassigned pending further case review and District action. This may include either your return to a worksite, issuance of discipline, and/or the initiation of the process for dismissal from District service.

c: HRIncidentReporting@lausd.net

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT K

# CASE REVIEW DOCUMENT CHECKLIST

## HR Reassigned Employees/Staff Relations

**Directions:** Please use this checklist to prepare documents for a case review. Include this checklist when submitting paperwork to Human Resources **within 15 working days** of receipt of the Student Safety Investigation Team's Investigation Report to: **HRIncidentReporting@lausd.net**.

**Required Documents:**

- ☐ Completed Case Determination Page
- ☐ Student Safety Investigation Team Report (will be included by after submission of case review documents)
- ☐ Local District/Division Administrative Investigation Report
- ☐ Employment Summary (will be included after submission of case review documents)
- ☐ Conference Memo Related to Current Alleged Incident (Certificated Personnel)
- ☐ Alleged Victim(s) Written Statement (Be sure statement includes printed name, signature, and date)
- ☐ Witness(es) Written Statement(s) (Be sure statements include printed name, signature, and date)
- ☐ Employee Written Statement (Be sure statement includes printed name, signature, and date)
- ☐ Interview of Employee – If no interview, why not?

  _____

- ☐ Interview(s) of Alleged Victim(s)– If no interview, why not?

  _____

- ☐ Interview(s) of Witness(es) –If no interview, why not?

  _____

**Other Pertinent Documents:**

- ☐ Pre-discipline Documents (Letter of Reprimand)
- ☐ Copy of Prior Discipline
- ☐ Prior Conference Memos
- ☐ Employee Response to Conference Memo Related to Current Alleged Incident
- ☐ Employee Response to Prior Conference Memos
- ☐ Map Depicting Location of Alleged Incident
- ☐ Visitor Logs/Sign-sheets (to verify whereabouts)
- ☐ Copies of Text Messages
- ☐ Copies of Phone Records
- ☐ Original or Very Clear Copies of Pictures Related to Alleged Incident, color or black/white
- ☐ Copies of Current and/or Prior Final Evaluations
- ☐ Letters of Employee Support, signed and dated
- ☐ Court Documents
- ☐ Law Enforcement Information
- ☐ Video/Audio Recordings (cell phone, You Tube, Facebook, etc.)
- ☐ Screen Shots of Social Media Pages Containing Applicable Information
- ☐ ISTARs _____
- ☐ Other _____
- ☐ Other _____

## CASE DETERMINATION

**Worksite Recommendation:**

| | |
|---|---|
| **Principal / Division Supervisor:** _____ (Name) | **Signature:** _____ |
| **Return to worksite:** ☐ | **Date:** ____ |
| **Dismiss:** ☐ | |
| **Rationale for recommendation:** | |
| **Recommended discipline, assistance and guidance:** | |

**Local District/Division Case Decision:**

| | |
|---|---|
| **Local District Administrator of Operations/ Division Head:** _____ (Print) | **Signature:** _____ |
| **Return to worksite:** ☐ | **Date:** ____ |
| **Dismiss:** ☐ | |
| **Rationale for decision:** | |
| **Recommended discipline, assistance and guidance:** | |

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
[Local District/Division]

ATTACHMENT L

**RETURN TO WORKSITE ACCOUNTABILITY FORM**

**TO:** Human Resources **DATE:** [Date]

**FROM:** **LOCAL DISTRICT ADMINISTRATOR OF OPERATIONS/DIVISION HEAD**

**SUBJECT:** **Accountability for Employee Returned to Worksite**

I am appointing [name of Operations Coordinator/Division Supervisor] to be responsible for this case.

The designee will be responsible for:

1. Advising [name of employee and EN#] that he/she is returned to [school or worksite] effective MM/DD/YYYY.

2. Ensuring that [name of employee] receives and understands applicable policies and procedures, including but not limited to (check as applicable):
   ☐ Employee Code of Ethics
   ☐ Employee Code of Conduct with Students
   ☐ Board Rule regarding Respectful Treatment of Others
   ☐ Responsible Use Policy (RUP) for District Computer and Network Systems
   ☐ Personnel Commission Rules
   ☐ Policy Bulletin BUL-5747.2 (Abolition of Corporal Punishment)
   ☐ Policy Bulletin BUL-3349.1 (Sexual Harassment Policy)
   ☐ Policy Bulletin BUL-1347.3 (Child Abuse and Neglect Reporting Requirements)
   ☐ Other: _____

   As the Local District Administrator of Operations or Division Head, I will ensure diligent supervision of [name of employee] within the parameters of the collective bargaining agreement:

   - I will advise the immediate administrator or supervisor of the issues related to [name of employee].

   - If [name of employee] transfers to a worksite outside of my Local District or Division, I will advise the receiving Local District or Division of this matter.

   - I will name a new designee if [name of designee] transfers, goes on leave, or if his/her employment ends.

c: HRIncidentReporting@lausd.net

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
[Local District/Division]

ATTACHMENT M

**PROGRESS CHECK (for FORMALLY REASSIGNED EMPLOYEES ONLY)**

[Name of employee and EN#] [School or worksite]

1. First semester status report: Date: _____

Click or tap here to enter text.

Signature: _____ (Principal/Division Supervisor)

Signature: _____ (LD Administrator of Operations/Designee)

2. Second semester status report: Date: _____

Click or tap here to enter text.

Signature: _____ (Principal/Division Supervisor)

Signature: _____ (LD Administrator of Operations/Designee

c: HRIncidentReporting@lausd.net

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT N

| Timeline | Process | Responsible Party |
|---|---|---|
| ASAP | Reporting Procedures for Allegations of Employee Misconduct (refer to Section I).<br>☐ Administrator/Supervisor calls law enforcement, contacts LD Operations/Division, completes and submits mandated written report, and enters an ISTAR. If the mandated reporter is not an administrator, he/she must notify an administrator immediately.<br><br>☐ After consulting with the LD Administrator of Operations/Division Head, the site administrator/supervisor issues **Attachment A, *Directive to Report to Local District/Division***, to the employee. The Local District/Division will upload a copy to **HRIncidentReporting@lausd.net** as soon as possible.<br><br>☐ Operations Coordinator and Director/Division Supervisor meet to discuss next steps.<br><br>☐ If cleared by law enforcement to investigate concurrently or handle administratively, worksite begins a preliminary inquiry in collaboration with the Local District/Division. | Worksite Administrator<br>Local District/Division |
| Day 1* of reassignment | ☐ AOO/Division Head completes and provides employee **Attachment B, *Preliminary Reassignment Memo*.** | AOO/Division Head |
| Day 3<br>(or sooner) of reassignment | ☐ AOO/Division Head provides employee with **Attachment C, *Notice of Reason for Preliminary Reassignment Pending Investigation*** and verbal explanation. Use **Attachment D, *Recommended Brief Incident Descriptions*,** as a guide.<br><br>☐ Local District supports school site with distribution of 72-hour Parent Notification Letter if authorized by Local District Superintendent. | AOO/Division Head |
| Day 5<br>(or sooner) of reassignment | Preliminary Inquiry of Allegations (refer to Section II).<br>☐ Worksite and/or LD Operations/Division complete preliminary inquiry. AOO makes a decision to return employee to worksite or formally reassign.<br>• ☐ If decision is made to return to employee to worksite, AOO completes and submits page one of **Attachment L, *Return to Worksite Accountability Form***, to **HRIncidentReporting@lausd.net**. | AOO/Division Head |
| | Reassignment of Employee Pending Outcome of a Formal Investigation (refer to Section III).<br>• ☐ If decision is made to formally reassign the employee, AOO/Division Head completes and submits **Attachment G, *Reassignment of District Employee*** along with **Attachment I, *SSIT Request for Assistance*** to **HRIncidentReporting@lausd.net**.<br>• ☐ AOO/Division Head conducts a formal reassignment meeting with the employee using **Attachment H, *Preliminary Reassignment to Local District at Home/Division or Branch.*** | AOO/Division Head |
| Day 90 (goal)** | Conclusion of Investigation and Local District/Division Determination of Next Step (refer to Section VI).<br>Student Safety Investigation Team completes and submits investigative report to AOO/Division Head if a request for investigation was made. | SSIT |
| Within 15 days of receipt of investigation report | ☐ AOO/Division Head makes final decision to return employee to worksite or initiate dismissal and completes and submits **Attachment L, *Reassignment Review Packet Checklist***, to **HRIncidentReporting@lausd.net**.<br><br>AOO/Division Head also completes **Attachment J, *Notification of Conclusion of Investigation***.<br>• ☐ For Certified employees, the AOO/Division Head will meet with the employee to issue and discuss the notification.<br>• ☐ For Classified employees, a meeting will **not** be held. The notice will be mailed to the employee's home. | AOO/Division Head |
| Within 8 days of submission of Attachment L | Human Resources will schedule a case review for AOO to present his/her decision and determine support needed to proceed with returning the employee to a worksite or preparation for dismissal. | Human Resources |

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT O

# INSTRUCTIONS FOR TIME REPORTING

The following applies only to **Certificated employees**:

1. The worksite will report Miscellaneous (MS) time for the reassigned Certificated employee for up to five (5) working days.

2. Budget Services will provide reimbursement for up to five (5) substitute days to the school site. To receive reimbursement, the school administrator shall submit Attachment O-1 to the Fiscal Services Manager at the Local District.

3. The Fiscal Services Manager will process the request and submit the document for approval by the Local District Administrator of Operations.

4. ***Certificated substitute teachers are not to be reassigned or directed to their home while still in paid status. Employee Relations will block Certificated substitute teachers from being offered assignments pending the results of an investigation of an allegation of misconduct.***

The following applies only to **Classified employees**:

1. The school site/Division will continue to report Miscellaneous (MS) time for all reassigned Classified employees except those in Bargaining Units F (Teacher Assistants) and G (Playground Aides) as well as other substitute or temporary employees, including non-district contracted employees. Reassigned employees in these specific classifications will be directed to their homes without pay, or separated due to completion of their assignment. If the employee is exonerated as a result of an investigation, a decision will be made regarding re-employment, reassignment, or not to return to District service.

2. The worksite shall not report the employee's time as Vacation (VA) unless the employee's respective bargaining agreement stipulates such, or the employee makes a request for vacation time to his/her worksite supervisor while reassigned and receives approval.

Please contact the Human Resources Reassigned Employees designee at (213) 241-8391 for further guidance regarding non-permanent Certificated or Classified personnel, including substitutes and at-will employees.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT O-1

**SUBSTITUTE REIMBURSEMENT FORM FOR REASSIGNMENT OF TEACHER**

School name: [School name] Location Code: [XXXX] Local District: [LD]

Principal's name: [Principal's name] School phone number: [Phone number]

The employee(s) listed below has provided substitute service for teacher [Employee name, EN#] who has been reassigned:

Pay Period: [Month]

| **Substitute's Name** | **Employee Number** | **Date(s) of Service** | **Number of Days** | **Number of Hours** |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I certify that the substitute(s) worked in place of the reassigned teacher and his/her time was reported in Program Code 13027, General Fund School Program.

_____ _____
Principal's Signature Date

**Administrator of Operations** ☐ Approved ☐ Denied

_____ _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT P

**LETTER TEMPLATE FOR PRINCIPALS: ON-GOING LAW ENFORCEMENT INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Dear Parents/Guardians,

As principal of [school name], the safety and well-being of our students and staff is my top priority.

The purpose of this letter is to inform you of an investigation involving alleged misconduct by a school employee who has been reassigned from campus pending the results of the investigation by [law enforcement agency].

The school and District administration have fully cooperated with the authorities. At the direction of the [law enforcement agency], the details of this incident are confidential and cannot be disclosed.

While there is a presumption of innocence in matters of this nature, the District takes each and every reported act of misconduct seriously. We are committed to aggressively pursuing each case to determine the truth and, if necessary, initiate the appropriate disciplinary or administrative measures.

The District will provide intervention counselors to work with students who might be impacted by the removal of the employee.

I would like to reassure parents and guardians that the school and District will take every precaution to ensure the safety of students and staff at our schools. If you have any questions or concerns, please contact me at [school phone number].

Sincerely,

[Principal's name]
Principal

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: ARMENIAN** ATTACHMENT P

## LETTER TEMPLATE FOR PRINCIPALS: ON-GOING LAW ENFORCEMENT INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Հարգելի ծնողներ/խնամակալներ,

Լինելով [school name]-ի տնօրեն, ես առաջնային կարևորություն եմ տալիս մեր աշակերտների և անձնակազմի անվտանգությանը և բարեկեցությանը:

Սույն նամակով տեղեկացնում ենք ձեզ, որ [law enforcement agency]-ը հետաքննություն է վարում դպրոցի աշխատակցի վերաբերյալ՝ ենթադրյալ խախտման համար, և որ այդ աշխատակիցը հեռացվել է դպրոցից՝ մինչև հետաքննության արդյունքների ստանալը:

Դպրոցը և շրջանի վարչակազմը լիովին համագործակցում են իշխանությունների հետ: [law enforcement agency]-ի հրահանգի համաձայն, այս միջադեպի մանրամասները գաղտնի են և չեն կարող բացահայտվել:

Չնայած, որ այս բնույթի գործերում կիրառվում է անմեղության կանխավարկած՝ շրջանը վերաբերվում է լրջորեն յուրաքանչյուր զեկուցվող խախտման դեպքին: Մենք պատրաստ ենք համառորեն զբաղվել յուրաքանչյուր դեպքով՝ ճշմարտությունը բացահայտելու, ինչպես նաև, անհրաժեշտության դեպքում՝ համապատասխան կարգապահական կամ վարչական միջոցներ նախաձեռնելու նպատակով:

Շրջանը կտրամադրի հոգեբաններ, ովքեր կաշխատեն այն աշակերտների հետ, ում վրա աշխատողի հեռացումը կարող է ազդեցություն թողնել:

Ուզում եմ հավաստիացնել ծնողներին ու խնամակալներին, որ դպրոցը և շրջանը կձեռնարկի բոլոր միջոցները՝ աշակերտների և անձնակազմի անվտանգությունը ապահովելու համար: Հարցեր ունենալու դեպքում խնդրում եմ դիմել ինձ [school phone number] հեռախոսահամարով:

Հարգանքով,

[Principal's name]
Տնօրենի

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: CHINESE** ATTACHMENT P

**LETTER TEMPLATE FOR PRINCIPALS: ON-GOING LAW ENFORCEMENT INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

親愛的家長/監護人：

作為 [school name] 的校長，我們學生和員工的安全和福祉是我最大的優先。

此信函的目的是要告知你們有關對一位學校員工被聲稱的不良行為正在進行調查，該員工已經被調離，正在等候 [law enforcement agency] 的調查結果。

學校以及學區行政領導和權威方面緊密合作。在 [law enforcement agency] 的指導下，這個事件的內容屬於私隱而不能透露。

根據假設此事件是無罪的性質，學區對每個不良行為的報告都會嚴肅對待。我們承諾會積極地跟蹤每個事件來決定其真實性，如有需要，會提議合適的紀律或者行政措施。

學區會提供介入諮詢顧問來和受到該調離員工影響的學生合作。

我願意向家長和監護人再一次保證學校和學區會採取每項預防措施來確保我們學校學生和員工的安全。如果你們有任何問題或者關注，請撥打學校電話 [school phone number] 和我聯繫。

誠摯地，

[Principal's name]
校長

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: KOREAN** ATTACHMENT P

**LETTER TEMPLATE FOR PRINCIPALS: ON-GOING LAW ENFORCEMENT INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

친애하는 학부모/보호자께,

[School name]의 교장으로서 본인에게 가장 중요한 순위는 우리학생 및 직원들의 안전과 웰빙입니다.

학교 고용인을 상대로 주장된 비행과 관련된 조사를 알리기 위해 본 서신을 보내며, 해당 고용인은[law enforcement agency]의 조사 결과가 진행되는 동안 교정으로부터 퇴출되었습니다.

해당 학교와 교육구 행정부서는 관할 당국과 전면적으로 협조하고 있습니다. [law enforcement agency]의 지시에 따라, 본 사건의 자세한 내용은 기밀이며 공개될 수 없습니다.

이런 사건의 성질상 무죄 추정이 적용되지만, 본 교육구는 보고된 모든 비행건을 심각하게 처리합니다. 각각의 사건의 진실을 알아내기 위해 공격적으로 추진할 것이며, 필요할 경우, 적절한 징계처분 또는 행정조치를 우선적으로 취할 것입니다.

교육구는 해당 고용인의 퇴출로 인해 영향을 받을 수 있는 학생들을 위해 위기 중재 카운슬러를 제공할 것입니다.

학교와 교육구는 학생들과 직원들의 안전을 도모하기 위해 모든 예방조치를 위할 것임을 학부모와 보호자들께 확신시켜 드리고 싶습니다. 질문이나 문제가 있다면, [school phone number]으로 연락하십시오.

안녕히 계십시오,

[Principal's name]
주요한

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: SPANISH** ATTACHMENT P

**LETTER TEMPLATE FOR PRINCIPALS: ON-GOING LAW ENFORCEMENT INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Estimados Padres y Tutores,

Como director de [school name], la seguridad y bienestar de nuestros alumnos y empleados es mi mayor prioridad.

El propósito de esta carta es informarles sobre una investigación implicando la supuesta falta de ética profesional de un empleado de la escuela, quien ha sido reasignado fuera del plantel escolar pendiente a los resultados de la investigación llevada a cabo por parte de [law enforcement agency].

La escuela y la Administración del Distrito han plenamente colaborado con las autoridades y conforme a las directrices por parte de [law enforcement agency] los detalles de este incidente son confidenciales y no pueden divulgarse.

Aunque existe una presunta inocencia en asuntos de esta índole, el Distrito toma seriamente el delato de cada uno y todo acto de mala conducta. Asimismo, estamos comprometidos a agresivamente proseguir cada caso y determinar la verdad, y si es necesario, iniciar las medidas disciplinarias o administrativas apropiadas.

El Distrito proveerá consejeros de intervención para trabajar con los alumnos quienes hayan sido repercutidos por la sustracción del empleado.

Deseo asegurarles tanto a los padres de familia como a tutores que la escuela y el Distrito tomarán toda precaución para mantener a los alumnos y empleados fuera de peligro en nuestras escuelas. Si tiene pregunta o inquietud alguna, sírvase comunicarse conmigo al [school phone number].

Atentamente,

[Principal's name]
Director(a)

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT Q

**LETTER TEMPLATE FOR PRINCIPALS: LAW ENFORCEMENT'S ARREST OF AN EMPLOYEE DEALING WITH SEXUAL MISCONDUCT**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Dear Parents/Guardians,

As the principal of [school name], the safety and well-being of our students and staff is my top priority. I am writing today to inform you of an incident that took place on [day and date of incident].

The [law enforcement agency] notified School Police and the school about the arrest of [employee name, job title] for alleged sexual misconduct with students. As part of the investigation, the employee has been reassigned from the school. The District will provide intervention counselors to work with students who might be impacted by the arrest and removal of [Mr./Ms. employee last name].

The school and the Los Angeles Unified School District take these allegations very seriously and will fully cooperate with the police investigation. I would like to reassure parents and guardians that the school and District will take every precaution to ensure the safety of students and staff at our schools. If you have any questions or concerns, please contact me at [school phone number].

Sincerely,

[Principal's name]
Principal

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: ARMENIAN** ATTACHMENT Q

## LETTER TEMPLATE FOR PRINCIPALS: LAW ENFORCEMENT'S ARREST OF AN EMPLOYEE DEALING WITH SEXUAL MISCONDUCT

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Հարգելի ծնողներ/խնամակալներ,

Լինելով [school name]-ի տնօրեն, ես առաջնային կարևորություն եմ տալիս մեր աշակերտների և անձնակազմի անվտանգությանը և բարեկեցությանը: Ես գրում եմ ձեզ այսօր, որպեսզի տեղեկացնեմ մի դեպքի մասին, որը տեղի է ունեցել [day and date of incident].

[Law enforcement agency]-ը տեղեկացրել է դպրոցի ոստիկանությանը և դպրոցը of [employee name, job title]-ի ձերբակալելու մասին աշակերտների հանդեպ ենթադրյալ հակաիրավական սեռական գործողությունների համար: Հետաքննության ժամանակ աշխատողը հեռացվել է դպրոցից: Շրջանը կտրամադրի հոգեբաներ, ովքեր կաշխատեն այն աշակերտների հետ, ում վրա [Mr./Ms. employee last name]-ի ձերբակալումը և հեռացումը կարող է ազդեցություն թողնել:

Դպրոցը և Լոս Անջելեսի Միացյալ Դպրոցական Շրջանը շատ լուրջ է վերաբերվում այդ մեղադրանքներին և լիովին կհամագործակցեն ոստիկանության հետ հետաքննության ժամանակ: Ուզում եմ հավաստիացնել ծնողներին ու խնամակալներին, որ դպրոցը և շրջանը կձեռնարկի բոլոր միջոցները՝ մեր դպրոցներում աշակերտների և անձնակազմի անվտանգությունը ապահովելու համար: Հարցեր ունենալու դեպքում խնդրում եմ դիմել ինձ [school phone number] հեռախոսահամարով:

Հարգանքով,

[Principal's name]
Տնօրենի

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: CHINESE** ATTACHMENT Q

**LETTER TEMPLATE FOR PRINCIPALS: LAW ENFORCEMENT'S ARREST OF AN EMPLOYEE DEALING WITH SEXUAL MISCONDUCT**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

親愛的家長/監護人：

作為[school name] 的校長，我們學生和員工的安全和福祉是我最大的優先。我今天寫信給你們為了要告知你們在[day and date of incident] 發生了一個事件。

[Law enforcement agency] 通知學校警察和學校，基於所聲稱对学生进行性骚扰的[employee name, job title] 被拘留了。作為調查的一部分，該雇員已經從學校被調離。學區會指派危機情況介入諮詢顧問來和受到該被拘留和調離雇員[Mr./Ms. employee last name] 影響的學生合作。

學校和洛杉磯聯合學區對所有指控都會非常嚴肅地對待，並且會和警察的調查全面合作。我願意向家長和監護人再一次保證學校和學區會採取每項預防措施來確保我們學校學生和員工的安全。如果你們有任何問題或者關注，請撥打學校電話[school phone number] 和我聯繫。

誠摯地，

[Principal's name]
校長

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: KOREAN** ATTACHMENT Q

**LETTER TEMPLATE FOR PRINCIPALS: LAW ENFORCEMENT'S ARREST OF AN EMPLOYEE DEALING WITH SEXUAL MISCONDUCT**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

친애하는 학부모/보호자께,

[School name]의 교장으로서 본인에게 가장 중요한 순위는 우리학생 및 직원들의 안전과 웰빙입니다. [Day and date of incident]에 발생한 사건을 알리기 위해 오늘 서신을 보냅니다.

[Law enforcement agency]은 학교 경찰과 본교에 학생과의 성적 비행 관련 혐의건으로[employee name, job title]의 체포를 통지했습니다. 조사의 일환으로 해당 직원은 본교로부터 퇴출되었습니다. 교육구는[Mr./Ms. employee last name] 의 퇴출로 인해 영향을 받을 수 있는 학생들을 위해 위기 중재 카운슬러를 제공할 것입니다.

본교와 로스앤젤레스 통합교육구는 이런 혐의 주장을 매우 심각히 다루며 그리고 경찰 조사에 전면적으로 협조할 것입니다. 학교와 교육구는 학생들과 직원들의 안전을 도모하기 위해 모든 예방조치를 위할 것임을 학부모와 보호자들께 확신시켜 드리고 싶습니다. 질문이나 문제가 있다면, [school phone number] 으로 연락하십시오.

안녕히 계십시오,

[Principal's name]
주요한

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: SPANISH** ATTACHMENT Q

**LETTER TEMPLATE FOR PRINCIPALS: LAW ENFORCEMENT'S ARREST OF AN EMPLOYEE DEALING WITH SEXUAL MISCONDUCT**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Estimados padres y tutores,

Como director(a) de [school name] la seguridad y el bienestar de nuestros estudiantes y del personal es mi prioridad. Hoy les escribo para informarles sobre el incidente que tuvo lugar el [day and date of incident].

La [Law enforcement agency] notificó a la Policía Escolar y a la escuela sobre el arresto de [employee name, job title] presuntamente por inmoralidad sexual con estudiantes. Como parte de la investigación, se ha reasignado al empleado fuera de la escuela. El Distrito proporcionará consejeros de intervención para situaciones de crisis con el fin de que trabajen con los alumnos que pudieran estar afectados por el arresto y la remoción de [Mr./Ms. employee last name].

La escuela y el Distrito Escolar Unificado de Los Ángeles considera con seriedad estas acusaciones y cooperará integralmente con la investigación policial. Desearía tranquilizar a los padres y tutores de que la escuela y el Distrito tomarán todas las precauciones necesarias para garantizar la seguridad de los estudiantes y del personal de nuestra escuela. Si tiene alguna pregunta o inquietud, por favor comuníquese conmigo llamando al [school phone number].

Atentamente,

[Principal's name]
Director(a)

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

ATTACHMENT R

**LETTER TEMPLATE FOR PRINCIPALS: DISTRICT'S ADMINISTRATIVE INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE— NO ARREST BY LAW ENFORCEMENT AGENCIES**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Dear Parents/Guardians,

As principal of [school name], the safety and well-being of our students and staff is my top priority.

The purpose of this letter is to inform you of an investigation involving alleged misconduct by a school employee who has been removed from campus pending the results of the District's administrative investigation.

The school and District administration have fully cooperated with the authorities. At the direction of the [law enforcement agency] the case is to be handled administratively by the District. Due to legal constraints regarding confidential personnel matters, the details of this incident cannot be disclosed. The employee has been reassigned from the campus and will not return until the District's administrative investigation is complete and the allegations are determined to be unfounded.

While there is a presumption of innocence in matters of this nature, the District takes each and every reported act of misconduct seriously. We are committed to aggressively pursuing each case to determine the truth and, if necessary, initiate the appropriate disciplinary or administrative measures.

The District will provide crisis intervention counselors to work with students who might be impacted by the removal of the employee.

I would like to reassure parents and guardians that the school and District will take every precaution to ensure the safety of students and staff at our schools. If you have any questions or concerns, please contact me at [school phone number].

Sincerely,

[Principal's name]
Principal

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: ARMENIAN** ATTACHMENT R

**LETTER TEMPLATE FOR PRINCIPALS: DISTRICT'S ADMINISTRATIVE INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE— NO ARREST BY LAW ENFORCEMENT AGENCIES**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

Հարգելի ծնողներ/խնամակալներ,

Լինելով [school name]-ի տնօրեն, ես առաջնային կարևորություն եմ տալիս մեր աշակերտների և անձնակազմի անվտանգությանը և բարեկեցությանը:

Սույն նամակով տեղեկացնում ենք ձեզ, որ հետաքննություն է գնում դպրոցի աշխատակցի վերաբերյալ՝ ենթադրյալ խախտման համար, և որ այդ աշխատակիցը հեռացվել է դպրոցից մինչև շրջանի վարչական հետաքննության արդյունքների ստանալը:

Դպրոցը և շրջանի վարչակազմը լիովին համագործակցում են իշխանությունների հետ: [Law enforcement agency]-ի հրահանգի համաձայն՝գործը պետք է վարվի վարչական կարգով՝ շրջանի կողմից: Գաղտնի կադրային հարցերին վերաբերվող իրավական սահմանափակումների շնորհիվ՝ այս միջադեպի մանրամասները չեն կարող բացահայտվել: Աշխատողը հեռացվել է դպրոցից և չի վերադառնա մինչև Շրջանի վարչական հետաքննությունը ավարտվի և մեղադրանքները համարվեն անհիմն:

Չնայած, որ այս բնույթի գործերում կիրառվում է անմեղության կանխավարկած՝ շրջանը վերաբերվում է լրջորեն յուրաքանչյուր զեկուցվող խախտման դեպքին: Մենք պատրաստ ենք համառորեն զբաղվել յուրաքանչյուր դեպքով՝ ճշմարտությունը բացահայտելու ինչպես նաև, անհրաժեշտության դեպքում՝ համապատասխան կարգապահական կամ վարչական միջոցներ նախաձեռնելու նպատակով:

Շրջանը կտրամադրի հոգեբաններ, ովքեր կաշխատեն այն աշակերտների հետ, ում վրա աշխատողի հեռացումը կարող է ազդեցություն թողնել:

Ուզում եմ հավաստիացնել ծնողներին ու խնամակալներին, որ դպրոցը և շրջանը կձեռնարկի բոլոր միջոցները՝ մեր դպրոցներում աշակերտների և անձնակազմի անվտանգությունը ապահովելու համար: Հարցեր ունենալու դեպքում խնդրում եմ դիմել ինձ [school phone number] հեռախոսահամարով:

Հարգանքով,

[Principal's Name]
Տնօրենի

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: CHINESE** ATTACHMENT R

**LETTER TEMPLATE FOR PRINCIPALS: DISTRICT'S ADMINISTRATIVE INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE— NO ARREST BY LAW ENFORCEMENT AGENCIES**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

親愛的家長/監護人：

作為 [school name] 的校長，我們學生和員工的安全和福祉是我最大的優先。

此信函的目的是要告知你們有關對一位學校員工被聲稱的不良行為正在進行調查，該員工已經從學校被調離，正在等候學區行政調查的結果。

學校以及學區行政領導和權威方面緊密合作。在 [law enforcement agency] 的指導下，這個事件由學區行政機構處理。基於法律上對對屬於私隱事件的制約，這件事的詳細內容不能透露。 該員工已經從學校調離被另行安排，只有在學區行政領導的調查完成以後，並且得出結論該聲稱的情況沒有根據才能回校。

根據假設此事件是無罪的性質，學區對每個不良行為的報告都會嚴肅對待。我們承諾會積極地跟蹤每個事件來決定其真實性，如有需要，會提議合適的紀律或者行政措施

學區會提供危機情況介入諮詢顧問來和受到該調離員工影響的學生合作。

我願意向家長和監護人再一次保證學校和學區會採取每項預防措施來確保我們學校學生和員工的安全。如果你們有任何問題或者關注，請撥打學校電話 [school phone number] 和我聯繫。

誠摯地，

[Principal's name]
校長

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
Human Resources Division
Office of the General Counsel

**LANGUAGE: KOREAN** ATTACHMENT R

**LETTER TEMPLATE FOR PRINCIPALS: DISTRICT'S ADMINISTRATIVE INVESTIGATION DEALING WITH SEXUAL MISCONDUCT OF AN EMPLOYEE— NO ARREST BY LAW ENFORCEMENT AGENCIES**

**Instructions to the Principal:**

- **A draft copy of the letter must be approved by the Local District Administrator of Operations.**
- **Forward a copy of the final/signed letter to staff listed at the bottom of the template.**
- **Use the information provided in the letter for creating the Blackboard Connect phone message.**

[Date]

친애하는 학부모/보호자께,

[school name] 의 교장으로서 본인에게 가장 중요한 순위는 우리학생 및 직원들의 안전과 웰빙입니다.

학교 고용인을 상대로 주장된 비행과 관련된 조사를 알리기 위해 본 서신을 보내며, 해당 고용인은 교육구의 행정 조사 결과가 진행되는 동안 교정으로부터 퇴출되었습니다.

해당 학교와 교육구 행정부서는 관할 당국과 전면적으로 협조하고 있습니다. [Law enforcement agency]법집행기관)의 지시에 따라, 해당건은 교육구에 의해 행정적으로 처리될 것입니다. 개인 신상의 기밀에 대한 법적 제약으로 인해, 본 사건의 자세한 내용은 공개될 수 없습니다. 해당 고용인은 그 학교로부터 퇴출되었으며, 교육구의 행정 조사가 완결되고 그리고 해당 주장건이 근거없는 것으로 판정될 때까지 다시 돌아오지 못할 것입니다.

이런 사건의 성질상 무죄 추정이 적용되지만, 본 교육구는 보고된 모든 비행건을 심각하게 처리합니다. 각각의 사건의 진실을 알아내기 위해 공격적으로 추진할 것이며, 필요할 경우, 적절한 징계처분 또는 행정조치를 우선적으로 취할 것입니다.

교육구는 해당 고용인의 퇴출로 인해 영향을 받을 수 있는 학생들을 위해 위기 중재 카운슬러를 제공할 것입니다.

학교와 교육구는 학생들과 직원들의 안전을 도모하기 위해 모든 예방조치를 위할 것임을 학부모와 보호자들께 확신시켜 드리고 싶습니다. 질문이나 문제가 있다면, [school phone number] 으로 연락하십시오.

안녕히 계십시오,

[Principal's name]
주요한

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Associate Superintendent, Support Services
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**LANGUAGE: SPANISH** ATTACHMENT R

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[Date]

Estimados Padres/Tutores:

Como director(a) de [school name], la seguridad y bienestar de nuestros estudiantes y personal es mi prioridad principal.

El propósito de esta carta es informarles de una investigación acerca de un presunto cargo de faltas a la ética profesional por parte de un empleado escolar que ha sido retirado del plantel hasta que se conozcan los resultados de la investigación administrativa del Distrito.

La administración de la escuela y del Distrito han cooperado en su totalidad con la autoridades. Según las indicaciones de law enforcement agency] el caso se debe manejar a nivel administrativo por parte del Distrito. Debido a las restricciones legales que impone la confidencialidad de los asuntos de personal, no se pueden divulgar los detalles del incidente. El empleado ha sido reasignado fuera del plantel y no regresará hasta que la investigación administrativa del Distrito se haya completado y se juzgue que el presunto cargo carece de fundamentos.

No obstante que se presupone la inocencia de la persona en asuntos de esta naturaleza, el Distrito toma todas y cada una de estas faltas a la ética profesional reportadas con la mayor seriedad. Estamos comprometidos a seguir cada caso con la mayor seriedad para encontrar la verdad y, si es necesario, iniciar las medidas administrativas o disciplinarias adecuadas.

El Distrito pondrá a disposición consejeros de intervención para crisis para colaborar con los estudiantes que pudieran haber sido afectados por el retiro del empleado.

Una vez más, me gustaría asegurarles a los padres y tutores que el personal escolar y del Distrito tomará todas las precauciones necesarias para salvaguardar la seguridad de estudiantes y personal en nuestras escuelas. Si usted tiene alguna pregunta o inquietud, por favor comuníquese conmigo al [school phone number].

Atentamente,

[Principal's name]

Director(a)

c: LD Superintendent
Administrator of Operations
Operations Coordinator
Employee Relations