



# Assistant Principals' Professional Learning Day

Local District Central

Lanternman HS

August 29, 2018

# Professional Learning Outcomes



- ❖ Review LAUSD Strategic Plan-School Safety
- ❖ Reflect on Student Discipline Data
- ❖ Deepen understanding of School Safety Procedures
  - ❖ Integrated Safe School Plan
  - ❖ Communications
  - ❖ ISTARs
- ❖ Deepen understanding of investigations
  - ❖ Preparing for administrative inquiry
  - ❖ Reviewing the administrative investigation protocol
- ❖ Reflect on the learning and provide feedback to LD Central staff

# Norms of Collaboration

1. Pausing
2. Paraphrasing
3. Posing Questions
4. Putting Ideas on the Table
5. Providing Data
6. Paying Attention to Self and Others
7. Presuming Positive Intentions



# INCLUSION

## Magic Wand



*You just found a magic wand and you are going to be the boss!*

- *What would you change if you become the boss for a month?*
- If you can change anything you want. How would you change yourself, your job, your coworkers, an important project, etc.?

**Please turn to a partner and share...**

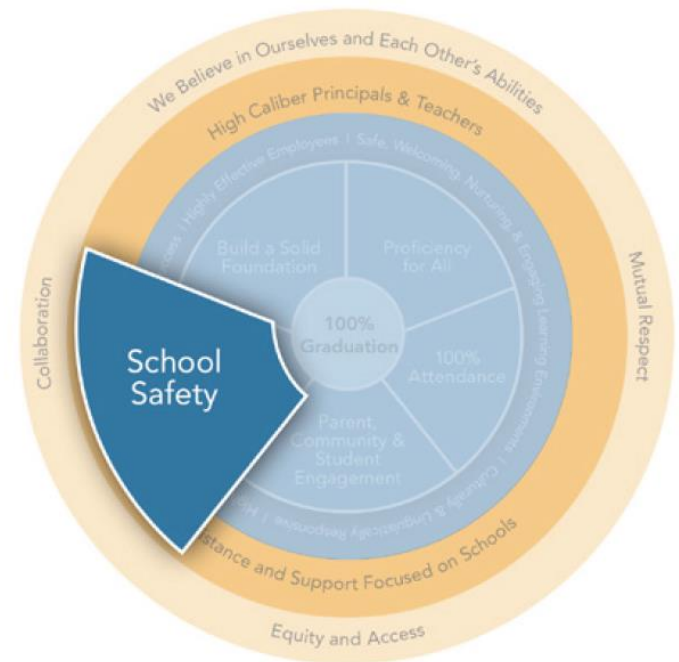
Goal 100% Graduation

# OBJECTIVE SCHOOL SAFETY



## 3 Key Initiatives

- **Enhance Positive School Climate**
- Model and Reinforce Positive Behavior
- Serve the Whole Child



Goal 100% Graduation

# OBJECTIVE SCHOOL SAFETY



## Local District Central Instructional Days Lost to Suspensions

	2016	2017	2018
<b>Category 1</b> Student Offenses with No Principal Discretion	161	250	107
<b>Category 2</b> Student Offenses with Limited Principal Discretion	206	187	119
<b>Category 3</b> Student Offenses with <b>Broad</b> Principal Discretion	937	850	486

# OBJECTIVE SCHOOL SAFETY



## Category III Suspensions Lost Instructional Days

Suspension Reason	2016	2017	2018
Caused physical injury to another person	350	208	164
Attempted to cause physical injury	213	137	78
Willful use of force/Violence, not self defense.	75	85	64
Threatened to cause physical injury to another person. (Unless, in the case of "caused," the injury is serious.	69	48	35
First offense of possession of marijuana of not more than one ounce	66	18	27
Caused or attempted to cause damage to school or private property.	63	78	47
Committed an obscene act or engaged in habitual profanity or vulgarity.	52	44	12



My Integrated Student Information System

2018

# Discipline Referrals

Referral Reasons	# Referrals	% Referrals
1.1 - FIREARM*	4	0.03%
1.2 - BRANDISHED KNIFE AT ANOTHER PERSON*	5	0.04%
1.3 - SOLD CONTROLLED SUBSTANCE*	13	0.10%
1.4a - SEXUAL ASSAULT*	2	0.02%
1.4b - SEXUAL BATTERY*	17	0.13%
2.1 - SERIOUS PHYSICAL INJURY/NOT SELF-DEFENSE	18	0.14%
2.2 - KNIFE OR OTHER DANGEROUS OBJECT	155	1.18%
2.3 - CONTROLLED SUBS (EXCEPT 1ST MARIJ <1 OZ), COUNTER/PRESCRIBED MEDS	18	0.14%
2.4 - ROBBERY/EXTORTION	15	0.11%
2.5 - ASSAULTED/BATTERED SCHOOL EMPLOYEE	46	0.35%
3.10 - RECEIVED STOLEN SCHOOL OR PRIVATE PROPERTY	17	0.13%
3.11 - IMITATION FIREARM	13	0.10%
3.12a - HARASSED/THREATENED PUPIL RACE/COLOR/NAT'L ORIGIN (GR. 4-12)	87	0.66%
3.12b - HARASSED/THREATENED PUPIL DISABILITY (GR. 4-12)	71	0.54%
3.12c - HARASSED/THREATENED PUPIL OTHER FACTORS (GR. 4-12)	352	2.68%
3.12d - HARASSED/THREATENED A SCHOOL DISTRICT PERSONNEL (GR. 4-12)	324	2.46%
3.13 - SEXUAL HARASSMENT (GR. 4-12)	346	2.63%
3.14 - HATE VIOLENCE (GR. 4-12)	8	0.06%
3.15 - TERRORIST THREAT (THREAT TO CAUSE DEATH, GREAT BODILY INJURY)	34	0.26%
3.16 - WILLFUL USE OF FORCE/VIOLENCE NOT SELF-DEFENSE	273	2.08%
3.17 - HARASSED/THREATENED/INTIMIDATED WITNESS	12	0.09%
3.18 - SELLING OR ARRANGING TO SELL THE PRESCRIPTION DRUG SOMA	12	0.09%
3.1a - CAUSED PHYSICAL INJURY	2563	19.49%
3.1b - ATTEMPTED TO CAUSE PHYSICAL INJURY	2999	22.80%
3.1c - THREATENED TO CAUSE PHYSICAL INJURY	1290	9.81%
3.2 - POSSESSION MARIJUANA 1ST OFFENSE < 1 OZ OR ALCOHOL	572	4.35%
3.20 - HAZING	8	0.06%
3.21a - BULLYING/CYBER A PUPIL BASED ON SEX	32	0.24%
3.21b - BULLYING/CYBER A PUPIL BASED ON RACE/COLOR/NATIONAL ORIGIN	29	0.22%
3.21c - BULLYING/CYBER A PUPIL BASED ON DISABILITY	20	0.15%
3.21d - BULLYING/CYBER A PUPIL BASED ON OTHER FACTORS	263	2.00%
3.21e - BULLYING/CYBER SCHOOL PERSONNEL	59	0.45%
3.22 - AIDED OR ABETED THE INFLECTION OF PHYSICAL INJURY	12	0.09%
3.3 - SUBSTITUTE OF A CONTROLLED SUBSTANCE	89	0.68%
3.4 - DAMAGED/ATTEMPTED TO DAMAGE SCHOOL OR PRIVATE PROPERTY	834	6.34%
3.5 - STOLE OR ATTEMPTED TO STEAL SCHOOL OR PRIVATE PROPERTY	128	1.80%
3.6 - POSSESSED OR USED TOBACCO	51	0.39%
3.7 - OBSCENITY/PROFANITY/VULGARITY	1890	14.37%
3.8 - DRUG PARAPHERNALIA	17	1.26%
3.95 - DISRUPTED SCHOOL- WIDE ACTIVITIES (ISSUED BY AN ADMIN.) (GR. 4-12)	173	1.32%





# SWPBIS Data Chat:

## Suspensions

- Did your school suspend students? For what reasons?
- How does your school discipline policy address these reasons?
- How will your school team touch bases with these students to ensure a successful school year?

## Discipline Referrals

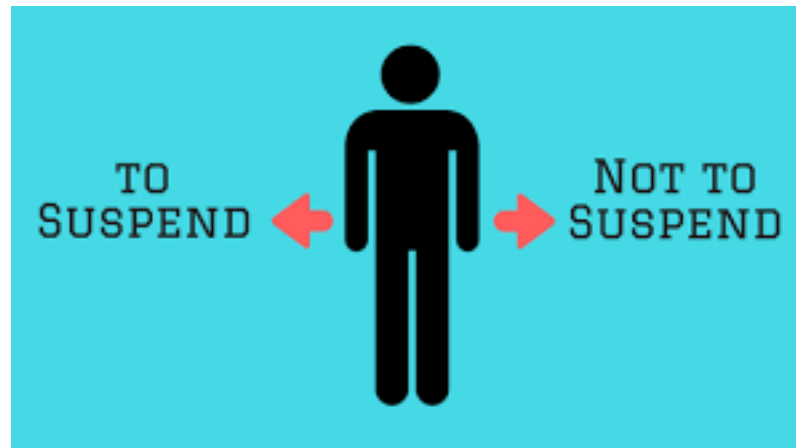
- What patterns do you observe with the student referrals?
  - Reason
  - Referral time
  - Referrals by Staff
- How does your School Discipline Policy address these violation codes?

**Based on your analysis, what next steps will you take?**

# All Suspensions

Your Operations Coordinator needs to be consulted for all prospective suspensions.

- Evidence of other means of correction
- Evidence of repeated failure.



# MiSiS Discipline Errors

LD	Preferred Location Code	Preferred Location Name	Referrals Missing Information		Total
			Cat 2	Cat 3	
C	7959	YORKDALE EL		7	7
C	8009	ADAMS MS	1	10	11
C	8057	BERENDO MS		29	29
C	8058	LIECHTY MS		50	50
C	8062	CLINTON MS		54	54
C	8064	KIM ACADEMY		2	2
C	8066	BURBANK MS		2	2
C	8070	NAVA LA SCH ART&CULT	1	6	7
C	8094	CARVER MS		2	2
C	8132	FOSHAY LC		15	15
C	8189	IRVING MS MME MAG	1	21	22
C	8200	LOS ANGELES ACAD MS		92	92
C	8206	RFK SCH VIS ARTS/HUM	2	4	6
C	8462	VIRGIL MS		10	10
C	8501	RFK LA SH ARTS		1	1
C	8516	CORTINES SCH OF VAPA		3	3
C	8543	BELMONT SH		11	11
C	8544	ROYBAL LC	1	18	19
C	8577	SOTOMAYOR LA LARS		5	5
C	8580	CENTRAL HS		2	2
C	8614	EAGLE ROCK HS		39	39
C	8643	FRANKLIN HS	1	9	10
C	8645	HIGHLAND PARK HS		2	2
C	8710	EARLY COLLEGE ACAD		9	9
C	8716	SANTEEC EC		5	5
C	8743	MANUAL ARTS SH		20	20
C	8748	WEST ADAMS PREP SH		7	7
C	8750	MARSHALL SH		1	1
C	8774	CONTRERAS LC GLBL ST		16	16
C	8777	KAHLO HS		4	4
C	8991	CDS TRI-C		1	1
Total Referral Count			17	1,265	1,280

Rows 1 - 103 (All Rows)



Tony Cortez  
Operations Coordinator

# SCHOOL SAFETY

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Eugene L. Hernandez  
Administrator of Operations

Tony Cortez  
Operations Coordinator

# Proactive: Where is your Campus Aide?

30 minutes before school

30 minutes after school dismisses

## Responsibility-School Safety:

- Doors
- Perimeter
- Gates
- Entrance
- Monitoring School Grounds
- Tardy Sweeps/Hall Passes
- Assist with Random Searches

# Integrated Safe School Plan

[lssp.lausd.net](http://lssp.lausd.net)

## **Safety Committee Monthly Meetings**

- **Month 1: Assign Emergency Response Positions**
  - Establish Crisis Team Members
  - Update Contact Info for all staff
  - Print the Safe School Plan
- **Month 2: Review Plan / Assess**
  - Review responsibilities and prepare for Fall Drill
- **Month 3: Present Plan to All Stakeholders**
  - Secure Signatures on Certification Forms
- Month 4: Review Fall Exercise/ Update members
- Month 5: Review other Drills/ Information for staff
- **Month 6: Continuous Review of Plan**
- **Month 7: Review and prep for Spring**
- Month 8: Review Spring Exercise/Plan to update
- Month 9: Review and update
  - Analyze School Data
  - Inventory of Emergency Bin Supplies
- **Month 10: Review/ analyze school practice**



# School Safety

- Drills
- Social Emotional
  - Risk Assessments
  - Bullying
- Emergencies
  - Lockdown
  - Threats
  - Bomb Threats



# Dealing With Emergencies

Integrated Safe School Plan: [www.ISSP.lausd.net](http://www.ISSP.lausd.net)

- Assess
- Look at Options
- Respond

The screenshot shows a web application window titled "Snipping Tool" with a menu bar (File, Edit, Tools, Help) and a toolbar. The main content area is titled "School Details" and "ROSEMONT AVENUE ELEMENTARY". It contains several input fields and labels:

- School Name:** ROSEMONT AVENUE ELEMENTARY
- Cost Center:** 1637001
- Location Code:** 6370
- Local District:** CENTRAL
- Board District:** 2
- Plan Template:** LAUSD EOP Template - 2018
- SSP Submitted By:** ROSEMONT AVENUE ELEMENTARY
- Address:** 421 N ROSEMONT AVE, LOS ANGELES, CA 90026
- Phone:** (213) 413-5310
- Principal:** ESTRADA, WILLIAM
- SSP Designee:** KARAPETIAN, YVONNE
- Operations Coordinator:** GORSUCH, MICHELLE
- Administrator of Operations:** HERNANDEZ, EUGENE

At the bottom, there is a section titled "Current Safe School Plan" with a table showing the version and submission date:

Version	Submitted
2017.1	10/2/2017

Below the table are two buttons: "Emergency View" and "Planning View".

# Bomb Threats

- Taking a Call
- Protocol for actions



# Operations Coordinators

- Maria Butler, Lead Coordinator: (213) 369-9143
- Michelle Gorsuch, Coordinator (213) 222-3894
- Mojgan Moazzez, Coordinator (213) 507-3478
- Tony Cortez, Coordinator (213) 369-3339

# Lockdown

- Make Announcements
- Lock/ Secure doors
- Close Blinds
- Start time/ End Time
- Contact Operations Coordinator
- Communication with All Staff Parents
  - Connect Ed
  - Message with Parents
  - Email
  - Text



# Lockdown Scenarios

- Do I call a lockdown?



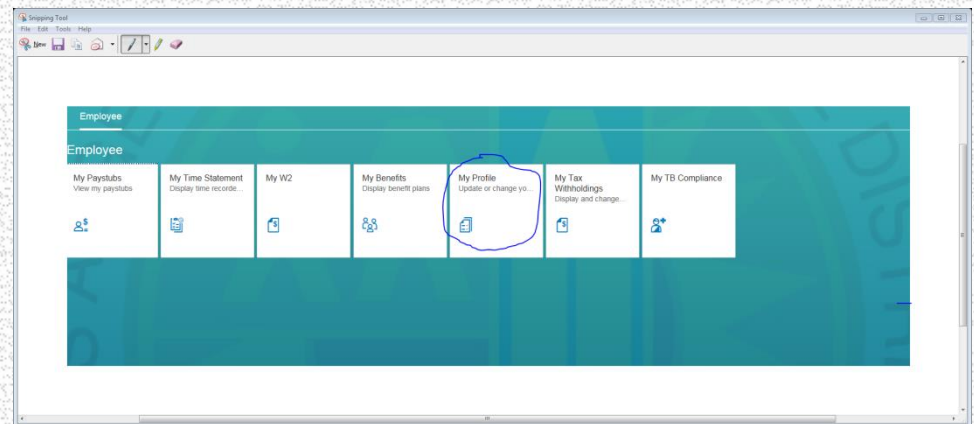
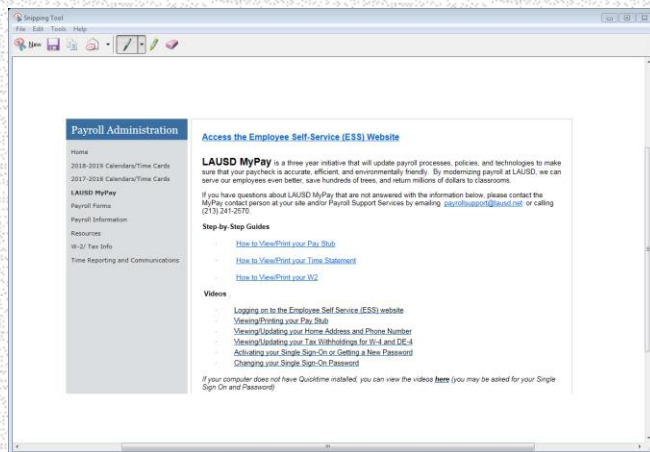
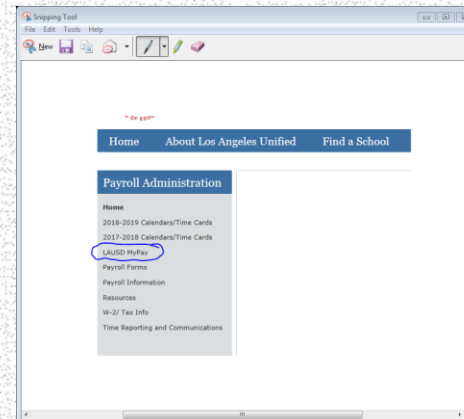
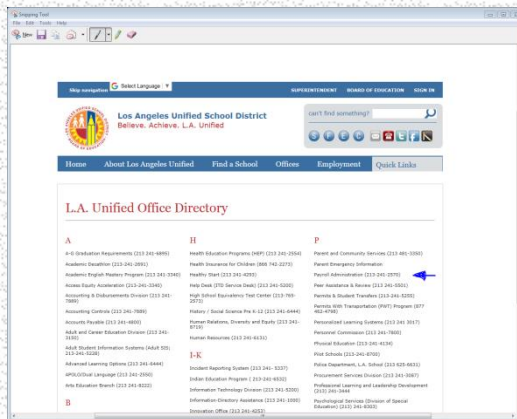


# Responding to Emergencies

- Incident Commander
- Remember you can only control your behavior.
- Know your TEAM



# Updating Personnel Information





Address

Address

Employee Address and Phone

Who to Contact in an Emergency

Who to Contact in an Emergency (2)

+

Doctor's Information

+

## Employee Address and Phone



Any changes will be effective from 08/28/2018

Street: [REDACTED]

City: DOWNEY

State: California

Postal Code / Country: 90242 US

Cell Phone: (213)369-3339

Home Phone: (562)79-2117

Work Phone: (213)241-0167



# Important Important Important!!!

- Don't Panic
  - Call Emergency Personnel
  - Call Operations
  - Use your team!
- 
- LASPD: (213) 625-6631
  - LDC Operations: (213) 241-0167





# ISTAR

## Incident System Tracking Accountability Report

# Incident System Tracking Accountability Report

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

# iSTAR Format

## ❖ Four Main Tabs

- Incident
- Persons Involved
- Issue Types (facilities involved)
- Summary

## ❖ Two Conditional Tabs

- Injury/Illness
- Risk Assessment Referral Data (RARD)



# Time to Practice

**At your table, use information strips to assemble iSTAR for incident below.**

**Mrs. Belmont reports to you that Sarah, her daughter, told her that the After school Coach Smith played “Tickle Monster” with her and other students in a classroom. In addition, Mrs. Belmont shares with you that she told the After School Program Coordinator, Ms. Garcia, of her daughter’s statement. According to Mrs. Belmont, Ms. Garcia told her that she was going to inform her supervisors.**

**Sort....**



# Tab 1: Incident #



LOS ANGELES UNIFIED SCHOOL DISTRICT  
ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT  
NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY



LoginUser : tony.cortez

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

Incident #211266   Persons Involved   Issue Types   Incident Summary

Cost Center	1[redacted]01 - [redacted] (LD:C) [v]		
Incident Occurred	<input checked="" type="checkbox"/> On Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> At another school <input type="checkbox"/> District Office <input type="checkbox"/> District School Bus/Vehicle <input type="checkbox"/> Going to or from school <input type="checkbox"/> Going to or from a school sponsored activity <input type="checkbox"/> Athletics Competition/Practice <input type="checkbox"/> Cafeteria <input type="checkbox"/> During Lunch Period <input type="checkbox"/> Other [redacted]		
Exact Location	[redacted] Classroom (Building #, Room, Address)		
Incident Date	1/25/2018 [v]	Incident Time	10:57 AM
Reporter Employee No.	00[redacted]3 - [redacted] [v]		
First Name*	[redacted]	Last Name*	[redacted]
Phone No.	( ) - -	Fax No.	( ) - -
Email*	[redacted]@ausd.net	Title	ASST PRIN, SECONDARY
Contact Name	[redacted]	Contact Phone	( ) - -

Is this incident centered around or involve an issue with District School/Facilities (i.e. lost keys, flood, fire)?  
**YOU MUST SELECT YES OR NO BEFORE PROCEEDING**   ☐ Yes   ☒ No

\* Required Field

Save Only



Submit Report

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

## Most Common Errors

- Missing info phone, names, fax
- Time/date discrepancy

# Tab 2: Persons Involved



## LOS ANGELES UNIFIED SCHOOL DISTRICT ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY



LoginUser : tony.cortez

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

Incident #211 [REDACTED] Persons Involved Issue Types Incident Summary

This incident is the result of the actions of a:

☒ Student ☐ Employee ☐ Parent/Community Member

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

Persons Involved							
Type	User Type	District/Emp ID	First Name	Last Name	Gender	View/Edit	Delete
Suspect	student	[REDACTED] 057	[REDACTED]	[REDACTED]	M		

Add New

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

Incident #	Student School	Notes	Date	Student(s)
<a href="#">129079</a>	[REDACTED]	Campus Aide [REDACTED] reported that there had been a fight between a [REDACTED] student and a [REDACTED] student. Upon investigating, Principals [REDACTED] determined that the fight was between [REDACTED] and [REDACTED] AT the end of period 4 PE class on 1/15/16, [REDACTED] reported that he saw [REDACTED] beating up on a friend of [REDACTED] called "Nano" because he is short. After he pulled his friend away, [REDACTED] said he was from [REDACTED] and got into a fighting position with [REDACTED] who then punched Ismael in the face. The fight broke up. [REDACTED] later sent [REDACTED] to the nurse where he received ice for his bruised hand.	1/15/2016	[REDACTED]
<a href="#">145316</a>	[REDACTED]	LASPD entered the following incident (145320) under the 8517 location code [REDACTED] but the victim is a student at [REDACTED] the suspect is a former student. Here is the LASPD summary: At 0930 while off the campus the subject brandished a knife and chased the victim with intent to stab him. The victim was able to get away unharmed. At 1200 noon the victim saw the subject outside of school at [REDACTED]. He notified the administration. LASPD officers responded to the location. A short foot pursuit ensued and the subject was apprehended. A knife was recovered from the subject. He was arrested and booked.	5/17/2016	[REDACTED]
<a href="#">145320</a>	[REDACTED]	At 0930 while off the campus the subject brandished a knife and chased the victim with intent to stab him. The victim was able to get away unharmed. At 1200 noon the victim saw the subject outside of school at [REDACTED] Ave. He notified the administration. LASPD officers responded to the location. A short foot pursuit ensued and the subject was apprehended. A knife was recovered from the subject. He was arrested and booked.	5/18/2016	[REDACTED]
<a href="#">147562</a>	[REDACTED]		6/3/2016	[REDACTED]

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

Save Only



Submit Report

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

Most Common Error:

- Missing Names

# Tab 3: Issue Types



LOS ANGELES UNIFIED SCHOOL DISTRICT  
ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT  
NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY



LoginUser : tony.cortez

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

Incident # **00000000** Persons Involved **00000000** Issue Types **00000000** Incident Summary **00000000**

Click '+' to expand.

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

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

[Issue Definitions](#)

## Most Common Error:

- Mis-labeled Incident



# Tab 4: Incident Summary

Incident #

Persons Involved

Issue Types

Incident Summary

Was this precipitated by a Random Search? ☐ Yes ☒ No

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

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

DCFS called on 1/125

Report # 0806-2732-5759-0074704

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

# Tab 4: Incident Summary

## Most Common Errors:

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

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

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

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

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

Additional notification at your discretion may be recorded below:

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

### Updated Information

Created By:

Last Updated By:

Submitted By:

Created Date: 1/26/2018 10:58:19 AM

Last Updated Date: 1/26/2018 11:04:40 AM

Submitted Date:

### Documents Attached to this report

Is the document uploaded a person disruptive letter? ☐ Yes ☒ No

No file selected.

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



# iSTAR Error Report

iSTAR Error Report  
LAUSD Division of District Operations  
Create Date: 7/1/2017 - 03/21/2018

CONFIDENTIAL

IncidentForm#	LocationName	IncidentDate	IncidentTime	IncidentDescription	CreateDate	IncidentType	IncidentPlace	UpdateContactPh	Occurredat	PERSONS INVOLVED	SAVED OF PREVIOUS ERROR
237727	LOS ANGELES ACAD MS	8/20/18 0:00	7:02 PM		8/20/18 8:18		Cafeteria		On Campus	MISSING	TRUE
237713	MANUAL ARTS SH	8/3/18 0:00	10:00 AM		8/18/18 14:37		Covered Eating A		On Campus	MISSING	TRUE
237612	CASTELAR ST EL	8/17/18 0:00	11:45 PM	Tracy was playing tag when	8/17/18 13:40	Injury (Injury)	Supply bin		On Campus		
233329	NAVA LA SCH BUS&TECH	7/2/18 0:00	10:30 AM	On June 27, 2018 @ approx	7/2/18 10:05	Injury (Injury)	RM # 207	3238462207	On Campus		TRUE
237556	DOWNTOWN CS/DMA/E MG	8/14/18 0:00	9:31 AM		8/17/18 9:33	Suicidal Behavior (Suicidal Palms Middle Sch			Off Campus		TRUE
237714	ALDAMA EL	8/14/18 0:00	12:48 PM	FELL OFF THE MONKEY BAR	8/18/18 21:10	Injury (Injury)	PLAYGROUND	3232541434	On Campus		TRUE
237452	WIDNEY CPTC	8/16/18 0:00	12:30 PM	Through simple questions (	8/16/18 13:59	Child Annoyance (Student Home			Off Campus		TRUE
237548	CAHUENGA EL	3/22/18 0:00	8:43 AM	Ms. Miriam Garcia Flores is	8/17/18 8:47	Injury (Injury)	Cafeteria	2132410768	On Campus		TRUE
237333	ESTRELLA EL	7/31/18 0:00	2:10 PM	to school, on 08-15-18,	8/15/18 14:16	Sex Crime/Sexual Behavior	Student's home		Off Campus		TRUE
237217	HOOPER AVE PC	8/14/18 0:00	8:40 AM	at 8:40 during student asse	8/14/18 10:41	Lockdown (Lockdown)	roof top		On Campus		TRUE
237420	24TH ST EL	8/16/18 0:00	9:02 AM	Ms. Ramsay entered the m	8/16/18 11:09	Disruptive Person (Disrupt	Main office and F		On Campus		TRUE
236932	MAPLE PC	7/30/18 0:00	11:50 AM	call from Plant Manager	7/30/18 17:38	Fire Alarm System (Fire Al	Main Bldg - 2nd f		On Campus		TRUE
237390	NAVA COLLEGE PREP	8/15/18 0:00	9:35 AM	@09:35am student was brc	8/16/18 8:26	Injury (Injury)	Nava College Pre		On Campus		TRUE
237675	FOSHAY LC	8/17/18 0:00	4:18 PM	2018 at approximately	8/17/18 16:32	Altercation (Verbal) (Alter	Exposition Gate	3233732700	On Campus		TRUE
237250	WEST ADAMS PREP SH	8/14/18 0:00	10:30 AM	Brought by another studen	8/14/18 15:17	Medical (Intoxication, Oth	Health Office		Off Campus		TRUE
237254	SANTEEC EC	8/14/18 0:00	2:15 PM	Student disclosed feelings c	8/14/18 15:58	Suicidal Behavior (Suicidal	PSW Office	2137631055	On Campus		TRUE
237338	SANTEEC EC	8/14/18 0:00	11:10 AM	Student was referred by scl	8/15/18 14:51	Suicidal Behavior (Suicidal	classroom		On Campus		TRUE
237674	WEST ADAMS PREP SH	8/17/18 0:00	4:27 PM	Student came to the health	8/17/18 16:27	Medical (Other)	Health Office		On Campus		TRUE

# ISTAR Reminders



- Generate iSTARs within 24 hours of the incident
- Be sure to have your principal review/submit the iStar. Email notifications are sent to applicable District personnel when the user clicks **“SUBMIT”**
- Enter document actions taken as incident is being addressed.
- An iSTAR closes automatically after 30 days, so be sure all information has been entered into every applicable tab.
- The school principal must certify all injuries/illnesses, and istars created by level 2 users.

# Los Angeles Unified School District Local District Central Operations

Administrative Investigations: Effective  
Questioning



**CONFIDENTIAL DOCUMENT - NOT TO BE DISSEMINATED**



## Outcomes:

ADMINISTRATORS WILL UNDERSTAND  
PROTOCOLS AND PROCEDURES FOR:

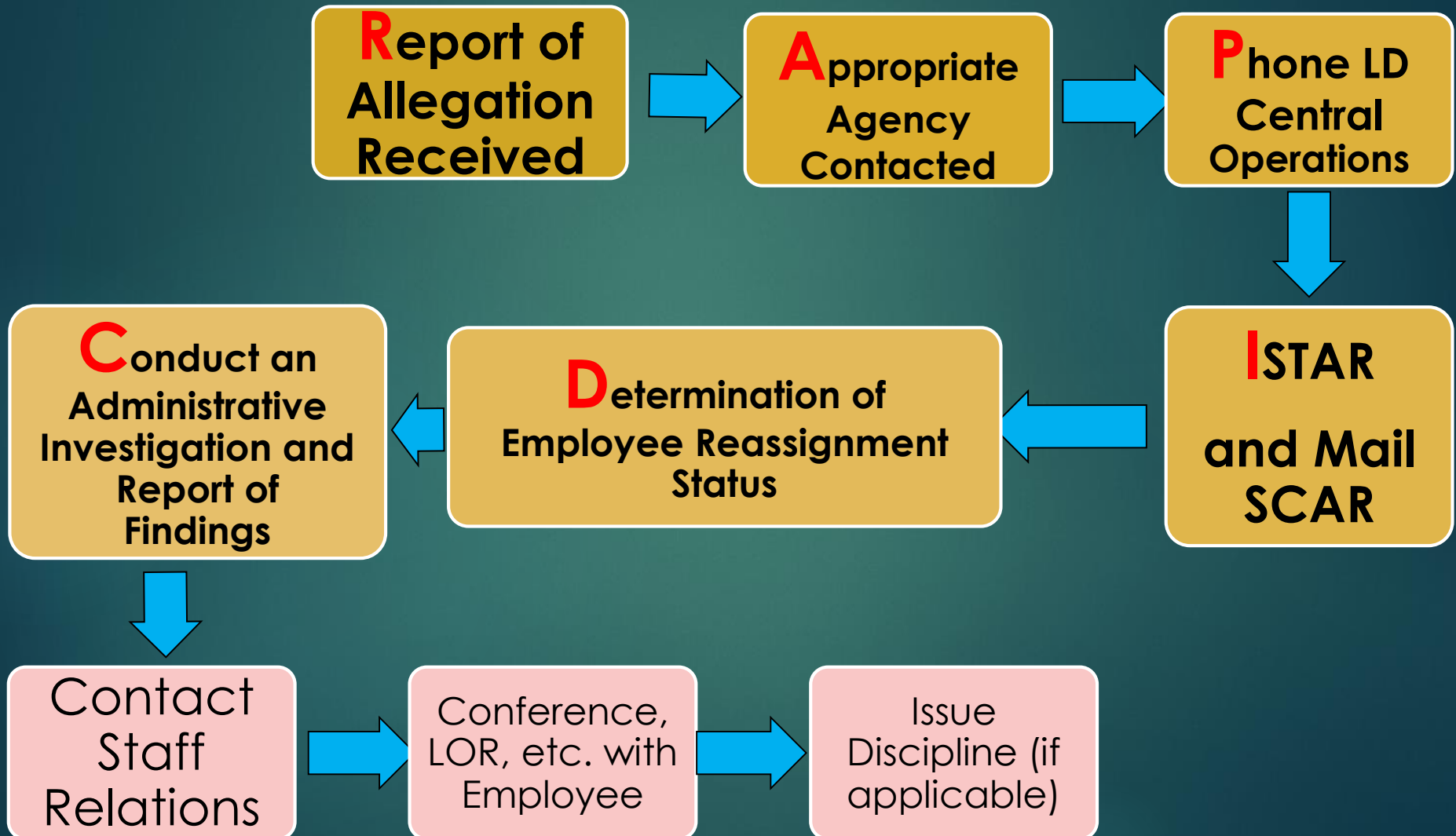
- REPORTING ALLEGATIONS
- INVESTIGATING ALLEGATIONS
- CONDUCTING INTERVIEWS
- ADMINISTRATIVE INVESTIGATION REPORT

# Everything Starts with an Allegation

You receive a call from Ms. Juarez, Mother of Isaiah M., alleging that Ms. Jones, Isaiah's math teacher punched her son several times during period 4. Mother alleged that the teacher always blames her son for her lack of classroom management skills and that this is not the first time this happens.

You don't believe this incident occurred. Ms. Jones is one of your best teachers.

# Conducting a Preliminary Administrative Investigation of an Employee as Suspect





# Pre-Investigation Protocols

- ▶ Notify Law Enforcement or Appropriate Reporting Agency
- ▶ File SCAR within 36 hours
- ▶ Remove employee from classroom or work area
- ▶ Collect keys, technology, etc.
- ▶ Call Operations
- ▶ File ISTAR
- ▶ Employee reassignment decision (AOO)

# Which Appropriate Reporting Agency?

## DCFS

- ▶ Domestic Incidents
- ▶ Suspected Child Abuse
- ▶ Alleged Employee Misconduct only when police are not available
- ▶ Reminder LASPD is not a reporting agency

## LAW ENFORCEMENT

- ▶ Administrators are to contact their local law enforcement agency for all matters of alleged employee misconduct involving students
- ▶ Reminder – LASPD is not a reporting agency

# Local District Central Operations\*

- ▶ Eugene Hernandez - Administrator of Operations
- ▶ Maria Butler- Lead Operations Coordinator
- ▶ Tony Cortez - Operations Coordinator
- ▶ Michelle Gorsuch - Operations Coordinator
- ▶ Mojgan Moazzez- Operations Coordinator

\*Contact LD Central Operations throughout investigative process 213-241-0167



# Reassignment/Investigation Flowchart

In all situations

## Immediate Response

- Allegation reported
  - Ask clarifying questions
- Contact law enforcement
- Remove employee from classroom or work area
- Collect keys, technology, etc.
- **Contact LD Operations**
- Enter ISTAR
- Mail SCAR
- Await decision of AOO/Division Head to:
  - Return employee to classroom or work area  
(Contact Staff Relations)
- **OR**
- Reassign from worksite (preliminary 5-day)
  - Issue directives and written notice to report to Local District/Division Office (Attachment A)

## Preliminary (5-Day) Reassignment

- Secure law enforcement clearance to investigate administratively
- Preliminary inquiry completed **in consultation with LD Operations** :
  - Interview alleged victim(s) and witness(es)
  - Obtain written statements
  - Retrieve employee records and files
- Await decision of AOO/Division Head to:
  - Notify of LD Supt.'s decision regarding 72-hour PNL
  - Return employee to worksite
- **OR**
- Reassign formally

## Formal Reassignment

- Certificated employees only transferred to Employee Relations cost center
  - Employee's position **not** vacant
- Full investigation completed by Student Safety Investigation Team (SSIT)
- Investigation report delivered to AOO/Division Head
  - Principal/Supervisor also reads report and offers recommendation
- AOO/Division Head makes decision to:
  - Return employee to worksite
    - Case review held for return to work (RTW)
    - Progress check for two semesters (Attachment N)
- **OR**
- Move for dismissal
  - Case review held for employee dismissal

# Pre-Investigation Administrative Protocols

- ▶ If cleared by reporting agency, proceed with administrative inquiry:
  - ▶ Designate an Investigator (remember who can investigate)
  - ▶ Identify Suspect(s) – full name, DOB, employee number, position, address, contact number, etc.
  - ▶ Identify Victim(s) - full name, DOB, address, contact number, etc.
  - ▶ Identify Witnesses - full name, DOB, address, contact number, etc.
  - ▶ Designate a private room for interviews
  - ▶ Devise appropriate questions to ask each interviewee
  - ▶ Gather evidence: physical (don't touch or adjust clothing)/photograph locations/audio/video evidence



# Conducting the Administrative Inquiry

## WHO INVESTIGATES FROM SCHOOL SITE?

- ▶ Administrators (principals, assistant principals)

## WHO DOESN'T INVESTIGATE FROM SCHOOL SITE?

- ▶ Teachers, teacher assistants, special education assistants, advisors, coaches, categorical coordinators
- ▶ Counselors
- ▶ PSAs
- ▶ PSWs
- ▶ Campus Aides/Supervision Aides
- ▶ Parents/Community Members
- ▶ Deans (Only Student-to-Student Related Matters)

# Conducting Effective Interviews

## Prepare strategy for the investigation

- ▶ Create a timeline
- ▶ Chronology of witness interviews (Start interviews with victim(s) and witnesses. Interview the accused employee last.)
- ▶ Questions:
  1. Interview witnesses separately
  2. Ask one question at a time, allow wait time
  3. Ask questions in chronological order
  4. Avoid leading questions
  5. Avoid vague questions
  6. Avoid confrontational questions

# Open-Ended vs. Closed-Ended Questioning

## Open

- ▶ Ask questions that will get the interviewee talking about the alleged incident
  - ▶ What happened?
  - ▶ Would you speak to the allegation that...
- ▶ Take notes so that you may ask clarifying questions
- ▶ Allow for pauses

## Closed

- ▶ Ask specific questions for clarification and/or confirmation
  - ▶ You said your teacher forced you into your seat, why do you think he did that? Would you show me what that looked like?



# Mock Scenario



You receive a call from Ms. Juarez, Mother of Isaiah M., alleging that Ms. Jones, Isaiah's math teacher punched her son several times during period 4. Mother alleged that the teacher always blames her son for her lack of classroom management skills and that this is not the first time this happens.

You don't believe this incident occurred. Ms. Jones is one of your best teachers.

# Group Task

With full participation from your table, complete the following:

- ▶ Identify the person your group will create questions for via the paper tent located in the middle of your table.
- ▶ Create three open-ended and three closed-ended questions to ask the individual using information from this presentation.
- ▶ Select someone from your table to share out to the group.

# Conducting Effective Interviews

Ask open-ended questions

Ask specific follow-ups to get details

Use interviewee's answers to form new questions

## Victims

- Tell me what happened in class yesterday (Ms. Jones pushed me.)
- Where did she push you? Can you show me how she did it? Did it hurt? Did you go to the nurse/office?
- What was happening right before she pushed you?
- What did she say when she pushed you?
- What did you say/do when she pushed you?
- What was happening in the class during this time?
- Who was there when this happened and might have seen?
- Is there anything else you would like to tell me?

## Witnesses

- Were you in class yesterday?
- Did you see anything happen with Isaiah?
- Did you see anything happen between Ms. Jones and Isaiah?
- What did you see? What did you hear?
- What was happening in the class during this time?
- What happened before? What happened after?
- Is there anything else you would like to tell me?

# Conducting Effective Interviews

Do not give specific information about the investigation

If employee witness is uncooperative, He/she is obligated to cooperate in District investigation

Do not promise confidentiality

## After each interview

- ▶ Ask for a written statement
- ▶ Review the written statement to ensure it includes all information given during the interview
- ▶ If student cannot write, they can draw pictures that the administrator can label
- ▶ If interview/statement is in a language other than English, provide original and translation.

## Reluctant Adult Witness

- ▶ Remind him/her of the obligation to tell the truth and protect students/employees from harm
- ▶ Remind him/her of the obligation to report misconduct under the Employee Code of Ethics
- ▶ Email the employee a summary of your conversation and ask him/her to correct any misinformation

# Conducting Effective Interviews

Provide opportunity to have representative attend interview

Two administrators present during the interview

Ask open-ended questions

Ask specific follow-ups to get details

## Accused Employee

- Tell me what happened in class yesterday with Isaiah (He got in a fight with Jose)
- Isaiah reported that you pushed him. Did you push him? (No, I tried to keep him away from Josue, and I may have bumped into him)
- Describe for me exactly what happened, from your perspective. (Tell me what you said and did during the incident. Show me how you tried to keep him away.)
- What did Isaiah say/do?
- Who was there when this happened that might have seen?
- Is there anything else you would like to tell me?

# Administrative Investigation Summary

(When Cleared to Handle Administratively)

1. Maintain an investigation file
2. Type of Allegation
3. Allegation basics
4. Names of persons involved/interviewed
5. Documentation collected
6. Other evidence collected
7. Allegations of prior misconduct
8. Summary of investigation
9. Law enforcement follow up
10. Findings
11. Outcome of preliminary inquiry

► DO NOT UPLOAD TO ISTAR

# Thank You for Your Participation Today!

PLEASE Do Not Hesitate to Contact Your  
Operations Coordinator if You Require  
Investigative Assistance!



# Updates and Reminders

- Unified Enrollment Fairs
  - Mayberry ES: September 12, 2018 5-8 pm
  - Franklin HS: September 20, 2018 5-8 pm
- Safe School Plan Due: October 1, 2018
- Norm Day: September 14, 2018
- Child Abuse Training Due: September 30, 2018
- Fall Rubric of Implementation Due: December 7, 2018
- Principal Certification Due: November 2, 2018
- Vision to Learn