



Acalanes Union High School District

Human Resources

1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900 ♦ Fax 925-280-4282

Date: June 13, 2014

To: The 2013-2014 Contra Costa County (CCC) Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

From: Kevin French, Associate Superintendent, AUHSD

cc: Dr. John Nickerson, Superintendent

Re: Response to Report 1402 – Training School District Employees in Reporting Child Abuse

On March 18, 2014, AUHSD received a copy of Grand Jury Report No. 1402, "Training School District Employees In Reporting Child Abuse." The AUHSD is required to respond to the findings and recommendations contained within Grand Jury Report No. 1402 on or before June 18, 2014. This document contains the AUHSD responses. If there are questions, please contact Associate Superintendent, Kevin French at kfrench@acalanes.k12.ca.us

CCC Grand Jury Findings and AUHSD Responses

1. Finding: Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits. Response: The respondent partially disagrees with the finding. As the administrator with oversight of Human Resources, I have no evidence that AUHSD has been subject to any lawsuits alleging failure to report known or suspected child abuse. I am aware that several districts in the County have litigated claims that may have included allegations of failing to report child abuse; however, I do not know the monetary settlements, if any.
2. Finding: The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. Response: The respondent agrees with the finding.
3. Finding: Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis. Response: The respondent agrees with the finding.
4. Finding: Training in child abuse reporting obligations should include:
 - a. Who are "mandated reporters";
 - b. What is "reasonable suspicion" of child abuse;
 - c. How and when a report should be made;
 - d. What safeguards are in place to protect mandated reporters;
 - e. What are the ramifications of making a suspected child abuse report.

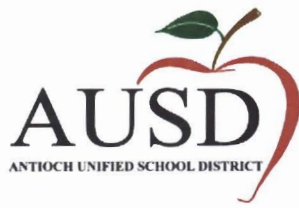
Response: The respondent agrees with the finding.

5. Finding: While “volunteers” who have direct contact or supervise children are excluded as “mandated reporters” under the Penal Code, the law “encourages” such volunteers to obtain training in the identification and reporting of known or suspected child abuse. Response: The respondent agrees with the finding.
6. Finding: School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program. Response: The respondent agrees with the finding.
7. Finding: The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County. Response: The respondent agrees with the finding.

CCC Grand Jury Recommendations and AUHSD Responses

1. Recommendation: Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse. Response: The recommendation has been implemented. The respondent appeared before the CCC Grand Jury and reported on how the district has evaluated the program to train employees in their obligations to identify and report suspected child abuse. For example, beginning in 2012, training has been expanded to include the use of The Child Abuse Prevention Council for training site and district office administrators, school counselors, school psychologists, and nurses. Those groups provide annual training to all staff members. Online training via www.mandatedreporterca.com has been used with new employees and when employees are absent on the day that training is provided.
2. Recommendation: Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse. Response: The recommendation has been implemented. Training is provided to all employees annually during initial (September) staff/department meetings. All employees are required to attend and attendance records are maintained by the site/department.
3. Recommendation: The training in child abuse reporting obligations should include:
 - a. Who are “mandated reporters”;
 - b. What is “reasonable suspicion” of child abuse;
 - c. How and when a report should be made;
 - d. What safeguards are in place to protect mandated reporters;
 - e. What are the ramifications of making a suspected child abuse report.Response: The recommendation has been implemented. Obligations (a thru e) are included in all annual training sessions. Printed materials, including AUHSD Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting, are distributed to address the reporting obligations.
4. Recommendation: Each district should establish a procedure for verifying that each employee has successfully completed the training program each year. Response: The recommendation has been implemented. Attendance records for the training conducted by each site/department are maintained. Those employees absent are required to attend a secondary training or complete the online training.
5. Recommendation: Each district should consider including all “volunteers” who have direct contact with and/or supervise children in their abuse reporting training programs. Response: The recommendation has not yet been implemented, but will be implemented beginning in the 2014-2015 school year.

6. Recommendation: Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district. Response: The recommendation has been implemented. The AUHSD has partnered with the Child Abuse Prevention Council of Contra Costa County since 2012 to train administrators, counselors, school psychologists, and nurses. The AUHSD will consider expanding the use of the CCC Child Abuse Prevention Council in future years.



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Administrative Offices

**510 G Street
Antioch, CA 94509**

Preparing Students for Success in College, Career, and Life.

June 13, 2014

Mr. Stephen D. Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
Martinez, CA 94553-0091

Dear Mr. Conlin,

This is a response to your request sent to Superintendent Donald Gill received on March 19, 2014 regarding the **Grand Jury Report No. 1402, 'Training School District Employees In Reporting Child Abuse'**.

Finding 1 response: The respondent agrees with the finding.

Finding 2 response: The respondent agrees with the finding.

Finding 3 response: The respondent agrees with the finding.

Finding 4 response: The respondent agrees with the finding.

Finding 5 response: The respondent agrees with the finding.

Finding 6 response: The respondent agrees with the finding.

Finding 7 response: The respondent agrees with the finding.

Recommendation 1 response: The recommendation has been implemented.

Summary describing implemented action: On March 26, 2014, Melanie Jones (Director of Certificated Human Resources), Lynda Sifford (Director of Classified Human Resources) and Gail Pinnell (Coordinator of Educational Resources) met and evaluated the District Child Abuse Prevention and Reporting Training model. At this meeting training effectiveness was discussed along with procedures for verifying that all employees successfully complete training.

Recommendation 2 response: The recommendation has not yet been implemented, but will be implemented in the future.

Time frame for implementation: Beginning with the 2014-15 school year, all employees of the District will be provided Child Abuse Prevention and Reporting training on an annual basis. Teachers newly-hired to the District will receive a 90 minute training on August 8, 2014 that includes items 3(a) – (e) as delineated in the recommendations. All other employees will participate in either online training or in-person training that includes items 3(a) – (e) as delineated in the recommendations by December 19, 2014.

Recommendation 3 response: The recommendation has been implemented.

Summary describing implemented action: The online training course utilized by the District is provided by the Contra Costa County Schools Insurance Group. This training includes items 3(a) – (e) as delineated in the recommendations. Additionally, the District teams with the Child Abuse Prevention Council of Contra Costa County which provides in-person trainings. These trainings include items 3(a) – (e) as delineated in the recommendations.

Recommendation 4 response: The recommendation has been implemented.

Summary describing implemented action: Employees are required to sign in at trainings. Sign in sheets and software sign in are monitored for employee completion of training requirements. This information is entered and maintained on the District employee database.

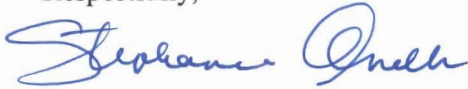
Recommendation 5 response: The recommendation has not yet been implemented, but will be implemented in the future.

Time frame for implementation: The District plans to include "volunteers" beginning with the 2014-15 school year, in either online or in-person Child Abuse Prevention and Reporting trainings on an annual basis.

Recommendation 6 response: The recommendation has been implemented.

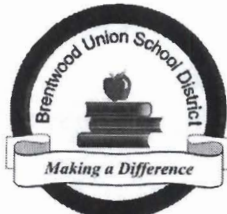
Summary describing implemented action: The District has worked closely with the Child Abuse Prevention Council of Contra Costa County since March, 2013 and plans to continue using the services of the council to provide annual Child Abuse Prevention and Reporting trainings.

Respectfully,



Stephanie Anello
Associate Superintendent

SA:rb



*Superintendent
Dana Eaton, Ed.D.*

Brentwood Union School District

255 Guthrie Lane, Brentwood, CA 94513 (925)513-6300 FAX (925)634-8583

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MFL*

June 9, 2014

Stephen D. Conlin, Foreperson
Contra Costa County Grand Jury
725 Court Street
Martinez, CA 94553-0091

Re: Response to Grand Jury Report #1402

Dear Mr. Conlin:

The following information is presented to you as our response to the Grand Jury Report No. 1402, 'Training School District Employees in Reporting Child Abuse'.

The Brentwood Union School District agrees with each finding, numbered 1-7, in the report.

FINDINGS:

- 1) The Brentwood Union School District agrees with this finding.
- 2) The Brentwood Union School District agrees with this finding.
- 3) The Brentwood Union School District agrees with this finding.
- 4) The Brentwood Union School District agrees with this finding.
- 5) The Brentwood Union School District agrees with this finding.
- 6) The Brentwood Union School District agrees with this finding.
- 7) The Brentwood Union School District agrees with this finding.

The Brentwood Union School District has implemented each recommendation, numbered 1-6, in the report. A summary describing the implemented actions is described below.

RECOMMENDATIONS:

The Brentwood Union School District evaluated its program to train employees in their obligations to identify and report suspected abuse in the Spring of 2013. (Recommendation 1) The district's training program was revised and expanded for all regular employees, substitutes, and volunteer activity supervisors. Training is required upon initial employment (or start of volunteer duties as defined in Ed Code 49024 – recommendation #5) and annually thereafter. (Recommendation 2)

NEW HIRES:

All new hires are provided with written information as part of their initial employment paper work. This information includes (all three documents attached):

- Written overview of reporting requirements
- Copy of penal code sections 11165-11167
- Statement Acknowledging Requirement to Report Child Abuse

All new hires are also required to complete four online training modules developed by and accessed through Keenan SafeSchools and our district's Property and Liability JPA. These modules are:

- **Boundary Invasion** – Highlights boundary invasion behaviors that are inappropriate in staff-student relationships; reviews the law as related to mandatory reporting, including sexual misconduct between staff and students, and recommends effective policies and practices.
- **Child Abuse Identification and Intervention** – Identifies who are mandated reporters, types of abuse and what constitutes reasonable suspicion; how to make both phone and written report, protections for reporters and consequences for failure to report (3).
- **Sexual Misconduct: Staff to Student** – defines sexual misconduct and educates on standards of care for professional educators; reviews mandatory reporting requirement of sexual abuse of students.
- **Mandatory Reporting** – overview of the law on mandatory reporting of child abuse; reviews types of abuse; Identifies who are mandated reporters, types of abuse and what constitutes reasonable suspicion; how to make both phone and written report, protections for reporters and consequences for failure to report (3).
- Webinar entitled **"Ten Things You Need to Know About Mandatory Reporting"** is required. New hires must complete the training modules within two weeks of their start date. Substitutes and Volunteer Activity Supervisors (as defined in Ed Code 49024) (recommendation #5) must complete the training before being authorized to begin work or volunteer services involving supervising students.

ANNUAL ONGOING TRAINING (Recommendation #2)

Annual ongoing training is also provided to all ongoing district employees about their obligations to report known or suspected child abuse. This training alternates each year between the Child Abuse Prevention Council's (CAPC) in person training (Recommendation #6) and the Keenan Safe Schools module on Child Abuse Prevention and Identification.

- In-person training using CAPC (Recommendation #6) was required for every employee during the 2013-14 school year.
- During the 2014-15 school year, the online Keenan Safe Schools modules will be assigned and required of every employee, utilizing the 'Mandatory Reporting' on line module (see above description).

The training will continue annually, alternating between on line and in-person models.

The in person training is tracked and documented by copies of CAPC training agendas and employee sign in sheets. Employee participation (as verified by the sign in sheets) in the in person training is entered into an employee training data base for monitoring purposes (recommendation #4).

The online training is assigned and tracked via the Keenan Safe Schools data base. Employees are assigned the training using their district assigned email address and identification and completion is monitored in a data base through the SafeSchools system (recommendation #4).

The Human Resources department monitors and ensures the completion of required trainings by all employees. Reminder emails are sent and personal contacts made by supervisors to ensure timely completions (recommendation #4).

OTHER

- The district's Board Policy and Administrative Regulations were updated in July 2012 as part of the review of procedures to ensure alignment with the law and best practices.
- The BUSD website provides information for the school community to understand child abuse identification and the mandated reporting requirements for school employees. This information is posted on the front page of the district's website.
- All new hires receive a brochure as part of orientation materials on child abuse identification and mandated reporting requirements.
- Posters have been displayed in every school site throughout the district highlighting the mandated reporting requirements, including phone numbers to make the initial report and fax numbers for filing the written report.
- The employee-only portion of the district website contains information and resources for employees related to child abuse identification and reporting.

Sincerely,

A handwritten signature in black ink that reads "Margaret Kruse". The signature is written in a cursive style with a long, sweeping underline.

Margaret Kruse
Assistant Superintendent Human Resources

Byron Union School District



14301 Byron Highway Byron, CA 94514
(925) 809-7500 FAX: (925) 634-9421
Debbie Burnette, Superintendent

logged 9/19/14

compliance

May 23, 2014

Stephen Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Re: 2013-2014 Contra Costa Grand Jury Report No. 1402 "Training School District Employees in Reporting Child Abuse"

Dear Foreperson Conlin:

The following is the Byron Union Elementary School District's (the "District") response to Grand Report No. 1402, "Training School District Employees in Reporting Child Abuse:"

Recommendation No. 1

Implemented. The District has reviewed all related policies and practices. Certificated staff members had previously been provided training each year. Certificated staff and classified staff were provided with recent training. Starting in 2013 all staff members are required to complete a training annually. In addition, the information provided in the training will be reinforced at staff meetings throughout each year. Next August all certificated staff, instructional paraprofessionals, noon duties and school office staff will be provided additional in-person training by an agency who specializes in the area. All trainings mentioned above contain all the elements outlined in Recommendation #3.

Recommendation No. 2

Implemented. See response to Recommendation #1, above.

Recommendation No. 3

Implemented. See response to Recommendation #1, above.

Recommendation No. 4

Implemented. All face to face trainings require a sign-in sheet. This sheet is kept on file at the site.

Recommendation No. 5

Implemented. Volunteer coaches and those that work directly with students for a substantial amount of time will be required to complete the training. The periodic parent volunteers will not.

Recommendation No. 6

See response to Recommendation #1.

Sincerely,

Debbie Burnette, Ed. D.

Debbie Burnette, Ed. D
Superintendent
(925) 809-7502
dburnette@byron.k12.ca.us



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CANYON ELEMENTARY SCHOOL

May 28, 2014

Stephen D. Conlin, Foreperson

Contra costa County civil Grand Jury

Dear Mr. Conlin,

This letter is in response to the Grand jury Report No. 1402, "Training School District Employees In Reporting child Abuse". Canyon Elementary School district agrees with each finding 1 through 7. Additionally, the district response to each recommendation is as follows:

Recommendation 1: The district has evaluated the program currently being used to train employees in their obligations to identify and report suspected cases of child abuse.

Recommendation 2: The District has adopted a program, newly revised, that was developed by Keenan Safe Schools. All employees will be provided training on an annual basis, that will be completed during the first six weeks of each school year.

Recommendation 3: The training program includes, who are "mandated reporters", what is "reasonable suspicion" of child abuse, how and when a report should be made, what safeguards are in place to protect mandated reporters and what the ramifications of making a report about known and/or suspected child abuse.

Recommendation 4: Each employee is assigned the required course online. The superintendent will have access to each employees progress and verify that each employee has completed the online training.

Recommendation 5: The district will look at developing a separate data base that would allow non-employees to take the same training program as employees. Volunteers will be given information detailing child abuse reporting training.

Recommendation 6: The district will try to schedule training in the 2014/15 school year with the Child Abuse Prevention Council of Contra Costa County.

Sincerely,

Gloria Faircloth

Superintendent/CBO

Canyon Elementary



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6/25 MDS

June 6, 2014

Stephen D. Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Re: Response to the 2013-14 Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse" Findings and Recommendations

Dear Foreperson Conlin:

Pursuant to California Government Code 933.05 (a) the Contra Costa County Office of Education files this response with regard to the 2013-14 Contra Costa County Grand Jury Report #1402 Findings and Recommendations.

FINDINGS

Finding #1

Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

Response to Finding #1

The respondent agrees with the finding.

Finding #2

The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education.

Response to Finding #2

The respondent agrees with the finding. The County Office of Education hosted training on April 30, 2013 for the district personnel administrators and members of the Association of California School Administrators (ACSA), Region 6 that includes Contra Costa and Alameda Counties.

Finding #3

Training in child abuse reporting obligations should be given to every employee of the school district in the County on an annual basis.

Response to Finding #3

The respondent agrees that each district or local education agency (LEA) should train its employees on an annual basis as we do at the County Office of Education. The County Office of Education provides certificated and classified school personnel with annual mandated reporting of child abuse training. In addition, all new hires are required to attend a New Employee Orientation. During this orientation, all new employees view an Employee Orientation video, which includes a segment on child abuse reporting. The video is housed on the CCCOE Intranet and is accessible to all employees at any time. The district superintendents and the county superintendent are working with the district attorney on the key elements that must be addressed in the training.

Finding #4

Training in child abuse reporting obligations should include:

- a) Who are “mandated reporters”;
- b) What is “reasonable suspicion” of child abuse;
- c) How and when a report should be made;
- d) What safeguards are in place to protect mandated reporters
- e) What are the ramifications of making a suspected child abuse report?

Response to Finding #4

The respondent agrees with the finding.

Finding #5

While “volunteers” who have direct contact or supervise children are excluded as “mandated reporters” under the Penal Code, the law “encourages” such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

Response to Finding #5

The respondent partially agrees with the finding. Depending on the size of the district and the number of volunteers the focus of the trainings should be on the school district employees including regular employees and substitutes. Regular on-going volunteers should also be included in employee trainings.

Finding #6

School districts should establish a procedure to verify that each employee has successfully completed the child abuse-training program.

Response to Finding #6

The respondent agrees with the finding. The County Office of Education (COE) requires its principals to schedule and hold regular mandated reporting training. COE principals keep workshop sign-in sheets that list all COE employees trained. Staff development training agenda and attendance records are kept and filed in COE employees’ personnel files.

Finding #7

The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

Response to Finding #7

The respondent agrees with the finding. The Child Abuse Prevention Council provided training for the County Office of Education Special Education, Regional Occupational Programs, and Youth Development Services staff on September 13, 2013.

The Deputy Superintendent (COE), Director of Educational Services (COE), and Executive Director and Community Education Coordinator of the Child Abuse Prevention Council met to discuss services offered by the Child Abuse Prevention Council. A follow-up meeting, including three district Superintendents and the District Attorney, Mark Peterson has been scheduled for June 2014 to plan for the 2014-15 school year.

RECOMMENDATIONS

Recommendation #1

Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

Response to Recommendation #1

The respondent agrees with the finding. The County Office of Education reviews the effectiveness of the child abuse reporting trainings with its principals. In addition, on-line training is available as a back up to the scheduled annual workshops.

Recommendation #2

Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

Response to Recommendation #2

The respondent agrees with the finding. The County Office of Education provides certificated and classified school personnel with annual mandated reporting of child abuse training. In addition, all new hires are required to attend a New Employee Orientation. During this orientation, all new employees view an Employee Orientation video, which includes a segment on child abuse reporting. The video is housed on the CCCOE Intranet and is accessible to all employees at any time.

Recommendation #3

The training program in child abuse reporting obligations should include:

- a) Who are "mandated reporters";
- b) What is "reasonable suspicion" of child abuse;
- c) How and when a report should be made;
- d) What safeguards are in place to protect mandated reporters
- e) What are the ramifications of making a suspected child abuse report?

Findings to Recommendation #3

The respondent agrees with the finding.

Recommendation #4

Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

Findings to Recommendation #4

The respondent agrees with the finding. The County Office of Education will continue to require that principals schedule annual mandated reporting training. Principals will keep workshop sign-in sheets that list all employees trained. Staff development training agenda and attendance records will be kept and filed in employees' personnel files. On-line training is available as a backup to the annual scheduled mandated training.

Recommendation #5

Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs

Findings to Recommendation #5

The respondent partially agrees with the finding. Depending on the size of the district and the number of volunteers, the focus of the trainings should be on the school district employees including regular employees and substitutes. Attempts should be made to include regular on-going volunteers in trainings for employees.

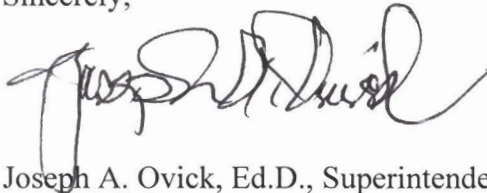
Recommendation #6

Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

Findings to Recommendation #6

The County Office of Education programs will continue retaining the Child Abuse Prevention Council of Contra Costa County to provide annual training about child abuse reporting to its employees. In addition, on line training will be available as a refresher.

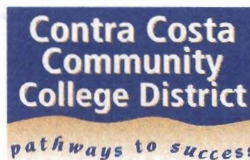
Sincerely,

A handwritten signature in black ink, appearing to read "Joseph A. Owick", written in a cursive style.

Joseph A. Owick, Ed.D., Superintendent of Schools

Governing Board

John E. Marquez, *President*
John T. Nejedly, *Vice President*
Vicki Gordon, *Secretary*
Greg Enholm
Matthew Rinn



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Chancellor
Helen Benjamin, Ph.D.

College Presidents
Contra Costa College Denise Noldon, Ph.D.
Diablo Valley College Peter Garcia
Los Medanos College Robert Kratochvil

June 18, 2014

Stephen D. Conlin, Foreperson
2013-2014 Contra Costa County Civil Grand Jury
725 Court Street
P.O. BOX 431
Martinez, California 94553-0091

Re: 2013-2014 Grand Jury Report No. 1402, "Training School District Employees In Reporting Child Abuse"

Honorable Stephen D. Conlin, Foreperson:

On behalf of the Contra Costa Community College District (District), I am responding to the 2013-2014 Contra Costa County Grand Jury (Grand Jury) *Report No. 1402: Training School District Employees In Reporting Child Abuse*.

Pursuant to California Government Code §933.05(a), the District is required to report on each finding and recommendation. For each finding, the District is required to report one of the following responses:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the case of responses (2) and (3), the District is to specify the portion of the finding that is disputed and is to include an explanation of the reasons why this finding is in dispute. Following is the District's response to each finding and recommendation.

Finding 1

Lawsuits have been filed against school districts in the County, alleging failures of the school personnel to report child abuse and millions of dollars have been paid to settle some of the lawsuits.

Response

We agree with this finding with respect to the school districts which the Grand Jury reviewed, as noted in its report. With respect to the Contra Costa Community College District (District), there has never been any type of allegation made, lawsuit filed, or settlement paid as a result of district personnel failing to report child abuse.

Finding 2

The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. (Penal Code section 11165.7 (c) and (d).)

Response

We agree with this finding with respect to what the law states regarding training and what is expected of any district if training is not being provided by that district.

Finding 3

Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

Response

We agree with this finding. The District is finalizing its training program for child abuse reporting. All employees, depending on category, will be required or strongly encouraged to participate on an annual basis.

Finding 4

Training in child abuse reporting obligations should include:

- a. *Who are "mandated reporters";*
- b. *What is "reasonable suspicion" of child abuse;*
- c. *How and when a report should be made;*
- d. *What safeguards are in place to protect mandated reporters;*
- e. *What are the ramifications of making a suspected child abuse report.*

Response

We agree with this finding.

Finding 5

While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

Response

We agree with this finding.

Finding 6

School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

Response

We agree with this finding with respect to employees required to complete training.

Finding 7

The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

Response

We partially disagree with this finding. On October 11, 2013, the Child Abuse Prevention Council of Contra Costa County (Council) provided training at no cost to classified staff at the Diablo Valley College childcare center. However, the Council has stated that there will be costs should the District engage them to train all employees.

Recommendation 1

Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse

Response

The recommendation has been implemented. As a result of the Grand Jury's initial inquiry about child abuse training and reporting, the District immediately evaluated its Child Abuse training program including its relevant Human Resources Procedure 1080.14. The District is finalizing a training program that will be made available to all employees.

Recommendation 2

Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

Response

This recommendation has not yet been implemented, but will be implemented in the future. The District is finalizing its child abuse training program and will begin implementation commencing the fall semester of 2014. All employees will be required or strongly encouraged, depending on category, to participate annually in training.

Recommendation 3

The training program in child abuse reporting obligation should include:

- a. *Who are "mandated reporters";*
- b. *What is "reasonable suspicion" of child abuse;*
- c. *How and when a report should be made;*
- d. *What safeguards are in place to protect mandated reporters;*
- e. *What are the ramifications of making a report about known and/or suspected child abuse?*

Response

This recommendation has not yet been implemented, but will be implemented with the commencement of the training program in the fall semester of 2014.

Recommendation 4

Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

Response

The recommendation has not yet been implemented, but will be implemented with the commencement of the training program in the fall semester of 2014. A verification procedure will be established for those employees required to complete training.

Recommendation 5

Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

Response

The recommendation has not yet been implemented, but will be implemented with the commencement of the training program in the fall semester of 2014

Recommendation 6

Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

Response

The recommendation requires further analysis. As stated earlier, the Council provided training last fall to the District at Diablo Valley College's childcare center at no cost. The District may continue to utilize the Council's training services. However, the Council has already communicated that due to the District's greater demand and larger employee population, the Council will not be able to provide training at no cost.

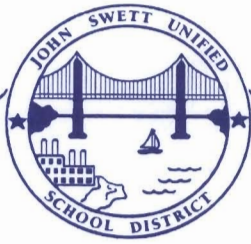
We welcome the opportunity to address any questions the Grand Jury may have regarding our responses. Please do not hesitate to contact me (925-229-6820, hbenjamin@4cd.edu, should you have any further questions.

Sincerely yours,



Helen Benjamin, Ph.D.
Chancellor

c:: Governing Board
 Chancellor's Cabinet



JOHN SWETT UNIFIED SCHOOL DISTRICT

Office of the Superintendent
Rob Stockberger
400 Parker Avenue, Rodeo, CA 94572
(510) 245-4300 • FAX (510) 245-4312

logged
6/25 *MS*

May 5, 2014

Stephen D. Conlin, Foreperson
2013-2014 Contra Costa County Civil Grand Jury
P. O. Box 431
Martinez, CA 94553-0091

Dear Mr. Conlin,

The John Swett Unified School District is in receipt of your letter dated March 18, 2014 and a copy of Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse" by the 2013-2014 Contra Costa Grand Jury.

Listed below are the responses to your findings and recommendations:

FINDINGS

Finding #1: Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

JSUSD Response: JSUSD agrees with the finding

Finding #2: The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education.

JSUSD Response: JSUSD agrees with the finding

Finding #3: Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

JSUSD Response: JSUSD agrees with the finding

GOVERNING BOARD

Norma Clerici

Brian Colombo

William Concannon

James Delgadillo

Jerrold Parsons

Finding #4: Training in child abuse reporting obligations should include:

- a) Who are "mandated reporters";
- b) What is "reasonable suspicion" of child abuse;
- c) How and when a report should be made;
- d) What safeguards are in place to protect mandated reporters;
- e) What are the ramifications of making a suspected child abuse report?

JSUSD Response: JSUSD agrees with the finding

Finding #5: While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

JSUSD Response: JSUSD agrees with the finding

Finding #6: School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

JSUSD Response: JSUSD agrees with the finding

Finding #7: The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

JSUSD Response: JSUSD agrees with the finding

RECOMMENDATIONS

Recommendation #1: Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

JSUSD Response: The District has implemented the recommendation. The JSUSD has evaluated its program and currently uses an online training program for all employees.

Recommendation #2: Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

JSUSD Response: The District has currently implemented an online program and in the fall of 2014 will add direct instruction training to all employees of the district utilizing the Child Abuse Prevention Council of Contra Costa County, which we piloted in spring 2014.

Recommendation #3: The training in child abuse reporting obligations should include:

- a) Who are "mandated reporters?;
- b) What is "reasonable suspicion" of child abuse?;
- c) How and when a report should be made;
- d) What safeguards are in place to protect mandated reporters?;
- e) What are the ramifications of making a report about known and/or suspected child abuse?

JSUSD Response: The District believes that the online program and Child Abuse Prevention Council of Contra Costa County training will satisfy items a-e.

Recommendation #4: Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

JSUSD Response: The District will establish a procedure for verifying that each employee successfully completes the training program each year.

Recommendation #5: Each district should consider including all "volunteers" who have direct contact with and /or supervise children in their abuse reporting training programs.

JSUSD Response: The District has not yet implemented, but will implement in the future. Volunteers will be invited to one of the District's four training sessions as an element of our volunteer screening process.

Recommendation #6: Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

JSUSD Response: The District has not yet implemented, but will be contacting the Child Abuse Prevention Council of Contra Costa County for implementation in the fall of 2014.

Please contact me if you have any further questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rob Stockberger', with a stylized, flowing script.

Rob Stockberger
Superintendent



Knightsen Elementary School District

1923 Delta Road / P.O. Box 265
Knightsen, CA 94548
925-625-0073
FAX 625-8766

Board of Trustees

Thomas Baldocchi, Jr.
Franklin Dell
Adam McMeans
Janice Smith
Liesel Williams

Superintendent

Theresa Estrada

legged
6/25
MP

June 13, 2014

Stephen D. Conlin
Contra Costa County Civil Grand Jury
725 Court Street
PO Box 911
Martinez, CA 94553-0091

Re: Comments on 2013-2014 Contra Costa Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse."

Dear Foreperson Conlin:

Pursuant to California Penal Code sections 933 and 933.05, the Governing Board of the Knightsen Elementary School District files this comment with regard to the 2013-2014 Contra Costa Grand Jury Report #1402 Findings and Recommendations.

FINDINGS

Finding #1:

Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

The Knightsen School District agrees with this finding.

Finding #2:

The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the state Board of Education.

The Knightsen School District agrees with this finding.

Finding #3:

Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

The Knightsen School District agrees with this finding, but notes that the law does not specifically require districts to provide training or to train employees on an annual basis. More legislation is needed to insure that every school employee is provided training regarding their obligations as a mandated reporter and to ensure that the training occurs annually.



Knightsen Elementary School

1923 Delta Road
Knightsen, CA 94548
925-625-0073
FAX 625-4593

Theresa Estrada
Superintendent

Ray Witte
Principal

An equal opportunity provider and employer



Finding #4

Training in child abuse reporting should include who is a mandated reporter, reasonable suspicion, how to report, when to report, safeguards in place for reporters and ramifications of making a report.

The Knightsen School District agrees with this finding. These areas are covered under the current California Child Abuse and Neglect Reporting Law.

Finding #5

While "volunteers who have direct contact or supervise children are excluded as "mandated reporters", the law encourages such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

The Knightsen School District partially disagrees with the statement and notes that current laws exclude volunteers from the definition of mandated reporters.

Finding #6

School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

The Knightsen School District agrees with this finding

Finding #7

The Child Abuse Prevention Council provides training services about abuse reporting at no cost to school districts in the County.

The Knightsen School District agrees with this finding.

Recommendation #1

Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

The recommendation has not yet been implemented, but will be implemented in the future with any needed changes in place for the beginning of our 2014-2015 school year.

Recommendation #2

Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

The recommendation has not yet been implemented, but will be implemented in the future with any needed changes in place for the beginning of our 2014-2015 school year through the use of online training modules made available by our insurance groups.

Recommendation #3

The training in child abuse reporting should include: Who is a mandated reporter, reasonable suspicion, how to report, when to report, safeguards in place for reporters and ramifications of making a report.

This recommendation has been implemented. Training modules used contain all of these elements.

Recommendation #4

Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

This recommendation has been implemented. The District maintains sign in sheets, online program completion reports; and completes personnel file reviews to ensure that evidence of training and acknowledgement of mandated reporting obligations are up to date for all employees.

Recommendation #5

Each District should consider including "all volunteers" who have direct contact with and/or supervise children in their abuse reporting programs.

This recommendation requires further analysis. While the concept is laudable, as a small school district we have concerns regarding the cost of maintaining records and following up with volunteers regarding training in child abuse and reporting. We also have concerns that requiring such training of volunteers would reduce the already limited number of people who volunteer in classrooms. We will need to study the costs of the recommendation and analyze the benefits. We classify our volunteers into two categories. One category is always under the direct supervision of a certificated employee and the second category covers volunteers who may work with children without direct supervision. Category 2 volunteers are required to be fingerprinted. The Board will need to review current volunteer policy and consider the addition of mandated reporter training for category 2 volunteers. This will be completed by December 1, 2014.

Recommendation #6

Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

This recommendation was last implemented by Knightsen in July 2011. We have very little staff turnover. We plan to utilize the online training modules for the 2014-2015 school year. The training provided by the Child Abuse Prevention Council is excellent. As a small district we are glad the resource is available to us. However the District is concerned about the potential training load on the Child Abuse and Prevention Council should every school in the County need their training services. Do they have the manpower and funding to provide the resource to all schools?

Sincerely,



Theresa Estrada, M.A.
Superintendent
Secretary to the Governing Board

Keyed
6/25 MP



Lafayette School District

3477 School Street, Lafayette, CA 94549
Telephone: (925) 927-3500 Fax: (925) 284-1525
Website: <http://www.lafsd.k12.ca.us>

June 11, 2014

Stephen D. Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
Martinez, CA 94553-0091

Re: Grand Jury Report No. 1402, 'Training School District Employees in Reporting Child Abuse'

Dear Mr. Conlin:

We have received a copy of the above-referenced report. We agree with findings 1-7.

Here are our responses to the Recommendations:

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

Response: (1) We agree with the finding. (1) The recommendation has been implemented. We believe that our training options comply with the legal requirements.

2. Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

Response: (1) We agree with the finding. (2) The recommendation will be implemented, beginning fall 2014. We have been requiring training biennially but will move to annual training, starting with the 2014-15 school year.

3. The training program in child abuse reporting obligations should include a) who are "mandated reporters"; b) what is "reasonable suspicion" of child abuse; c) how and when a report should be made; d) what safeguards are in place to

protect mandated reporters; e) what are the ramifications of making a report about known and/or suspected child abuse.

Response: (1) We agree with the finding. (1) The recommendation has been implemented. We have evaluated both our on-site and online training programs and determined that they both cover all of these topics.

4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

Response: (1) We agree with the finding. (1) The recommendation has been implemented. We have created a training database that includes all employees. We can easily determine who has and who has not completed the training.

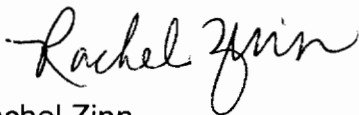
5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

Response: (1) We agree with the findings. (3) The district will consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training program.

6. Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

Response: (1) We agree with the finding. (1) The recommendation has been implemented. The Child Abuse Prevention Council of Contra Costa County has presented our training in the past. We will continue to work with them.

Sincerely,

A handwritten signature in cursive script that reads "Rachel Zinn".

Rachel Zinn
Superintendent



Liberty Union High School District

20 Oak Street
Brentwood, CA 94513
Phone: 925.634.2166 Fax 925.634.1687
Eric L. Volta, Superintendent

logged
6/25 11/15

Dear Stephen D. Conlin,

The Liberty Union High School District believes and demonstrates on a daily basis that our students' safety is our first priority. Please find below our responses to the Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse."

FINDINGS:

1. Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits

The respondent agrees with the findings.

2. The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. (Penal Code section 11165.7(c) and (d).)

The respondent agrees with the findings.

3. Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

The respondent agrees with the findings.

4. Training in child abuse reporting obligations should include:

- a. Who are "mandated reporters";
- b. What is "reasonable suspicion" of child abuse;
- c. How and when a report should be made;
- d. What safeguards are in place to protect mandated reporters;
- e. What are the ramifications of making a suspected child abuse report.

The respondent agrees with the findings.

5. While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

The respondent agrees with the findings.

6. School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

The respondent agrees with the findings.

7. The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

The respondent agrees with the findings.



Liberty Union High School District

20 Oak Street

Brentwood, CA 94513

Phone: 925.634.2166 Fax 925.634.1687

Eric L. Volta, Superintendent

RECOMMENDATIONS:

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

The recommendation has been implemented. As a result, all employees are trained yearly on child abuse reporting procedures.

2. Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

The recommendation has been implemented. We have revised our board policy on Child Abuse Reporting and require all staff to be trained on an annual basis regarding their obligation to report known or suspected child abuse.

3. The training program in child abuse report obligations should include:

- a. Who are "mandated reporters";
- b. What is "reasonable suspicion" of child abuse;
- c. How and when a report should be made;
- d. What safeguards are in place to protect mandated reporters;
- e. What are the ramifications of making a report about a known and/or suspected child abuse.

The recommendation has been implemented. We provide all employees with training regarding Child Abuse Reporting obligations which include a) through e) listed above.

4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

The recommendation has been implemented. All site principals and supervisors provide written verification to the Assistant Superintendent of Administrative Services that their employees have been provided training.

5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

The recommendation has been implemented. All "volunteers" are provided training on child abuse reporting obligations by our Human Resources staff prior to their approval as a "volunteer."

6. Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

This recommendation has not been implemented. We have decided not to utilize the services of the Child Abuse Prevention Council of Contra Costa County. It is extremely challenging to get all employees at one location and at the same time for a training presentation. Therefore, we have developed our own training program which allows flexibility to address the variety of times our employees work. We provide online, large group, and one to one training on child abuse reporting guidelines based on Contra Costa County School Insurance Group's child abuse training module to all employees.



Liberty Union High School District

20 Oak Street

Brentwood, CA 94513

Phone: 925.634.2166 Fax 925.634.1687

Eric L. Volta, Superintendent

Dear Stephen D. Conlin,

The Liberty Union High School District believes and demonstrates on a daily basis that our students' safety is our first priority. Please find below our responses to the Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse."

FINDINGS:

1. Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits

The respondent agrees with the findings.

2. The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. (Penal Code section 11165.7(c) and (d).)

The respondent agrees with the findings.

3. Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

The respondent agrees with the findings.

4. Training in child abuse reporting obligations should include:

- a. Who are "mandated reporters";
- b. What is "reasonable suspicion" of child abuse;
- c. How and when a report should be made;
- d. What safeguards are in place to protect mandated reporters;
- e. What are the ramifications of making a suspected child abuse report.

The respondent agrees with the findings.

5. While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

The respondent agrees with the findings.

6. School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

The respondent agrees with the findings.

7. The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

The respondent agrees with the findings.



Liberty Union High School District

20 Oak Street

Brentwood, CA 94513

Phone: 925.634.2166 Fax 925.634.1687

Eric L. Volta, Superintendent

RECOMMENDATIONS:

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

The recommendation has been implemented. As a result, all employees are trained yearly on child abuse reporting procedures.

2. Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

The recommendation has been implemented. We have revised our board policy on Child Abuse Reporting and require all staff to be trained on an annual basis regarding their obligation to report known or suspected child abuse.

3. The training program in child abuse report obligations should include:
 - a. Who are "mandated reporters";
 - b. What is "reasonable suspicion" of child abuse;
 - c. How and when a report should be made;
 - d. What safeguards are in place to protect mandated reporters;
 - e. What are the ramifications of making a report about a known and/or suspected child abuse.

The recommendation has been implemented. We provide all employees with training regarding Child Abuse Reporting obligations which include a) through e) listed above.

4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

The recommendation has been implemented. All site principals and supervisors provide written verification to the Assistant Superintendent of Administrative Services that their employees have been provided training.

5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

The recommendation has been implemented. All "volunteers" are provided training on child abuse reporting obligations by our Human Resources staff prior to their approval as a "volunteer."

6. Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

This recommendation has not been implemented. We have decided not to utilize the services of the Child Abuse Prevention Council of Contra Costa County. It is extremely challenging to get all employees at one location and at the same time for a training presentation. Therefore, we have developed our own training program which allows flexibility to address the variety of times our employees work. We provide online, large group, and one to one training on child abuse reporting guidelines based on Contra Costa County School Insurance Group's child abuse training module to all employees.



MARTINEZ UNIFIED SCHOOL DISTRICT

"Together we will ensure diverse paths to educate students in their quest for knowledge and success."

*Legged
6/25 MMS*

SCHOOL BOARD

Denise Elsen
John L. Fuller
Deidre M. Siguenza
Bobbi Horack
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DISTRICT STAFF

Superintendent
Rami Muth

**Assistant Superintendent
Personnel Services**
David Robertson

**Chief Business
Official**
Andi Stubbs

**Director
Curriculum and
Educational Technology**
Audrey Lee

**Director
Special Education**
Janelle Eyet

**Director
Student Services &
Secondary Support**
Helen Rossi

Chief Technology Officer
Max Eissler

SITE

ADMINISTRATORS

Alhambra High
Tom Doppe
Principal

**Vicente Martinez /
Briones School**
Carol Adams
Principal

**Martinez
Junior High**
Jonathan Eagan
Principal

**John Muir
Elementary**
Jessica Conkle
Principal

**John Swett
Elementary**
Adam Welcome
Principal

**Las Juntas
Elementary**
Crystal Castaneda
Principal

**Morello Park
Elementary**
Kate Besocke
Principal

**Martinez Adult
Education**
Kathy Farwell
Director

April 15, 2014

Stephen D. Conlin, Foreperson
2013-2014 Contra Costa Civil Grand Jury
725 Court Street
Martinez, CA 04553

RE: Response of Martinez Unified School District to 2013-2014 Contra Costa County Grand Jury Report No. 1402 "Training School district Employees in Reporting Child Abuse."

Dear Mr. Conlin:

Attached please find the Martinez Unified School District's response to the Grand Jury Report No. 1402, Findings and Recommendations, hereby submitted in compliance with Penal Code Sections 933 and 933.05. If the Grand Jury has questions regarding how its recommendations have been implemented they should not hesitate to contact me at (925)335-5932.

Sincerely,

Helen A Rossi
Director of Student Services
(email hrossi@martinez.k12.ca.us)

The Martinez Unified School District's Response to the 2013-2014 Contra Costa Grand Jury's Report No. 1402 "Training School District Employees In Reporting Child Abuse."

In accordance with California Penal code section 933.05, a response is required from the Martinez Unified School District to Findings 1-7 and Recommendations 1-6.

FINDINGS

Finding 1:

Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

Martinez Unified School District agrees with the finding that lawsuits have been filed against school districts in the county, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

Finding 2:

The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education (Penal Code section 11165.7 (c) and (d).)

The Martinez Unified School District agrees with the finding that Penal Code Section 11165.7 (c) and (d) state that the law strongly encourages schools districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education.

Finding 3:

Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

The Martinez Unified school district strongly agrees that training in child abuse reporting obligations should be given to every employee of a school district in the County, on an annual basis.

Finding 4

Training in child abuse reporting obligations should include:

- a. Who are mandated reporters;**
- b. What is “reasonable suspicion” of child abuse;**
- c. How and when a report should be made;**
- d. What safeguards are in place to protect mandated reporters;**
- e. What are the ramifications of making a suspected child abuse report?**

The Martinez Unified school district agrees that training in child abuse reporting should include but should not be limited to: Who is a mandated reporter, What is reasonable suspicion, How and when a report should be made, What safeguards are in place to protect mandated reporters and the ramifications of making a suspected child abuse report.

Finding 5:

While “volunteers” who have direct contact or supervise children are excluded as “mandated reporters” under the Penal Code, the law “encourages” such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

The Martinez Unified School District agrees that the law states the volunteers who have direct contact or supervise children are excluded as mandated reporters but Penal Code does encourage them to obtain training.

Finding 6:

School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

The Martinez Unified School District agrees that each school district should have procedures in place to verify that each employee successfully completed a child abuse training program.

Finding 7:

The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

The Martinez Unified School District agrees with the fact that the Child Abuse Prevention Council of Contra Costa County provides training services about child abuse reporting at no cost to the school districts in the County.

RECOMMENDATIONS

Recommendation 1:

Each school district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

The recommendation has been implemented.

Last July the Director of Student Services evaluated current practices in mandated reporter trainings throughout the district. Inconsistencies were noted and new procedures for yearly, consistent training for all employees were implemented. Five “face to face” trainings were provided by the Child Abuse Prevention Council of Contra Costa County in conjunction with a case worker from the Department of Child and Family Services. All certificated employees and para educators were mandated to attend although the opportunity was presented to all district employees. Sign in sheets were collected and put on file in the Student Services Office. All employees of the school district were mandated to complete an online “Mandated Reporter” training provided by Contra Costa County Schools Insurance Group. Data on participants is registered upon completion of the online course. A report of employees who have completed the course is kept on file in the Student Services Office.

Recommendation 2:

Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

The recommendation has been implemented.

The above referenced training will occur yearly in the Martinez Unified School District.

Recommendation 3:

The training in child abuse reporting obligations should include:

- a. Who are mandated reporters;**
- b. What is “reasonable suspicion” of child abuse;**
- c. How and when a report should be made;**
- d. What safeguards are in place to protect mandated reporters;**
- e. What are the ramifications of making a suspected child abuse report?**

The recommendation has been implemented.

Both the Child Abuse Prevention Council of Contra Costa and the Contra Costa County Schools Insurance Group follow the format in recommendation 3 in their trainings. The live presentation covered sections (a) through (e) in both oral and written presentations. Written guidelines were also distributed to each attendee for easy reference.

Recommendation 4:

Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

The recommendation has been implemented.

The participants of each live session were required to sign in documenting their attendance at the training. Those participating in the online version used their email address to log in and a record was generated at the completion of the course. The lists from both types of training were compiled to assure compliance by all employees. The master lists are kept on file in the Student Services Office.

Recommendation 5:

Each district should consider including all “volunteers” who have direct contact with and/or supervise children, in their abuse reporting training programs.

The Martinez Unified School District will require Mandated Reporter Training participation for all coaches and volunteers that have direct contact and supervise students without a certificated employee present.

Recommendation 6:

Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

The recommendation has been implemented.

The Martinez Unified School District has every intention on continuing to use the Child Abuse Prevention council of Contra Costa County as their primary trainer of employees. The Contra Costa County Schools Insurance Group online training program will only be used to supplement for those who cannot attend a live training.



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER
1936 Carlotta Drive
Concord, California 94519-1397
(925) 682-8000

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6/25 *MTW*

OFFICE OF
SUPERINTENDENT

June 17, 2014

Stephen D. Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Re: Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse" 2013-2014 Contra Costa Grand Jury

Dear Foreperson Conlin:

Pursuant to California Penal Code sections 933 and 933.05, the Governing Board of the Mt. Diablo Unified School District (MDUSD) files this response with regard to the 2013-2014 Contra Costa County Grand Jury Report No. 1402 Findings and Recommendations.

FINDINGS

FINDING 1

Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

RESPONSE TO FINDING 1

Respondent MDUSD agrees with the finding.

FINDING 2

The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. (Penal Code section 11165.7(c) and (d).

RESPONSE TO FINDING 2

Respondent MDUSD agrees with the finding.

FINDING 3

Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

RESPONSE TO FINDING 3

Respondent MDUSD agrees with the finding.

FINDING 4

Training in child abuse reporting obligations should include:

- a. Who are “mandated reporters”;
- b. What is “reasonable suspicion” of child abuse;
- c. How and when a report should be made;
- d. What safeguards are in place to protect mandated reporters;
- e. What are the ramifications of making a child abuse report.

RESPONSE TO FINDING 4

Respondent MDUSD agrees with the finding.

FINDING 5

While “volunteers” who have direct contact or supervise children are excluded as “mandated reporters” under the Penal Code, the law “encourages” such volunteers to obtain training in the identification and reporting of known or suspected child abuse.

RESPONSE TO FINDING 5

Respondent MDUSD agrees with the finding.

FINDING 6

School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

RESPONSE TO FINDING 6

Respondent MDUSD agrees with the finding.

FINDING 7

The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

RESPONSE TO FINDING 7

Respondent MDUSD agrees with the finding.

RECOMMENDATIONS

RECOMMENDATION 1

Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

RESPONSE TO RECOMMENDATION 1

The recommendation has been implemented. Over the last 12 months, District Administration has reviewed the training plan and has implemented updated and expanded training on this issue. Numerous trainings have taken place provided by the Child Abuse Prevention Council at various

school sites and two sessions of training occurred at the Dent Center on April 9, 2014 for over 200 central staff members. In addition, our Office of General Counsel has provided attorneys to train at specific sites. We are currently scheduled on August 4, 2014 to have the Child Abuse Prevention Council representative refresh the training for all District and school site administrators prior to the beginning of the school year. Each of those persons will be instructed to train or refresh the training of their respective subordinate staff in the fall 2014 at the 56 school sites in the District. We are in the process of determining which sites will actually have site training by the Child Abuse Prevention Council since that group cannot provide training to all sites in a timely manner.

RECOMMENDATION 2

Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

RESPONSE TO RECOMMENDATION 2

The recommendation has been implemented. Numerous trainings will occur in 2014-15 as provided by the Child Abuse Prevention Council or representatives of the Office of General Counsel at various school sites. We are currently scheduled on August 4, 2014 to have the Child Abuse Prevention Council representative refresh the training for all District and school site administrators prior to the beginning of the school year. Each of those persons will be instructed to train or refresh the training of their respective subordinate staff in the fall 2014 at the 56 school sites in the District. We are in the process of determining the number and location of the sites that will actually have site training by the Child Abuse Prevention Council since that group cannot provide training to all sites in a timely manner within the constraints of their budget and that of the school district. We will continue to use lawyers from the Office of General Counsel to supplement training at the sites not scheduled for training by the Council.

RECOMMENDATION 3

The training program in child abuse reporting obligations should include:

- a. Who are "mandated reports";
- b. What is "reasonable suspicion" of child abuse;
- c. How and when a report should be made;
- d. What safeguards are in place to protect mandated reporters;
- e. What are the ramifications of making a report about known and/or suspected child abuse.

RESPONSE TO RECOMMENDATION 3

The recommendation has been implemented. By virtue of the use of training materials in use by the Child Abuse Prevention Council supplemented by legal staff of the Office of General Counsel these areas are and will be covered in the training.

RECOMMENDATION 4

Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

RESPONSE TO RECOMMENDATION 4

The recommendation has been implemented. Each training session requires a sign in sheet. Central office staff is verifying and will be matching signatures with lists of employees assigned by budget position.

RECOMMENDATION 5

Each district should consider including all “volunteers” who have direct contact with and/or supervise children in their abuse reporting training programs.

RESPONSE TO RECOMMENDATION 5

The recommendation requires further analysis. We will need to review the numbers and the time and the cost after training over 3,000 District employees. This study will be reviewed in fall 2014.

RECOMMENDATION 6

Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

RESPONSE TO RECOMMENDATION 6

The recommendation has been implemented. MDUSD has a firm and responsive relationship with the Child Abuse Prevention Council of Contra Costa County, as noted above, and looks forward to expanding their involvement with the school sites.

Sincerely,

A handwritten signature in black ink, appearing to read "Nellie Meyer", with a stylized flourish at the end.

Nellie Meyer, Ed.D.
Superintendent



Legged
6/25 *MB*

Bruce K. Burns
Superintendent
1540 School Street
Moraga, CA 94556
T: (925) 377-4101
F: (925) 376-6755
bburns@moraga.k12.ca.us

April 11, 2014

Stephen D. Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
Martinez, CA 94553-0091

Re: Response to Grand Jury Request, Report No. 1402, "Training School District Employees In Reporting Child Abuse" Per March 18, 2014 Letter from Foreperson Stephen D. Conlin

Dear Foreperson Conlin,

Pursuant to your request in the letter dated March 18, 2014, the Moraga School District (MSD) responds accordingly to **Findings 1-7**:

1. Per **Finding #1**: "Lawsuits have been filed against school district in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits."

The District replies to Finding #1 accordingly: The District agrees with Finding #1.

2. Per **Finding #2**: "The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide training must report the reason to the State Board of Education. (Penal Code section 11165.7 (c) and (d))"

The District replies to Finding #2 accordingly: The District agrees with Finding #2.

3. Per **Finding #3**: "Training in child abuse reporting should be given to every employee of school districts in the County on an annual basis."

The District replies to Finding #3 accordingly: The District agrees with Finding #3.

4. Per **Finding #4**: "Training in child abuse reporting obligations should include:

- a. Who are "mandated reporters";
- b. What is "reasonable suspicion" of child abuse;
- c. How and when a report should be made;
- d. What safeguards are in place to protect mandated reporters;
- e. What are the ramifications of making a suspected child abuse report."

The District replies to Finding #4 accordingly: The District partially agrees with Finding #4. Training in child abuse reporting obligations *should also include*:

- i. Liability and failure to report may subject the mandated reporter to criminal and civil penalties;
- ii. What constitutes child abuse or neglect;
- iii. Reporting duties are individual and no administrator or supervisor may impede or inhibit the reporting duties (Penal Code 11155, subd. (h)(1);
- iv. To whom do you report.

5. Per **Finding #5**: "While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse."

The District replies to Finding #5 accordingly: The District agrees with Finding #5.

6. Per **Finding #6**: "School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program."

The District replies to Finding #6 accordingly: The District agrees with Finding #6.

7. Per **Finding #7**: "The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County."

The District replies to Finding #7 accordingly: The District agrees with Finding #7.

Pursuant to your request in the letter dated March 18, 2014, the Moraga School District (MSD) responds accordingly to **Recommendations 1-6**:

1. Per **Recommendation #1**: "Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse."

The District replies to Recommendation #1 accordingly: Recommendation #1 has been implemented. Training programs were evaluated by Contra Costa County Child Abuse Prevention Council (CAPC) representatives and the MSD Student Safety Committee (comprised of Board members, the superintendent, parents, CAPC representatives, certificated and classified staff, and administrators).

2. Per **Recommendation #2**: “Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.”

The District replies to Recommendation #2 accordingly: The recommendation has been implemented. The MSD adopted the CAPC program providing training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse. In addition to the annual training, the MSD requires all new employees to complete the mandatedreporterca.com training sessions, and all site principals are required to review mandated child abuse reporting requirements at January school site staff meetings. Every other year, all district principals are required to attend a “Mandated Child Abuse Reporting” training, presented by District legal counsel.

3. Per **Recommendation #3**: “The training program in child abuse reporting obligations should include:
- a. Who are “mandated reporters”;
 - b. What is “reasonable suspicion” of child abuse;
 - c. How and when a report should be made;
 - d. What safeguards are in place to protect mandated reporters;
 - e. What are the ramifications of making a suspected child abuse report.”

The District replies to Recommendation #3 accordingly: The recommendation has been implemented. CAPC training includes 3. a.-e. above per Recommendation #3, as does the mandatedreporterca.com training sessions. Training also includes:

- i. Review of MSD Mandated Reporting Board Policy and Administration Regulation;
- ii. Liability and failure to report may subject the mandated reporter to criminal and civil penalties;
- iii. What constitutes child abuse or neglect;
- iv. Reporting duties are individual and no administrator or supervisor may impede or inhibit the reporting duties (Penal Code 11155, subd. (h)(1);
- v. To whom do you report.

The MSD believes parents and students should also be trained. The CAPC has presented several parent education Child Abuse/Mandated Reporter presentations. The MSD hired, in cooperation with neighboring school districts and the CAPC, a Student Safety Coordinator, to annually teach the Speak Up Be Safe program to 1st, 3rd, 5th and 6th grade students.

4. Per **Recommendation #4**: “Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.”

The District replies to Recommendation #4 accordingly: The recommendation has been implemented. Attendance is taken at CAPC workshops to verify the employee has attended training. The mandatedreporterca.com training session verifies completion of training session via a certificate. Attendance is taken at January staff meetings when child abuse and mandated reporter requirements are reviewed. Attendance sheets and certificates are maintained at the District Office and crossed-checked against a list of employees.

5. Per **Recommendation #5**: "Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting requirements."

The District replies to Recommendation #5 accordingly: The recommendation has been implemented. All volunteers are required to watch a "Volunteer Video", complete a quiz based on the video, sign a "Volunteer Clearance Form" requiring adherence to District volunteer expectations and that the volunteer is not a registered sex-offender as defined by Megan's Law (Penal Code 290). District Office staff verify all volunteers as non-sex offenders via meganslaw.ca.gov. Information in the video and quiz require volunteers to report suspected child abuse. Parent volunteer driver's licenses are copied and maintained at the District Office.

6. Per **Recommendation #6**: "Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district."

The District replies to Recommendation #6 accordingly: The recommendation has been implemented. The CAPC has trained MSD employees the past two years, presented several parent Child Abuse Mandated Reporter workshops and supported the MSD in hiring a Student Safety Awareness Coordinator responsible for educating MSD students via the Speak Up Be Safe program.

The MSD superintendent, a MSD Governing Board representative, representatives from MSD legal counsel and the CAPC executive director presented a formal presentation on Child Abuse and Mandated Reporting at the 2013 California School Board Association Annual Education Conference in San Diego. The MSD superintendent and representatives from MSD legal counsel have presented similar formal presentations to members attending the 2014 California Association of School Business Officials Annual Conference and to Contra Costa County superintendents, Alameda County superintendents, and Nor Cal ReLiEf Governing Board members.

Sincerely,

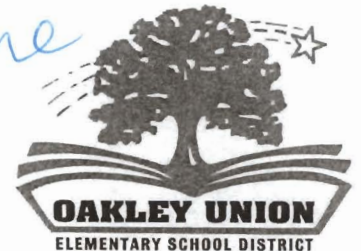


Bruce K. Burns
Superintendent
Secretary to the Governing Board

May 23, 2014

Stephen Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

*Typed 9/16/14 MRS
Campione*



91 Mercedes Lane
Oakley, CA 94561
Phone: 925.625.0700
Fax: 925.625.1863
TDD/TTY: 925.625.6580

**Re: 2013-2014 Contra Costa Grand Jury Report No. 1402 "Training
School District Employees in Reporting Child Abuse"**

Dear Foreperson Conlin:

The following is the Oakley Union Elementary School District's (the "District") response to Grand Report No. 1402, "Training School District Employees in Reporting Child Abuse:"

Recommendation No. 1

Implemented. The District has reviewed all related policies and practices. Certificated staff members had previously been provided training during their first staff meeting each year. Some classified staff, most notably Instructional Paraprofessionals and Noon Duty Supervisors had been provided recent training. Starting last spring all staff members are required to complete an on-line training annually. In addition, the information provided in the training will be reinforced at the first staff meeting each year. All new hires must complete the online training within three weeks of initial employment. Next August all certificated staff, instructional paraprofessionals, noon duties and school office staff will be provided additional in-person training by a lawyer who specializes in the area. All trainings mentioned above contain all the elements outlined in Recommendation #3.

Recommendation No. 2

Implemented. See response to Recommendation #1, above.

Recommendation No. 3

Implemented. See response to Recommendation #1, above.

Recommendation No. 4

Implemented. All face to face trainings require a sign-in sheet. This sheet is kept on file at the site. The on-line training provides an electronic record of all employees who have completed the training.

Recommendation No. 5

Implemented. Volunteer coaches and those that work directly with students for a substantial amount of time will be required to complete the training. The periodic parent volunteers will not.

Recommendation No. 6

See response to Recommendation #1.

Sincerely,

Richard K. Rogers, Ed.D.
Superintendent
Secretary to the Board



**Orinda Union
School District**
25 Orinda Way
Suite 200
Orinda, CA 94563

Phone (925) 254-4901
Fax (925) 253-0719

Superintendent
Dr. Joe Jaconette

Board of Trustees
Sarah G. Butler
Tyson Krumholz
Matt Moran
Julie Rossiter
Dr. Chris Severson

By U.S. Mail and E-mail

June 17, 2014

Contra Costa County Civil Grand Jury
Attention: Stephen D. Conlin, Foreperson
725 Court Street
P.O. Box 911
Martinez, CA 94553-0091

Re: Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse"

Dear Mr. Conlin:

The purpose of this letter is to respond to certain requests made of the Orinda Union School District (District) in correspondence dated March 18, 2014. This letter is intended to provide you with the District's response to your requests.

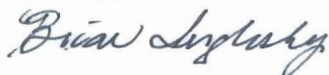
- In regards to the Findings on page 6 of the report: As requested in the Grand Jury Report No. 1402, the Orinda Union School District agrees with Findings 1-7 as stated on page 6 of the report.
- In regards to Recommendation 1-6 of the Grand Jury Report No. 1402:
 - 1.) We have evaluated our current practice of providing child abuse training. During new employee orientation each employee is provided with the OUSD Board Policies (BP) regarding child abuse prevention and sexual harassment: BP 5141.4 – "Child Abuse Prevention and Reporting", BP 5145.7 – "Sexual Harassment", and "Child Abuse Educator's Responsibilities" booklet by Crime and Violence Prevention Center, California Attorney General's Office. Each employee signs and dates a verification form that these topics, as well as others, are discussed with the new employee. All current employees have signed such verification forms and they are maintained in their personnel file.
 - 2.) We utilize the Child Abuse Prevention Council of Contra Costa County to provide training to our employees. The training will be an annual occurrence for all employees starting in 2014-2015 school year.
 - 3.) All employees (new and ongoing) are informed that they are "mandated reporters" and as such, they have a responsibility for reporting suspected child abuse to proper authorities. Each employee is directed to immediately contact Contra Costa County Child Protective Services/Child and Family Services (at 877-881-1116) if they suspect child abuse. Employees are provided with an overview of their responsibilities regarding the California Child Abuse and Neglect Reporting Act which includes: Procedures for reporting suspected child abuse and neglect; Protections for reporting as

required; Privileges extended to mandated reporters; Penalties for failure to report as required.

- 4.) Our Personnel Office maintains all employee files. Each employee signs and dates a verification form indicating that they understand and will uphold their responsibilities as mandated reporters. All current employees have signed such verification forms and they are maintained in their personnel file. Starting with the 2014-2015 school year, verification of training will take place on an annual basis for all employees. Attendance will be required of each employee and follow-up procedures will be utilized to ensure that all employees are trained on an annual basis.
- 5.) Orinda Union School District is currently reviewing potential plans for instituting a training process for "volunteers" (who have direct contact with and/or supervise children) to be trained on abuse reporting procedures and prevention of child abuse.
- 6.) Orinda Union School District will continue to utilize the services of the Child Abuse Prevention Council of Contra Costa County. We have used the services of this agency for the past three years.

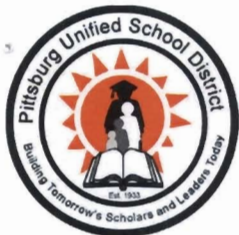
If you have any questions about information contained in this letter, please do not hesitate to contact me.

Sincerely,



Brian Inglesby
Director of Special Services/Personnel
binglesby@orinda.k12.ca.us

Logged 9/19/14 *[Signature]*
[Signature]



Pittsburg Unified School District

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

Sally L. Clark, Assistant Superintendent – Human Resources

PHONE: (925) 473-2336

EMAIL: sclark@pittsburg.k12.ca.us

FAX: (925) 473-4275

TO: MARC A. SANTACROCE, FOREPERSON CONTRA COSTA COUNTY GRAND JURY
FROM: SALLY L. CLARK, ASSISTANT SUPERINTENDENT HUMAN RESOURCES
RE: RESPONSE TO GRAND JURY REPORT NO. 1402

Pittsburg Unified School District respectfully submits the following response regarding the findings and recommendations in Report No. 1402, Training School District Employees in Reporting Child Abuse.

FINDINGS

Finding	Agree	Disagree	Partially Disagree	Disputed Portion
1. Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.	X			
2. The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education (PC 11165.7).	X			
3. Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis	X			
4. Training in child abuse reporting should include: a) who are "mandated reporters"; b) what is "reasonable suspicion" of child abuse; c) how and when a report should be made; d) what safeguards are in place to protect mandated reporters; e) what are the ramifications of making a suspected child abuse report.	X			
5. While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse.	X			
6. School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.	X			
7. The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.	X			

RECOMMENDATIONS

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

Implemented: Yes

Summary: Pittsburgh Unified School District (PUSD) requires all new employees and substitutes to read the District's Child Abuse Reporting Requirements which cover Penal Code Section 11166. Employees must sign and acknowledge their role as a mandated reporter. During the 2013-2014 school year, PUSD explored programs for providing training to employees. Two avenues for training were selected, Keenan SafeSchools Mandatory Reporter online training and the Child Abuse Prevention Council for group presentations.

2. Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

Implemented: Yes

Summary: Measures have been taken to ensure all employees are trained in their obligations to identify and report child abuse. These measures include a negotiated additional work day for employees specifically designated for annual training. Child identification and reporting training is available to all employees through an online program provided through Keenan SafeSchools. Group presentations are provided through the Child Abuse Prevention Council.

Training began in the spring of 2014 for classified aides. In June, 2014, training was provided to 11 and 12 month classified employees. An additional paid day was negotiated with the Classified School Employees Association (CSEA) for 10 month employees to start their work year one day earlier. The additional day is solely for the purpose of training and professional development of classified employees, including child abuse identification and reporting.

A similar extra training day for teachers is on the table for current negotiations with a favorable response from the Pittsburgh Education Association (PEA). With an additional negotiated teacher day, all teachers and 10 month classified employees will receive mandated reporting training annually on a day prior to the start of the school year beginning in 2015-2016. For the 2014-2015 school year, training for teachers will be directed by the school principal. All school principals have received options for providing the training and a deadline to complete the training with site staff by September 30, 2014.

The Pittsburgh Unified School District website has a Child Abuse Reporting link in three locations: Programs and Services, Staff and How to Volunteer webpages. The Child Abuse Reporting webpage includes a hotline number, how to report suspected child abuse, the reporting form (SCAR) and instructions, as well as other information. Additionally, all school sites and departments received a Child Abuse Reporting Poster provided by Keenan & Associates which gives reporting information and contact numbers.

3. The training program in child abuse reporting obligations should include: a) who are "mandated reporters"; b) what is "reasonable suspicion" of child abuse; c) how and when a report should be made; d) what safeguards are in place to protect mandated reporters; e) what are the ramifications of making a suspected child abuse report.

Implemented: Yes

Summary: The Keenan SafeSchools Mandatory Reporter training and training provided through the Child Abuse Prevention Council cover the items a-e listed above.

4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

Implemented: Yes

Summary: Verification of training for all employees is done through the Keenan SafeSchools system. Sign-in sheets for Mandatory Reporter in-person training are forwarded to Keenan SafeSchools and employees are logged into their system for successfully completing the Mandatory Reporter training. A report may be generated through Keenan SafeSchools to monitor employee completion of the training.

5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

Implemented: No Timeline: Implementation by December 30, 2014

Summary: The volunteer process at PUSD has recently been reviewed. A website is under construction to include the new volunteer packet information as well as the link to the Child Abuse Reporting webpage. Training for volunteers will be made available through Keenan SafeSchools and the District will offer group presentations provided by the Child Abuse Prevention Council.

6. Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

Implemented: Yes

Summary: Pittsburg Unified School District uses the training services provided by the Child Abuse Prevention Council for group presentations.


Sally L. Clark, Assistant Superintendent

9/3/14
Date



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526
(925) 552-2933 • FAX (925) 552-5092

May 29, 2014

Stephen D. Conlin, foreperson
Contra Costa County Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Re: Grand Jury Report No. 1402
Training School District Employees in Reporting Child Abuse

Dear Mr. Conlin:

The San Ramon Valley Unified School District responds to Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse" as follows:

FINDINGS

1. Lawsuits have been filed against school districts in this County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

Response: The respondent agrees with the finding.

2. The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. (Penal Code section 11165.7(c) and (d).)

Response: The respondent agrees with the finding.

3. Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

Response: The respondent agrees with the finding.

4. Training in child abuse reporting obligations should include:
 - a. Who are “mandated reporters”;
 - b. What is “reasonable suspicion” of child abuse;
 - c. How and when a report should be made;
 - d. What safeguards are in place to protect mandated reporters;
 - e. What are the ramifications of making a suspected child abuse report.

Response: The respondent agrees with the finding.

5. While “volunteers” who have direct contact or supervise children are excluded as “mandated reporters” under the Penal Code, the law “encourages” such volunteers to obtain training the identification and reporting of known or suspected child abuse.

Response: The respondent agrees with the finding.

6. School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

Response: The respondent agrees with the finding.

7. The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

Response: The respondent agrees with the finding.

RECOMMENDATIONS

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

Response: The recommendation has been implemented. The district has evaluated its program related to mandated reporting.

2. Each district should adopt a program that provides training on an annual basis to all employees of the district of their obligations to report known or suspected child abuse.

Response: The recommendation has been implemented. SRVUSD has provided training annually to all employees through the Keenan Safe Schools on-line training program. District administrators, supervisors, principals, assistant principals and athletic directors, as well as all new hires, will be required to complete a four course “bundle” of on line training modules which includes: (1) Mandated Reporting; (2) Boundary Invasion; Child Abuse: Identification and Intervention; and (4) Sexual Misconduct: Staff-to-Student. All employees will complete the Child Abuse Mandated Reporter module annually.

3. The training program in child abuse reporting obligations should include:
 - a. Who are "mandated reporters";
 - b. What is "reasonable suspicion" of child abuse;
 - c. How and when a report should be made;
 - d. What safeguards are in place to protect mandated reporters;
 - e. What are the ramifications of making a suspected child abuse report.

Response: The recommendation has been implemented. The Keenan Safe Schools training includes all of the above. A copy of the table of contents is enclosed.

4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

Response: The recommendation has been implemented. Each year all employees are updated into the Keenan database. Each employee is notified of the obligation and timeline to complete training. At the conclusion of the deadline for completion of training, the Human Resources Department runs a report verifying that all employees have successfully completed the training. For any employee who has not completed the training, the employee and their supervisor are notified and training scheduled.

5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

Response: The recommendation has not been implemented, but will be implemented in the future. Beginning with the 2014-2015 school year, part of the application process for volunteers will encourage all volunteers to complete the Child Abuse Reporting training program with a direct link to the on-line training.

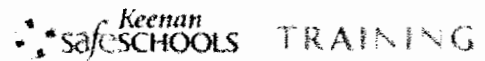
6. Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

Response: The recommendation has been implemented. The Child Abuse Prevention Council of Contra Costa County provided training to all administrators at the beginning of the 2012-2013 school year. The Council also provided staff training at a few of our school sites. It is the district's intent to have the Council provide training to all administrators in the 2014-2015 school year.

Very truly yours,



Mary C. Shelton
Superintendent



Child Abuse: Identification & Intervention Full Course (California)



Congratulations! You've completed this course. [Get a certificate of completion](#)

[Restart Course](#)



Select an item from the list

Introduction	Completed
Physical Abuse	Completed
Neglect	Completed
Sexual Abuse	Completed
Emotional Abuse	Completed
Reporting	Completed
Quiz	Passed

Have a question? Please contact your Keenan SafeSchools coordinator.

Author

Eve Pearl



Eve Pearl is the Executive Director of the Council on Child Abuse of Southern Ohio, Inc. In this role since 1980, Eve oversees resource development, planning, implementation, and management of all aspects of the agency. She graduated from Ohio State University with a Bachelors degree in Education and received her Master of Education degree from the University of Cincinnati. Eve is a Certified Trainer by the State of Ohio in Child Abuse Prevention In-service Training for preschool teachers and daycare providers. She also provides training and consulting services for numerous parent, professional, and

Description

This Child Abuse course provides background information on the different types of child abuse/child maltreatment; offers training scenarios for physical abuse, neglect, sexual abuse, and emotional abuse; identifies indicators to assist in abuse and neglect; states the legal responsibilities of reporting and handling disclosures; and uses the Internet, pdf files, and documents to provide specialized reference materials.

This version is designed for all school personnel in the state of California.

community groups on child abuse prevention and related issues. Eve currently serves on the Steering Committee of the Hamilton County Violence Prevention Project, and she is an adjunct professor at the University of Cincinnati.

Author

**Lucinda Mejdell-
Awbrey, RN, MA**



Lucinda Mejdell-Awbrey, BSN, MA, has served as a Director of Student Services, as a Credentialed School Nurse and as a School Administrator for over 30 years. She has developed and implemented a wide variety of school health and safety programs for schools. Lucinda also has provided regional, community and school level trainings for the California Department of Education and other state and national organizations regarding School Safety Issues, Crisis Response Planning, Bullying and Harassment Prevention, School Nursing Practices, and Coordinated School Health Programs. Lucinda continues to work at the state and national levels for these issues.



**WALNUT CREEK
SCHOOL DISTRICT**

960 Ygnacio Valley Road
Walnut Creek, CA 94596
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Fax: 925/944-1768

GOVERNING BOARD

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Patricia Wool, Ed.D.

SCHOOLS

Buena Vista Elementary
2355 San Juan Avenue
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Walnut Creek, CA 94598
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Fax 925/935-1091

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Walnut Creek, CA 94596
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Fax 925/934-0356

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Walnut Creek, CA 94595
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4064 Walnut Boulevard
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Fax 925/934-0648

Walnut Creek Intermediate
2425 Walnut Boulevard
Walnut Creek, CA 94597
925/944-6840
Fax 925/933-1922

June 2, 2014

Grand Jury
Contra Costa County
725 Court Street
Martinez, CA 94553-0091

Dear Sirs:

Walnut Creek School District received Grand Jury Report No. 1402, "Training School District Employees in Reporting Child Abuse."

Below are the Walnut Creek School District's responses to the findings and recommendations:

FINDINGS

1. Lawsuits have been filed against school districts in the county, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.

#1 WCSD agrees with the finding.

2. The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education.

#1 WCSD agrees with the finding.

3. Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.

#1 WCSD agrees with the finding.

4. Training in child abuse reporting obligations should include a-e.

#1 WCSD agrees with the finding.

5. While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abused.

#1 WCSD agrees with the finding.

*Jeffer
6/5 nm*

6. School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.

#1 WCDSD agrees with the finding.

7. The Child Abuse Prevention Council of CCC provides training services about abuse reporting at no cost to school districts in the County.

#1 WCDSD agrees with the finding.

RECOMMENDATIONS:

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.

#1 Implemented

We have evaluated our current program and will create a district training, using outside trainers rather than district/site staff.

2. Each district should adopt a program that provides training on an annual basis to all employees of the district about their obligations to report known or suspected child abuse.

#1 Implemented

WCDSD has a program that trains annually, but we will create an outside trainer.

3. The training program in child abuse reporting will include a-e.

#1 Implemented

Again, WCDSD has included the list of items in site-based training; however, when we use outside trainers we will continue to ensure that the list is covered.

4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.

#1 Implemented

We have used a check off system in the past, but will create a better system in Human Resources for successfully monitoring training.

5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.

#2 Not yet implemented; will be in the future.

WCDSD has many volunteers; some volunteer only one time; others volunteer on a regular basis.

We need to create a special training at sites for volunteers at the beginning of the year.

6. Each district should consider retaining the Child Abuse Prevention Council of CCC to provide training.

#2

We will look into retaining the Child Abuse Prevention Council of CCC.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Wool". The signature is written in dark ink and has a fluid, connected style.

Patricia Wool, Ed.D.
Superintendent



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
1108 Bissell Avenue
Richmond, CA 94801-3135
Telephone (510) 231-1167 FAX (510) 620-2074

Bruce Harter, Ph.D.
Superintendent of Schools

Kenneth L. Whittemore,
Assistant Superintendent Human Resources

April 10, 2014

Steven D. Conlin, Foreperson
Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Dear Mr. Conlin

The West Contra Costa Unified School District is in receipt of the March 18, 2014 Contra Costa County Grand Jury Report No. 1402.

In accordance with Section 933.05(a) of the California Government Code, the District agrees with Findings 1 through 7 of the Grand Jury Report.

In accordance with Section 933.05(b) of the California Government Code the District response to each numbered Recommendation is as follows:

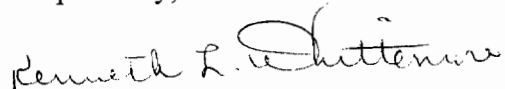
- 1) The recommendation is implemented. In the Fall of 2013 the District evaluated the current Mandated Reporter Program. Prior to school beginning in 2014 an updated Mandated Reporter Training Program is scheduled to be provided to employees. This training includes certification of each employee. Mandated Reporter training is required for new employees prior to being allowed on the job site and is part of Human Resource's New Employee Orientation Program.
- 2) This recommendation is implemented. All existing employees are scheduled to receive annual training and certification. Oversight of the Mandated Reporter Program is provided by the District's Employee Health, Safety and Training Coordinator.
- 3) This recommendation has been implemented. The training covers all items mentioned in the recommendation.

Replied
6/25 *MB*

- 4) This recommendation has been implemented. For future years, the training program will produce a certification of successful completion.
- 5) The recommendation requires further analysis. The District will explore options to provide this training. Further, the District may explore retaining Child Abuse Prevention Council of Contra Costa County to provide the training. This analysis shall be completed prior to August 1, 2014.
- 6) The recommendation requires further analysis. Our current system allows the District to provide this training at no cost through our association with the Contra Costa County School Insurance Group and Public School Works.

If I may answer any questions in regards to this response please contact me.

Respectfully,



Kenneth L. Whittemore
Assistant Superintendent
Human Resources

Cc: Bruce Harter, Superintendent
clope2@contracosta.courts.ca.gov



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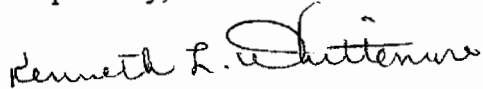
In accordance with Section 933.05(b) of the California Government Code the District response to each numbered Recommendation is as follows:

- 1) The recommendation is implemented. In the Fall of 2013 the District evaluated the current Mandated Reporter Program. Prior to school beginning in 2014 an updated Mandated Reporter Training Program is scheduled to be provided to employees. This training includes certification of each employee. Mandated Reporter training is required for new employees prior to being allowed on the job site and is part of Human Resource's New Employee Orientation Program.
- 2) This recommendation is implemented. All existing employees are scheduled to receive annual training and certification. Oversight of the Mandated Reporter Program is provided by the District's Employee Health, Safety and Training Coordinator.
- 3) This recommendation has been implemented. The training covers all items mentioned in the recommendation.

- 4) This recommendation has been implemented. For future years, the training program will produce a certification of successful completion.
- 5) The recommendation requires further analysis. The District will explore options to provide this training. Further, the District may explore retaining Child Abuse Prevention Council of Contra Costa County to provide the training. This analysis shall be completed prior to August 1, 2014.
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If I may answer any questions in regards to this response please contact me.

Respectfully,



Kenneth L. Whittemore
Assistant Superintendent
Human Resources

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