



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Ethics Booster Training Certification for 2007-2008
NUMBER: MEM- 3944.0
ISSUER: Kevin S. Reed, General Counsel
Office of the General Counsel
DATE: October 5, 2007

ROUTING
 Administrators
 Division Heads
 Local District
 Superintendents
 Directors
 Operation Coords.
 Principals
 Supervisors

Preferred Training Completion Date: December 31, 2007
Mandatory Training Completion Date: June 30, 2008

PURPOSE: The purpose of this Memorandum is to provide information regarding how the MANDATORY district-wide Ethics Booster Professional Development Training is to be delivered to *all* certificated and classified employees (including part-timers) before the end of fiscal year 2007-2008.

MAJOR CHANGES: This is a new Memorandum.

GUIDELINES: I. BACKGROUND

As with organizations in every other sector of our society, LAUSD is committed to supporting our employees with the tools and resources necessary to strengthen ethical practice. Our efforts are supported by two key findings: 1) research shows that organizations without a strong ethical culture cannot achieve or sustain success; and 2) studies reveal that many ethical lapses actually involve an organization’s best “go-to” people who become blindsided by good intentions and the pressure to perform.

Our district-wide Ethics Booster training seeks to help the good, hard-working employees of LAUSD in navigating the complex legal and ethical responsibilities required of us as public school officials.

While the 2004 Federal Sentencing Guidelines established a legal framework for why all organizations (“whether publicly or privately held...such as corporations, partnerships, labor unions, pension funds, trusts, nonprofit entities and government units”) need to provide training on workplace ethics as one of the seven minimally required elements of an “effective compliance and ethics program,” it should be noted that LAUSD initiated this effort to provide training *prior* to the requirement because our Superintendent and Board recognized the wisdom of being *proactive* in supporting our employees. Within California, it appears that there may soon be an additional legal requirement, under Senate Bill 76, to require that school districts provide ethics training.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

II. SYNOPSIS OF MANDATORY ETHICS BOOSTER TRAINING

LAUSD's required Ethics Booster training is designed to be easy for principals, administrators, supervisors and other unit heads to deliver to their certificated and classified staff. All the ingredients that are needed to provide the training are included in the Ethics Booster Training Kit.

The training requires at least *one hour* of time at minimum, but 90 minutes will allow for an even more interactive and engaging training session. There are four key components to the training:

1. Introductory Remarks
2. Screening of "The Gray Zone" Film
3. Discussion and Cases
4. Feedback (collecting the questionnaire)

III. INSTRUCTIONS

To ensure that staff receive the mandatory Ethics Booster training by the required June 30, 2008 deadline, please complete the following steps as soon as possible:

1. Request an Ethics Booster Training Kit for your school or office, if you have not previously received one.
 - Call the Ethics Office at (213) 241-3330 or the Stores Warehouse (562) 654-9009 to request the training kit which is free.
2. Review the contents in the Ethics Booster Training Kit.
 - Familiarize yourself with the "Facilitator's Guide."
 - Compare the contents of the kit against the checklist on page 5 of the Facilitator's Guide to ensure that you have all the components.
 - Call the Ethics Office, if you are missing any item(s).
 - Watch "The Gray Zone" film before you conduct the training to ensure a more effective session.
3. Schedule the Ethics Booster training session(s) for certificated and classified staff (including part-timers) at the most effective time. For example, on school sites, the training could be scheduled on a shortened or minimum day.
 - Designate the necessary facilitator(s) to assist in delivering the training(s). In its ideal implementation, the Ethics Booster training is designed for a group of no more than 50 participants. *Tip:* On larger campuses, faculty can be divided into smaller groups with administrators or respected faculty leaders facilitating the smaller sessions; likewise well-regarded classified leaders are encouraged to help in leading smaller sessions, if a school or



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

- office is too large to accommodate all staff in one setting.
 - Take advantage of the sample letter in the Facilitator's Guide to help communicate this professional development requirement to staff.
 - Complete the necessary prep work that is detailed in the Facilitator's Guide (e.g. having the photocopies made, preparing introductory remarks, picking the most relevant case scenarios for staff, ...).
4. Deliver the Ethics Booster Training
- Have participants sign-in to identify which staff members have received the training and to determine those that need to attend a make-up training session.
 - Disseminate the Ethics Self-Test tool to participants.
 - Remember to distribute and collect the Participant Questionnaires, so that LAUSD can measure the impact of these efforts. (You will be asked to send these questionnaires back to the Ethics Office for analysis).
 - Hand out the training "giveaways" such as the stress cards.
5. Complete the Training Follow-Up
- Ensure that employees who missed the training complete the requirement (either via a preferred in-person make-up session or online in which case they need to print out a certification of completion for your records).
 - Determine how staff members who are newly assigned during the year will receive the Ethics Booster training.
 - Submit the Training Certification and Evaluation which is in the booster kit (and enclosed as Attachment A) along with the Participant Questionnaires that have been collected by the preferred December 31, 2007 deadline (but no later than the June 30, 2008 due date) to the LAUSD Ethics Office in the enclosed pre-addressed envelope that is in the booster kit.

ASSISTANCE: For assistance or further information, please contact any of the following LAUSD resources:

- Local Superintendent or Division Head
- Local District Operations Coordinator
- LAUSD Ethics Office at (213) 241-3330

For additional ethics tools and bonus features, please visit the Ethics Office website at: www.lausd.net/ethics

ETHICS BOOSTER TRAINING CERTIFICATION & EVALUATION



FOR FACILITATOR AND SITE ADMINISTRATOR – PLEASE RETURN TO ETHICS OFFICE WHEN COMPLETE!

School/Office/Team: _____ Location Code: _____

of Participants in Training: _____ ÷ # of Total Staff: _____ = % Completion: _____

Training Date: _____ Start Time: _____ End Time: _____ # Needing "Make-ups": _____

Facilitator Name: _____ Facilitator E-mail: _____

Dear Facilitator: Please complete the following to help us assess LAUSD's progress in ethics. Thank you!

ABOUT THE "ETHICS BOOSTER" TRAINING YOU FACILITATED TODAY						
1	Which part(s) of the training did you personally like the most?					
2	Which part(s) of the training did you feel were most effective for the participants?					
3	Which case scenarios did you use? (Please tell us the category names and #s used)					
4	What key concepts did you feel were most important for participants at your site to take away from the training?					
5	Please "grade" the effectiveness of the training components:	A	B	C	D	F
	• Ethics Booster Session Overall					
	• "The Gray Zone" film					
	• Case Scenarios					
	• Giveaways (Ask Ethics Stress Card & Ethics Self-Test)					
	• Team Discussion					
	• Facilitator's Guide					
	• Ease of Facilitation					
ABOUT YOUR SITE'S NEXT STEPS IN SUPPORT OF ETHICS (PLEASE CIRCLE YOUR RESPONSE BELOW)						
6	How are you planning to deliver the training to those who missed today's session?	Facilitate another make-up session	Direct individuals to online make-up	Combination of both options		
7	What follow-up action steps is your site planning to take?	Add "Ethics Moment" to meetings	Focus on hiring for ethics	Add ethics training in orientation	Coordinate viewing of other video segments	Recognize our own Ethics Heroes
8	What other tools should be developed to help you strengthen our ethics environment?					
ABOUT YOU - OUR SPECIAL FACILITATOR (PLEASE CIRCLE YOUR RESPONSE BELOW)						
9	A. Do you think ethics awareness is helpful?	Y	N	E. Have you ever sought out ethics advice at LAUSD?	Y	N
	B. How long total did it take you to prep?	Hr(s)		F. Do you have direct daily contact with students?	Y	N
	C. Please share your gender with us:	M	F	G. Are you a supervisor of other LAUSD employees?	Y	N
	D. How long have you worked at LAUSD?	Yr(s)		H. Were you ever an LAUSD student yourself?	Y	N
How were you selected to be the Facilitator for the Ethics Booster?						
Any other comments you want to share?						

CERTIFICATION: I certify that our site has shown "The Gray Zone" and delivered the mandatory Ethics Booster Training to our staff members. The training numbers above are correct and I will ensure that all make-ups are completed.

Site Administrator Signature _____ Printed Name and Title of Site Administrator _____ Date _____

PLEASE ATTACH THIS FORM ON TOP OF THE SET OF COPIES OF YOUR SIGN-IN SHEET(S). THANK YOU!