


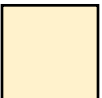
SCHOOL EMPLOYEE SEXUAL MISCONDUCT COMPLIANCE SELF-ASSESSMENT

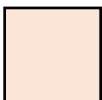
School employee sexual misconduct is a serious national issue, affecting an estimated 10% of K-12 students by the time they graduate from high school. These incidents may result in lifelong physical, behavioral, and psychological affects for the student, stress and health affects for the parents, job loss and criminal conviction for the school employee, and costly investigations and civil litigation for a school district.

School districts have a duty to protect students from sexual harassment and abuse by school employees. Responsibilities include having thorough and clear policies, stringent hiring practices, effective annual trainings for staff, students and parents, reporting and response mechanisms, investigation procedures, and prevention efforts. School districts that are not in compliance may be putting their students at risk and may be held liable in civil litigation for failing to protect their students from sexual misconduct.

The purpose of this self-assessment is for school districts to evaluate their compliance with school employee sexual misconduct federal and state laws and best practices. For each of the items in this anonymous self-assessment you will be asked to rate if your school district complies with the item using “no”, “somewhat”, or “yes.”

Yes  Great job! You are meeting the standards and best practices for preventing school employee sexual misconduct.

Somewhat  Consider reviewing your state and federal laws and best practices to ensure you are meeting all requirements and keeping students safe from school employee sexual misconduct.

No  Your school district and students are at risk. Review your state and federal laws and best practices to ensure you are meeting all requirements, providing a safe environment, and keeping students safe from school employee sexual misconduct.

This self assessment is not intended to replace professional, legal advice. For more information about how your district can comply with federal and state laws and best practices please visit us at www.mcgrathtraining.com.



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POLICIES

Does your school district have a policy that...

	No	Somewhat	Yes
includes a description of reporting requirements for school employee sexual misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
describes what constitutes school employee sexual misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
provides guidance in spotting and reporting behaviors that might indicate school employee sexual misconduct toward a student?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
describes acceptable and unacceptable behavior, including grooming behaviors and technology use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
includes a statement against retaliation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
includes investigation requirements and how-to steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
limits before and after school one-on-one contact with a student?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
includes grievance procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is included in staff, student, and parent handbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HIRING

When hiring a school employee does your school district...

	No	Somewhat	Yes
conduct state and federal criminal background checks of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conduct a criminal background check in every state in which the applicant has lived?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
search for the applicant in an online search engine? NASDTEC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
contact previous supervisors and another reference at the previous position held by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ask references why the applicant left the previous position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
inquire about any gaps in employment history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ask the applicant to provide work and volunteer experiences with youth-serving organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ask the applicant to disclose criminal convictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ask the applicant to disclose allegations of sexual misconduct with children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
verify the applicant's social security number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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TRAINING

Does your school district...

	No	Somewhat	Yes
train all staff about what constitutes school employee sexual misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train all staff on maintaining appropriate boundaries with students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train all staff on appropriate procedures to report suspicions of school employee sexual misconduct with students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train all staff to recognize warning signs of school employee sexual misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train <u>all</u> staff – not just licensed teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
designate and train one staff member to be case coordinator and handle all sexual misconduct cases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train school staff on the common myths about offenders who commit school employee sexual misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train school personnel on short- and long-term effects that sexual misconduct can have on victims?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train students annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
train parents annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REPORTING & RESPONSE

Does your school district...

	No	Somewhat	Yes
report suspicions of school employee sexual misconduct to your district's Title IX Coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
report suspicions of school employee sexual abuse to law enforcement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have a system to track all suspicions and/or allegations of school employee sexual misconduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ensure that reporting protocols match state guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
support and protect reporters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
provide individualized services to either or both the reporting and responding parties (i.e. counseling, modification of schedules)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
provide an anonymous reporting system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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INVESTIGATIONS

Does your school district...

	No	Somewhat	Yes
designate a trained investigator team to conduct investigations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have procedures for the processing of concerns and complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conduct investigations promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
coordinate investigations with law enforcement and child welfare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have a memorandum of understanding with law enforcement and child welfare for how to handle complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
have a system for record keeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conduct equitable investigations (i.e. rights are available to both parties during the investigation)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
provide written notice of the investigation to the responding parties with sufficient details of the complaint such as the violations, dates and times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
notify all parties in writing regarding the outcome of a complaint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVENTION

Does your school district...

	No	Somewhat	Yes
have a consistent and strong message from leadership that school employee sexual misconduct will not be tolerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conduct ongoing screenings of school employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
create an environment that encourages questions about confusing behaviors and practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
monitor electronic communications for warning signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
prohibit school employees from engaging in personal communication with students (i.e. personal cell phone, personal email, and social media)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conduct school climate surveys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you selected “somewhat” or “no” for any of the items on this assessment, your students and school district are at risk. Review your state and federal laws and best practices to ensure you are meeting all requirements and providing a safe environment. For more information about how your district can comply with federal and state laws and best practices please visit us at www.mcgrathtraining.com.

