

## CHECKLISTS

## SEXUAL ABUSE/SEXUAL HARASSMENT **TOOLKIT SIGN-OFF FORM**

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K-12, Charter School and ESD SB 155 requirements:
<ul> <li>All staff, volunteers, contractors and agents have been trained on the sexual misconduct requirements.</li> </ul>
Does the school annually provide contractors, agents and volunteers information on the prevention and identification of abuse and sexual conduct, the obligations of school employees under the law and school policies to report suspected abuse and suspected sexual conduct and appropriate electronic communications with students? ORS 339.400(2).
Does the school make the employee training available to parents, contractors, agents and volunteers? ORS 339.400(3).
When a new employee is hired or when a contractor, agent or volunteer begins service, are they given a description of conduct that may constitute abuse or sexual conduct, a description of the investigatory process and possible consequences if a report is substantiated and a description of the prohibitions imposed on school employees, contractors and agents when another school employee, contractor or agent attempts to obtain a new job? ORS 339.372(10). PACE has sample brochures.
<ul> <li>All staff, volunteers, contractors and agents need to have a national background check conducted on them and/or a procedure in place to verify one has been done.</li> </ul>
For all employees, have you conducted fingerprinting and a criminal background check through ODE pursuant to ORS 339.374(2)(c), 326.603(1)(a) and 581-021-0511(1)(a)?
For all contractors who may have direct, unsupervised contact with students, have you conducted fingerprinting and a criminal background check through ODE pursuant to ORS 339.374(2)(c), ORS 326.603, OAR 581-021-0512(1), OAR 581-21-0512(2)(a) and OAR 581-21-0512(3)(a)?
For all volunteers who may have direct, unsupervised contact with students have you conducted a criminal background check pursuant to your school's adopted policy (GCDA/GDDA) and ORS 339.374(2)(c), ORS 326.607 and OAR 581-021-0511(1)(a)?
The educational entity has designated a licensed administrator to receive reports of potential sexual conduct from staff.
Has the school designated a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the suspected abuser, to receive reports? ORS 339.372(4)
By signing this I acknowledge that my educational entity has completed the above requirements to meet the 5% GL Credit for the 2021-2022 policy year.
Superintendent or designee signature  Date