



Sexual Harassment Complaint Intake, Management and Investigation Training On line Cyber School 2009-2010 Scholarship Application

Washington Schools Risk Management Pool is please to offer Scholarships to the McGrath Cyber School for Sexual Harassment Complaint Intake, Management and Investigation Training Course. School administrators are most at risk of liability and least prepared in the areas of intake, management and investigation of complaints. This leaves the school district exposed and puts students at risk of harm. Program participants gain the knowledge and skills needed to conduct a thorough, unbiased investigation from initial complaint intake to completing the final report.

Sexual harassment awareness and quality investigation of complaints are costly challenges in our schools today. Unfortunately, many employers and school officials do not take effective action regarding these issues until they are faced with a lawsuit. The jury verdicts in this area are astronomical, frequently in the millions of dollars and often imposed against educators based on personal liability for failure to properly handle these matters.

McGrath Training Systems has created the McGrath Sexual Harassment Intervention Programs to provide managers, supervisors, counselors and administrators in both work and school settings with legally sound tools and procedures that shield you and your school district from financial liability.

THE McGRATH CYBERSCHOOL offers distance learning for personnel on-line:

The McGrath CyberSchool delivers the same quality, interactivity and in-depth coverage that you expect from live trainings. Course material is delivered consistently and participant learning is tested after each lesson.

- The McGrath CyberSchool is accessible 24-hours a day via the Internet, so it fits into everyone's schedule.
- The McGrath CyberSchool is affordable. The cost per person is significantly lower than live training and no additional expense for release time and travel are incurred.
- The McGrath CyberSchool includes all of the templates, forms, checklists and procedures for which McGrath is famous, leaving participants with the confidence that their actions are legally sound and respect due process and just cause.

WSRMP is offering this program free to School Administrators.

How the McGrath CyberSchool Training Works

McGrath CyberSchool distance learning programs are designed to be self-paced yet interactive. They are written for independent people who are motivated to learn the subject matter, yet they hold student interest and foster deep thinking.

Demonstration lessons are available on the McGrath website at <http://www.mcgrathinc.com/>

You will find that the lesson is easily navigable and that we train the subject matter thoroughly but efficiently. Each CyberSchool training program is a multimedia presentation. We illustrate the lessons with footage from our 19 McGrath videos as well as still photos and audio clips.

Clickable buttons and icons throughout the course allow students to learn even more about areas of particular interest. One such icon, "Want to know more? Ask Mary Jo" features school law attorney Mary Jo McGrath's answers to frequently asked questions.

Students wishing to study a matter in still greater depth are directed to McGrath newsletter articles and to the full text of relevant court cases.

A discussion board allows students to engage in asynchronous class discussions and ask questions of McGrath trainers.

Individual testing provides evidence to any agency or court that you are doing the right thing. Printable reports include lists of test scores and Certificates of Completion to ensure compliance and limit liability.

Two graduate credits are available for this CyberSchool program on Sexual Harassment Investigation.



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If you are interested in applying for this scholarship, please complete the following:

Name of Applicant: _____ Name of District: _____

Phone #: _____ Job Title: _____

Address _____ City _____ Zip _____

Email: _____

Eligibility Criteria—This scholarship is only available to a full-time employee of a member district.

Which Administrative or Human Resource functions does this applicant fulfill?

Please explain why you would like to participate in this program (use additional sheet if necessary): _____

A letter of recommendation signed by your supervisor must accompany this application.

COMPLETE Scholarship Application.

Fax to: (206) 394-9712 or Mail to: Washington Schools Risk Management Pool
PO Box 88700
Tukwila, WA 98138-2700

Have you taken any other McGrath Sexual Harassment Training? Yes No Which Classes?: _____

Can you commit to completing the course prior to 8/31/10? Yes No

The computer hardware you need to participate in McGrath CyberSchool distance learning programs.

- To take the self-study courses, participants need to be able to access the Internet.
- The programs work on both Macintosh and PC computers.
- We recommend a modem speed of at least 56 Kbps, and a cable, DSL or other high-speed connection is ideal.

Consideration will be based on a 1st come basis.

Complaint Intake, Management and Investigation Training Course Content (11 units comprised of 4 lessons each)

Unit 1 – What is Sexual Harassment?

1. Learn key definitions: know what sexual harassment is and what it isn't.
2. Recognize quid pro quo sexual harassment
3. Provide certainty and objectivity by applying a five point criteria for determining hostile environment sexual harassment.
4. Learn the basics regarding recognizing and reporting child sexual abuse complaints.

Unit 2 – How Can You Tell if Sexual Harassment is Going On?

1. Be sensitive to the warning signs of sexual harassment or abuse that you might observe in a victim.
2. Identify the behavioral phases of sexual harassment and abuse that are observable in a perpetrator.
3. Use a system for "flagging" and categorizing behavior so that you can easily distinguish whether further investigation, intervention and/or action is warranted.
4. Get answers to frequently asked questions regarding child sexual abuse matters.

Unit 3 – What is Your Duty to Protect Students and Staff?

1. Understand what "duty to protect" really means: training, prevention, intervention and remediation.
2. Learn the connection between bullying and illegal harassment.
3. Craft policies and procedures to protect against the harm and liability of sexual harassment.
4. Learn your duty to protect students and staff from sexual orientation harassment and hate crimes.

Unit 4 – How Do You Work Safely And Cooperatively In Administrative, Civil, And Criminal Investigations?

1. Learn your duties under the criminal and administrative laws that govern sexual harassment and abuse in employment and school settings.
2. Answer the question: "When does it become criminal?"
3. Learn the basics of Interagency Coordination in sexual harassment and abuse cases, including how to interact with the media.
4. Learn about civil actions and how to protect the district and the investigator from exposure to liability.

Unit 5 – What Is Your Liability for Sexual Harassment And Abuse Of Employees And Students?

1. Understand the liability issues that affect the school district as an employer.
2. Understand the liability issues for sexual harassment and abuse of students.
3. Know how negligence, deliberate indifference and reckless disregard can lead to individual liability.
4. Be aware of liability for third party sexual harassment of employees and students.

Unit 6 – What Proactive Measures Can You Take?

1. Identify who to train and learn the best practices for training each segment of the school community.
2. Start thinking “prevention” and learn to create an environment that supports and appreciates diversity and responsible behavior.
3. Learn the basics of remediation and the steps you can take to remediate the effects of misconduct on the victim.
4. Learn the actions to take with perpetrators to remediate sexual harassment by students and employees and how to eliminate a hostile environment.

Unit 7 – How Do You Handle Complaints About Sexual Harassment?

1. Learn the preliminary steps to follow when processing the intake of a sexual harassment or abuse complaint.
2. Learn the “decision tree” for responding to sexual harassment claims.
3. Distinguish when informal resolution is appropriate and when to initiate formal procedures.
4. Know how to keep in the presumption of innocence until proven guilty.

Unit 8 – What is an Environmental Scan and Why Should You Conduct One?

1. Understand the process of environmental scanning.
2. Learn to determine the facts without destroying reputations.
3. Deal effectively with the fear of false accusations.
4. Learn what studies reveal regarding prevalence and incidence of sexual harassment and abuse in schools.

Unit 9 – What’s Your Game Plan?

1. Identify the players in a sexual harassment or abuse investigation and their roles and responsibilities.
2. Identify the phases in an investigation and learn what each entails.
3. Learn to analyze the facts, impact and context of the conduct.
4. Create a McGrath Case Organizer to guide your investigation from start to finish.

Unit 10 – Who? What? Where? When? How do You Conduct a Thorough and Legally Fit Interview?

1. Prepare to interview the alleged victim, the accused and witnesses.
2. Learn questioning techniques to determine the facts of the situation.
3. Use checklists to guide and record your actions.
4. Address confidentiality issues and privileged information of counselors, complaint managers and faculty advisers.

Unit 11 – McGrath Investigation Tools that Respect Due Process and Just Cause: How Do You Use Them?

1. Deepen your understanding of the McGrath FICA as a tool for organizing and analyzing a situation.
2. Practice with an actual case scenario: Review the complaint, interview the players, examine the evidence.
3. Analyze the situation and determine appropriate action, including remedial measures and disciplinary sanctions.
4. Write a final report with the McGrath Template II and compare it to ours.