



William S. Hart Union High School District

To: Newly Hired Employees/Substitutes/Volunteers  
From: Greg Lee, Director of Human Resources and Equity Services  
Subject: Sexual Harassment Prevention Training

Welcome to the William S. Hart Union High School District! We are pleased that you are joining the Hart Staff.

The State of California requires that all new employees complete a course in Sexual Harassment Prevention prior to their first day of employment. At the end of the course, you will need to pass an online test with a minimal score of 80%. The course is self-paced, but can be completed in about 20 minutes. State law requires that certificated, classified and substitutes repeat the course each year.

To access the online course, go to the hart district website at [www.hartdistrict.org](http://www.hartdistrict.org) and follow these steps:

1. At the top of the Hart District main page, click on "Staff Portal".
2. On the Staff Portal page, select the link titled "Sexual Harassment Prevention Training".
3. On the Keenan Safe Schools site, log in using your [hartdistrict.org](http://hartdistrict.org) email address, log-in using the first initial of your first name and your full last name. For example, for John Doe, simply log in as "jdoe". If you are unable to log-in, contact Oscar Lopez at [olopez@hartdistrict.org](mailto:olopez@hartdistrict.org) for assistance.
4. After logging in, select "Sexual Harassment: Staff to Staff" on the course offerings page.

Once you have passed the online test, you will be prompted to print a copy of the course completion certificate for your records. The district will automatically receive notification that you have completed the course. If you are also a coach or program advisor, present a copy of your completion certificate to your administrative supervisor.

Thank you and best wishes to you in your career with the Hart District!