

Willingboro Public Schools

NJ MANDATORY TRAINING TOPICS

	Topic	Who Needs it?	How Often?	When?	How?	Who is Responsible?
1.	<p>Coaches Tutorial</p> <p>The bond between a coach and a student-athlete can be a very profound one. Many of today's student-athletes have less family support than in previous eras. Coaches today are now role models for their student-athletes. Their influence over his or her athletes may exceed the intensity that exists within the classroom. Because of this, coaches must be professional in the way that they teach and behave. Like any profession, coaching has its highs and lows, but if you are prepared, it can be mostly highs. You can be a successful coach without capturing a championship. Successful coaching is about much more than winning games. Successful coaches help athletes master new skills, enjoy competing with others, and feel good about themselves. Successful coaches not only teach sporting skills, they also teach and model the skills needed for successful living in our society. In this tutorial you will learn the following objectives: Expectations, Responsibilities, Duties, Obligation to Supervise, Health and Safety Issues, Liabilities, Code of Ethics, and Coaching Rules to Live by.</p> <p>Est. Time: 24 minutes</p>	All Coaches	Annual	30 Sep 14	GCN Online Course Coaches Tutorial	Athletic Dir.
2.	<p>School Safety-NJ</p> <p>School Safety and Crisis Management is not just the responsibility of "first responders," but of school staff and students as well. Written by Michael Livovich, the following objectives will be addressed in this tutorial: Federal Emergency Management Standards; Illinois School Safety Drill Act; Definition of First Responder and School Safety Drills; School Safety/Crisis Response Plans; School Safety Drills: Types, Scheduling, Conducting, and Documenting; Annual Review and Report; And Sample Template and Checklist.</p> <p>Est Time: 21 minutes</p> <p>OSHA 1910.1030; OSHA 1910.1200 NJAC 6A:16-5; NJAC 6A:16-5.1(d); NJAC 6A:16-5.39a) - (d); NJSA 2C:33-3; NJSA 18A:41-1 et seq.; NJAC 6:21-11.3 Board Policy: 0100, 1210, 1250, 1316, 1320, 1322, 1330, 1330.5, 2255, 3000, 3010, 3280, 3510, 3516, 3532.2, 3541.25, 3541.31, 3541.32, 3541.33,3541.35,3542,3542.1, 4110.2, 4111.1, 4115, 4116, 4119.31, 4119.4, 4131, 4131.1, 4135.16, 4147, 4235.16, 4211.1,4219.233,4219.4,4247,5111.6, 5114, 5114.1, 5114.2, 5114.6, 5128, 5131.10, 5132,5132.45, 5137, 5141.9, 5142, 6114.5, 6142.10, 6142.12, 6153, 7112, 7113, 7113.1, 7115, 7410.</p>	All Full-Time Staff	Annual	15 Oct 14	GCN Online Course School Safety-NJ	Dir. of Safety & Security

3.	<p>Sexual Harassment/ Affirmative Action, Non-Discrimination, Equity</p> <p><u>Sexual Harassment</u> This tutorial educates employees about the basics of sexual harassment (including how to prevent it in the workplace), what to do if you feel you have been sexually harassed, and what to do if you witness or are a victim of sexual harassment. Reviewed for accuracy and completeness by Dow, Lohnes and Albertson, the tutorial also provides several sexual harassment case scenarios. Est. Time: 19 minutes</p> <p><u>Discrimination</u> Issues related to discrimination in employment are varied. Anyone in a position of authority over another employee (whether direct or indirect) needs to be aware of the many ways discrimination may occur, whether it is intentional or, and more likely, unintentional. This tutorial will review the definition of discrimination; protected classifications and how they became protected; policies of non-discrimination and the rights of employees to make a claim; handling a claim of discrimination; and supervisory responsibilities. Est Time: 15 minutes</p> <p><u>Diversity for Employees</u> This training program involves the actions of the employee as opposed to the supervisor. Everyday, each person makes the decision on how he or she communicates with co-workers, administrator, students, business people, etc. This tutorial will address diversity from a global perspective and discuss the impact culture has on the work place. Est. Time: 12 minutes NJAC 6A:16-7-1.6 Board Policy: 2224, 3320, 3327, 4111.1, 4118.1, 4131, 4211.1, 4218.1, 5145.4, 6121, 6142.4, 6161.1, 7101.</p>	All Full-Time Staff	Annual	15 Oct 14	GCN Online Course 1. <u>Sexual Harassment (Spanish)</u> 2. <u>Discrimination</u> 3. <u>Diversity</u>	HR/Principals
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	<p>it. In the tutorial, you will learn the following objectives: The Importance of Playground Activities; Ratio of Students to Supervisors; Playground Supervision; How to use the Safely use the Playground Equipment; and Handling Medical Emergencies on the Playground.</p> <p>Est. Time: 10 minutes</p>					
6.	<p>Slips, Trips & Falls <u>Slip & Fall Prevention</u> Slips and falls are the second leading cause of accidental death in the workplace and are one of the most costly types of workers' compensation and general liability claims. Written by Rick Villa of Villa Environmental, in this tutorial you will learn how slips occur; how trips and falls occur: about trips and falls on stairs; about various slip, trip and fall trouble zones: about cleaning spills; how to prevent slips, trips and falls: how to fall properly; what to do if a slip, trip or fall occurs: and about the employee role in preventing slips, trip and falls.</p> <p>Est. Time: 8 minutes</p>	Facilities Staff	Annual	15 Nov 14	GCN Online Course <u>Slip & Fall Prevention</u>	Supervisor of Maintenance and Custodial Staff
7.	<p>Suicide Awareness <u>Suicide Prevention</u> In 2006, suicide was ranked the 3rd leading cause of death in youth ages 15-24, according to the American Association of Suicidology. Suicide rates for a younger age group (10-14) increased 50% between 1981 and 2006. Furthermore, it is estimated that for every one completed suicide, there are 100-200 suicide attempts. Written by GCN's Researcher/Writer Brittany Gage, in this tutorial you will learn about Basic Suicide Facts, Risk Factors, Warning Signs: Early Signs, Warning Signs: Late Signs, Prevention Overview, Prevention: Protective Factors, Intervention, Resources for help, Handling an Attempt on School Premises, and Postvention.</p> <p>Est. Time: 10 minutes</p> <p>NJSA 18A:6-112 Board Policy: 5135, 5141.5</p>	All Teachers, Teacher Assistants, CST Members, Nurse, Administrators, & Guidance Counselors	Annual	15 Nov 14	GCN Online Course <u>Suicide Prevention</u>	Principals/ HR

8.	<p>Blood borne Pathogens & Right to Know</p> <p><u>Blood borne Pathogens</u> This tutorial provides basic awareness level training for the Occupational Exposure to Blood borne Pathogens Standard. This standard requires employers to train employees who are a reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer. Est. Time: 17 minutes</p> <p><u>Hazard Communications</u> This tutorial provides the minimum legal compliance required for the Hazard Communications Standard. According to this standard, every employee has the right to know about any operation in his or her work area when hazardous chemicals are present. The training must be completed at the time of initial assignment and whenever a new chemical is introduced into the employee's work area. Est Time: 18 minutes NJAC 6A:16-1.4; 6A:16-2.2; NJSA 34:5A-l et seq.; 345A-10-1 et seq.; NJAC 6:29-1.3; 6:53-4.1 et seq.; NJAC 8:59-1 et seq. Board Policy: 4112.4, 4147.1, 4212.4, 4247.1, 5141, 5141.1, 7112</p>	<p>Facilities Staff, All Teachers, Nurses, Teachers Assistants, Aides & Coaches</p> <p>Science Teachers, Nurses, Facilities Staff</p>	Annual	15 Dec 14	<p>GCN Online Course</p> <p>1. <u>Bloodborne Pathogens</u> (Spanish) 2. <u>Hazard Communications</u> (Right To Know) (Spanish)</p>	Supervisor of Maintenance and Custodial Principals, Director of SPS
9.	<p>Confidentiality</p> <p>Educational leaders today are required by IDEA and Section 504 to provide access to a free appropriate public education for students, as well as programs, activities, and services for adults. At the same time, however, they are also responsible for providing due diligence to protect the privacy of their students and employees within the guidelines of these federal laws. To provide appropriate educational services, a school environment involves certified and classified staff, volunteers, and administrators. From the moment they enter the school grounds, they may visually observe students and their behaviors, view student records and reports, be privy to home or health conditions of students, or participate in or overhear discussions regarding student performance or behaviors. What is important, however, is what is done with this information. Written by Michael Livovich, in this tutorial, you will learn the right to privacy of students and school employees is protected by federal law. Est. Time: 24 minutes</p>	Secretaries, HR Staff, Clerks, & CST, Administrators		15 Dec 14		

10.	<p>Potentially Missing, Abused or Neglected Children <u>Child Abuse NJ</u> In this tutorial, you will learn about the four types of abuse including their definitions and their signs; how to respond to a child's disclosure; how to report the suspected abuse; and about the confidentiality of the report. Est. Time: 13 minutes NJSA 18A:36-25 and 9:6-8.10, Board Policy 5113</p>	All School Staff	Annual	15 Dec 14	GCN Online Course <u>Child Abuse NJ</u>	Admin/ Principals Dir. of Safety & Sec
11.	<p>Substance Abuse <u>Alcohol and Drug Awareness for Employees</u> Drug and alcohol use negatively affects every member in the work place increasing the risk of illness, injury or fatality and decreasing productivity, morale, and attendance. With over 70% of substance users employed at least part-time, your chances of dealing with drug and alcohol related issues are high. This tutorial for Employees will define substance abuse, provide statistics, help identify signs of use, and discuss prevention measures. Est. Time: 10 minutes <u>Alcohol and Drug Awareness for Supervisors</u> The chances of employees abusing alcohol or using illicit drugs are great. Employee substance abuse has a tremendous impact on an organization's productivity and profitability. This tutorial will 'Identify statistics involving drugs and alcohol, provide a strategy for combating substance abuse, identify signs of abuse, and provide a plan for addressing the problem through employee discipline. Est. Time: 18 minutes</p>	<p>All Full-Time Staff</p> <p>All Full-Time Staff</p>	Annual	15 Dec 14	<p>GCN Online Course</p> <p>1. <u>Alcohol and Drug Awareness for Employees</u></p> <p>2. <u>Alcohol and Drug Awareness for Supervisors</u></p>	HR
12.	<p>Family Educational Rights and Privacy Act (FERPA) <u>FERPA</u> This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and State Special Education rules and regulations. Upon completion of this tutorial, staff will gain a knowledge of the law and policies; an understanding of their responsibilities; and an understanding of how to protect a family's right to privacy. Est. Time: 13 minutes NJAC 6A:32-7.1 Board Policy: 5125</p>	All School Staff	Annual	15 Jan 15	GCN Online Course <u>FERPA (Family Education Right to Privacy)</u>	Dir. of SS/Principals

13.	<p>Gang Awareness <u>Gang Awareness</u> Gang membership is up to one million (according to 2009 law enforcement reports) with forty-percent of members under eighteen years old. Under the right circumstances, even the most mild-mannered student can become involved in gang activity. This tutorial will discuss how to identify, manage, and prevent gang activity. Est. Time: 11 minutes NJSIA 18A:11-9; NJSIA 2C:44-3.h Board Policy: 5131.10, 5132</p>	All School Staff	Annual	15 Jan 15	GCN Online Course <u>Gang Awareness</u>	HR/ Admin
14.	<p>HIPAA On April 14, 2003, the "Privacy Rule" of the federal Health Insurance Portability and Accountability Act of 1996 or "HIPAA" came into effect. This regulatory scheme for the first time provides nationally applicable privacy standards regarding personal health information. This tutorial provides an overview of the Privacy Rule as it applies to employers outside of the healthcare industry. Est. Time: 25 minutes</p>	HR Staff, Nurses, Secretaries, Clerks & Administrators	Annual	15 Jan 15	GCN Online Course <u>HIPAA</u>	HR/Admin
15.	<p>Section 504 of Rehabilitation Act of 1973 and the American with Disability Act of 1990 <u>Section 504 Part I</u> The Rehabilitation Act of 1973 is a broad federal civil rights statute written to provide special education and rehabilitative services for individuals with disabilities including preschool and school-aged children and young adults and to provide certain protections for all Americans to access programs, activities, and services. Unfortunately, even in 1977 when Section 504 of the Rehabilitation Act was put into action, there still was much confusion as to what was the responsibility of Section 504 in comparison to existing special education laws. It was commonly viewed that Section 504 was not to provide special education, but only "access" to buildings and services. It was not until 1991 that the differences and the similarities of all existing legislation were initially clarified. In this tutorial, you will learn the basic identification and location requirements for students and adults; the general compliance requirements for meeting Section 504 regulatory requirements; and how the Statutes</p>	All Full-Time Staff	Annual	15 Jan 15	GCN Online Course 1. <u>Section 504 Part I</u>	HR

<p>provide protection for all individuals with disabilities with regard to providing access to programs, activities, and services. Est. Time: 17 minutes</p> <p><u>Section 504 Part II</u> Part 1 of this tutorial discussed Section 504 and its relationship with the ADA and the IDEIA School administrators often find it difficult not only to understand the complexities of providing for students with disabilities, but when it comes to operationalizing procedures it becomes an overwhelming task. Section 504 procedures, although similar to those in special education (IDEIA), are much easier and more basic. Written by Michael Livovich, in this tutorial, you will learn about the Response to Intervention (RTI) and the general compliance requirements for a school corporation: The school's responsibility with regard to Section 504 identification; and Procedures for the identification and location of students and adults with disabilities in the schools. Est. Time: 21 minutes</p> <p><u>ADAAA</u> On September 25th, 2008, the Americans with Disabilities Act Amendment Act, otherwise known as the ADA Amendment Act was signed into law and becomes effective on January 1st, 2009. The statute both expands the definition of "disability" and broadens employee protections. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct <i>you</i> about the new Americans with Disabilities Act Amendment Act and your obligations as an employer. Est. Time: 15 minutes</p> <p>NJAC 6A:14-1.1 Board Policy: 2224, 4219.233, 5131, 5141, 6146.2, 7101</p>	<p>All Full-Time Staff</p> <p>All Full-Time Staff</p>	<p>Annual</p>	<p>15 Jan 15</p> <p>15 Jan 15</p>	<p>GCN Online Course 2. <u>Section 504 Part II</u></p> <p>3. <u>ADAAA</u></p>	<p>HR</p>
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