

MANDATORY INSTRUCTIONAL STAFF TRAINING

September 2020

1. OMITTED

2. Mandated Reporting

- a. Mandated Reporter Self-Directed Online Training: <http://www.nysmandatedreporter.org/TrainingCourses.aspx>
 - i. Register
 - ii. Click User Tab
 - iii. Click My Registration
 - iv. Click Mandated Reporter Web-Based Online
 - v. Click NYS OCFS Mandated Reporter Course

3. The Dignity for All Students Act (DASA) and Mental Health

- a. Linked below you will find the NYS required annual training for the Dignity Act for All Students and for Mental Health.

[Annual Online Dignity Act Training](#)

[Annual Online Mental Health Training](#)

When prompted, please use the following password to access the content for both trainings and each required quiz:
2021damh

Once you view the content, click on our district name on the right-hand side of the screen to access the quiz. You must receive a 7/10 on each quiz.

4. Emergency Response Procedures Training

- a. Visit <https://www.ocmboces.org/>
- b. Select Health and Safety under the Menu tab.
- c. Click the Emergency Response Procedures Orientation Training link under the Online Training tab.
- d. View the accompanying presentation. Note: There is NO quiz with this training module.
- e. At the end of the presentation, you will be prompted to **Register Your Participation in the Training Database**. Click on the link.

Enter your Last Name, First Name, Job Title (i.e. Teacher Assistant), District (**Choose LaFayette from the district pull down menu**), and type in your Building/Worksite (i.e. Jr./Sr. High School). Please enter **brief** descriptions when entering Title and Building (work location).

- f. Click **Submit Form**. Your information will be electronically recorded in a database.

NOTE: This platform does not create optional certificates.

5. NYS Right-to-Know and OSHA Bloodborne Pathogens Quiz

- a. Visit <https://www.ocmboces.org/>
- b. Select Health and Safety under the Menu tab.
- c. Click the Right-to-Know & Bloodborne Pathogens link under the Online Training tab.
- d. Read the directions and complete the accompanying quiz. Please retake the quiz until you score at or above 11 out of 15.
- e. Fill in the appropriate information on the certificate.
- f. Print certificate verifying completion of quiz. Keep certificate in your file.

NOTE:

Questions about the On-line Training for Items 4 and 5 Should Be Directed To:

Kenneth Waldby, Coordinator of Health and Safety, 315-431-8591, kwaldby@ocmboces.org

6. Sexual Harassment Prevention Training

- a. If you have any questions, please contact our Title IX Officers: Jeremy Belfield, Superintendent of Schools, 315-677-9728, jbelfield@lafayetteschools.org and Cindy Daley, School Business Official, 315-677-9728, cdaley@lafayetteschools.org.

- i. Access this link: [Sexual Harassment Prevention & Awareness](#)

Full URL (in case link fails):

https://docs.google.com/presentation/d/e/2PACX-1vTWfvvvtZI9QObks11XCGx-1rZ9_BwFyJHikezL7JP8O8_FIDHkcNmc1BW2PlsGweNYeNrdHjXoZgku/pub?start=true&loop=false&delayms=30000

- ii. Self-Train by Reading Each Slide.
 - iii. Complete the **Record and Feedback Form** Located on the Final Slide.

- iv. Choose the **Submit** Button to Register Your Training as Complete.

7. COVID Training for Employees

- a. Health Screening
- b. Use of PPE
- c. Social Distancing - <https://www.youtube.com/watch?v=GDDDz89EhSU>
- d. Handwashing - <https://www.youtube.com/watch?v=d914EnpU4Fo>
- e. Sanitation/Disinfection- <https://www.youtube.com/watch?v=ti7QnbFjCSI>
- f. Recognition of COVID-19 Symptoms- <https://www.youtube.com/watch?v=F70BzSFAZfw>
- g. Social-Emotional Needs of Students- <https://www.youtube.com/watch?v=oGFdSkjcIDQ>
 - i. Here is a link to the video resources from BOCES for COVID training - <https://drive.google.com/drive/folders/1Xz8odVJyLbh6Cfmr0-ZuhMiQUQDUXWK?usp=sharing>

8. Declassified Students with Program Modifications and/or Test Accommodations/ 504 Plans/ IEPS

- a. Review all students', whom you support, 504 plans and IEPs.
- b. Complete the sign-off sheets. (Program Manager or Building School Psychologist will share this with you).

Two Ways to Verify Completion of Mandatory Obligations:

1. Complete this form: [2020-2021 Mandated Obligations Verification Form](#)

OR

Return This Signed and Dated Document to Cindy Daley, School Business Official, within 10 days.

I, (Print First and Last Name) _____,

certify I have completed all the requirements listed above, I have no further questions, I have signed and dated this document, I made a copy of this document for my records, and I have sent the original document to Cindy Daley, School Business Official.

_____ **(Employee Signature)**

_____ **(Date)**