

MANDATED POLICY TRAINING 5 Year Cycle- Year 2

School Year: 2016-2017

Highlighted Policy: Digital Citizenship & Cyber Security

TEACH NJ Policies

Mandatory Training Topic	How Delivered	How Often?
Achieve NJ	September PPT.	Annual

Human Dignity Policies:

Mandatory Training Topic	How Delivered	How Often?
Affirmative Action and Sexual Harassment	September PPT.	Annual
Dyslexia Training		Periodically to all staff; Annual 2 hour training to all K-3 staff (GCN or other)
Gang Awareness	September PPT.	Annual
Harassment, Intimidation & Bullying (HIB)	September PPT.	2 hour training w/in 5 year period
Substance Abuse (drug & alcohol awareness)	GCN (12min)	Annual
Suicide Awareness	GCN (16min)	2 hours every 5 years
Teen Dating Violence	September PPT.	Annual

Health Policies:

Mandatory Training Topic	How Delivered	How Often?
Asthma	September PPT.	Annual
Diabetes-Awareness	GCN (20min)	Periodically to all staff- Level I Level II – Identified staff (Nurse)
Bloodborne Pathogens/ Exposure Control	September PPT.	Annual
Nutrition	Faculty Meeting	Periodically to all staff
Use of Peanuts in SB Schools		Periodically to all staff
Medical Emergency Response (AED/MERT)		Periodically to all staff; annual to identified staff
Concussions	GCN (29min)	Periodically to all staff; Annual- (GCN)- all coaches & identified staff
Right to Know	Training session	Annual -Identified staff members

Safety Policies:

Mandatory Training Topic	How Delivered	How Often?
School Security and Emergency Planning	Fac. Mtg- Flipchart	Annual
Division of Child Protection & Permanency (DCP&P) (Formally DYFS)	GCN (child abuse 20 min)	Annual
Potentially Missing, Abused, or neglected children	GCN (child abuse)	Annual
FERPA	September PPT.	Annual
Internet Safety	Memo 2 (Oct)	Periodically to all staff
Cyber Bullying	Memo 2 (Oct)	Periodically to all staff
CIPA	Memo 2 (Oct)	Annual
Acceptable Use Policy (AUP) and Electronic Communications	September PPT.	Annual

Support Services Policies:

Mandatory Training Topic	How Delivered	How Often?
Intervention & Referral Services (I&RS)- SST	September PPT.	Periodically to all staff
Section 504 & Americans w/Disabilities Act of 1990	GCN-video 2 (25 min)	Periodically to all staff
IDEA & Spec. Ed. Admin Code	September PPT.	Periodically to all staff

Business Policies:

Mandatory Training Topic	How Delivered	How Often?
Board Policies	GCN (60 min)	Annual
Energy Management		Periodically to staff; annual to cust.
Purchase	Memo 1 (Sept)	Periodically to all staff
Travel	Memo 1 (Sept)	Periodically to all staff
Food	Memo 1 (Sept)	Periodically to all staff
Family Leave/ Sick Leave/ Vacations		Periodically to all staff
Personal Leave/ Military/ Jury Duty		Periodically to all staff

GCN Hours: 3.03 hours (182 minutes)

Memos: 2

Faculty Meetings: 2 Updated 2016