

Current Process

2016/2017

1. Early August send out an email notification to all faculty, staff and coaches regarding what training is required and letting them know to watch for a link that will be emailed from SafeSchools/PCHS
 - a. Training is sent out to 250 faculty, staff and coaches
 - b. Training is a total of 5 hours – 301 minutes
 - c. Training includes 7 different courses
 - i. Mandated Reporter – Child Abuse Training (HR)
 - ii. Blood Borne Pathogens (HR)
 - iii. Bullying Awareness & Prevention (HR)
 - iv. Sexual Harassment Prevention (HR)
 - v. Slips, Trips & Falls (Operations/Safety)
 - vi. Chemical Spills (Operations/Safety)
 - vii. Safety Reporting (Operations/Safety)
2. Early August send out an email notification to all faculty, staff and coaches from SafeSchools with the training link
3. Begin receiving notifications of those who have completed the training, those who have not completed the training will begin receiving weekly reminders to have that completed
4. Monday, August 14th, the first day back for faculty & staff, training was introduced during the meeting. After the professional development in the morning, staff are given the afternoon to work in their room as well as complete their training
5. Employees and Coaches who have not completed the training continue to receive weekly reminders to complete the training
6. At the four week mark (this year that was September 16th, 2017) each employee who has not completed the training we sent an individual email and their administrator was copied on this email stating that they must complete the training

Email Copy HERE:
You are receiving this email because you have not yet completed the online trainings. The trainings can be found by searching SafeSchools in your email inbox. Please be aware that all school employees are required by law (California Assembly Bill AB1432) to complete the training within 6 weeks of the start of the school year.

The end of the six weeks is next Friday, September 23rd, 2016. If you have not completed the training by the end of Friday, September 23rd, 2016 you will be required to come into the HR office and use a school computer to complete the trainings. That day will be noted as a personal day and will come out of your illness/personal day bank.

Thank you for your cooperation.
7. For the 2017/2018 year we are proposing to have the faculty & staff complete the training online together – and it will be used as the check-out to leave on that first Monday.

Certificate of Completion

Palisades Charter High School

Employee Name

has completed

Mandated Reporter: Child Abuse and Neglect (Full Course California)

a training program requiring 39 minutes

on

Monday, August 8, 2016

• 5 hours total training
• almost 250 faculty, staff, and coaches.



safesCHOOLS
TRAINING

Training Coordinator's
Signature

Employee's Initials: _____

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