

2019-2020 Mandatory Training

Guest Teachers	Active Shooter - Staff Bully: Recognition and Response Diversity Awareness: Student to Staff Fire Extinguisher Training Identify and Reporting Child Abuse (FL) OSHA Safety Training - Asbestos Awareness OSHA Safety Training - Blood Borne Pathogens OSHA Safety Training - Right-to-Understand Safety Data Sheets Acceptable Use of Internet and Technology
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How will the coursework be completed?

Training for the above Safety Training courses is completed through the SafeSchools platform and can be accessed at <https://lee-fl.safeschools.com/login>. Instructions for log-in are available on the site. Training for the above Acceptable Use of Internet and Technology course is completed through the Acceptable Use of Internet and Technology link at <http://acceptableuse.leeschools.net>. Employees logged into a District computer will automatically be directed to begin the online training.

How will employees know what courses they are required to take?

Employees are enrolled into the required Safety Training courses based on their job through PeopleSoft ELM, and the SafeSchools platform also only displays courses that are part of the individual employee's required coursework. An automated email is sent notifying the employee of the enrollment for the individual course(s). All District employees are enrolled in the required Acceptable Use of Internet and Technology course through PeopleSoft ELM. An automated email is sent notifying the employee of the enrollment for the course.

Will participants earn credit for completing the course?

Credit/in-service points for Safety Training courses taken through SafeSchools is processed weekly for completions from the previous week, and will be displayed in PeopleSoft ELM under the Learning>My Learning tile. An automated email is sent notifying the employee of the completion for the individual course(s). Credit/in-service points for the Acceptable Use of Internet and Technology course is processed monthly for completions from the previous month, beginning in September with July and August completion data, and will be displayed in PeopleSoft ELM under the Learning>My Learning tile. An automated email is sent notifying the employee of the ' completion of the course.

When do the courses need to be completed?

The courses should be completed by October 31, 2019 or within 60 days of hire for individuals hired after October 31st.

Who do I contact with additional questions?

- Automated Enrollment/Completion Credit in PeopleSoft - Help.ELM-PeopleSoft@LeeSchools.net
- Access to SafeSchools Program – **DJ Beddow** dornb@leeschools.net
- Diversity Awareness Training - **Jarrett Eady** jarrettre@leeschools.net
- Child Abuse: Mandatory Reporting - **Dr. Helen Martin** helenjma@leeschools.net
- Access and Specific Course Content Questions for Acceptable Use of Internet and Technology - **Dr. James Short** jamesds@leeschools.net