



Required Training Checklist

Please complete the following items, sign, and return this form to your building administrator or department supervisor. All Board of Education policies can be found by accessing the District online policy manual at <http://www.sdow-mo.schoolloop.com/>. If you do not have internet access please notify your supervisor so arrangements can be made to review this information.

The following training is an annual requirement. To access video training, enter **washingtonsd.mo.safeschools.com** into your internet browser and utilize your District-assigned email address as your username. Be aware that this training can take up to four hours to complete, but can be completed in multiple sessions. By using your District email address as the username, your completed sessions will be recorded. If you have questions or issues completing the video training please contact Human Resources at 636-231-2020.

Videos

- Drug -Free Workplace (policy reference GBEB)
- Discrimination, Harassment, and Retaliation (policy reference AC); 2 videos
 - Sexual Harassment
 - Discrimination Awareness in the Workplace
- Bullying Recognition and Response (policy reference JFCF)
- Seclusion, Isolation, and Restraint (policy reference JGGA)
- Reporting and Investigating Child Abuse (policy reference JHG)
- Communicable Diseases (policy reference EBB); 2 videos
 - Blood Borne Pathogens Exposure Prevention
 - Health Emergencies: Life Threatening Allergies
- Student Records, Confidentiality, and FERPA (policy reference JO)
- Slips, Trips, and Falls

Policy Review

- Copyright Policy EGAA
- Crisis Response Policy EBCA
- Staff-Student Relations Policy GBH
- References Policy GBLB
- Students with Disabilities Policy IGBA
- Supervision of Students Policy JHFA

Technology Attachment

- Technology Acceptable Use Policy (enclosed to review)
- Technology Usage (Sign and attach)



Eligibility for Public Service Loan Forgiveness

In accordance with law (policy reference GCD-1 and GDC-1), the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness within ten days following the start of employment. Information can be found at the following:

<http://www.sdow-mo.schoolloop.com/departments/hr/home>

<https://studentaid.ed.gov>

Your signature below indicates that you have completed all annual training requirements, including review of the Employee Handbook (access by going to the District Human Resources website; there is a link from the District website as listed above). Further, your signature indicates that you agree to follow all Board of Education policies for the School District of Washington.

Employee Signature: _____ Date: ____/____/____

Employee Name (Print): _____ Phone: _____

Address (street, city, state, zip code):

Position and Building/Department:
