



**PROFESSIONAL  
DEVELOPMENT**

**South Brunswick School District  
Office of Professional Development  
Amanda Rosenberg, Director of Professional Development  
Sue Davis, Administrative Assistant**

To: ALL District Staff  
From: Amanda Rosenberg  
Date: 6/3/16

**Mandated Policy Training for the 2016-2017 School Year**

Every year staff must receive mandated policy training. We use the Global Compliance Network (GCN) tutorials to cover much of our mandated policy training. We will continue with the same approach to for the upcoming school year. Here is what you need to know:

- ALL Staff must log into GCN any time **beginning** July 1, 2016 to complete the 2 hours of tutorials listed below. **(Warning: The system will not keep any records prior to July 1!)**
- You have until Monday, September 12<sup>th</sup> to complete the training.
- Professional Responsibility:
  - **Teachers and 10 month secretaries:** There will be 2 hours allotted on the opening days specifically for viewing these tutorials, however, if you complete them before school starts, you are excused of this time.
  - **Paraprofessionals:** You may come in on the opening days during the allotted time or complete the tutorials on your own. You will be vouchered for the 2 hours as per your Para contract, if applicable.
  - **ALL 12 Month employees:** You will complete the tutorials during the workday, as your schedule permits. If you prefer to complete the training at home on your own time, you may choose to do so. If this is the case, alert your supervisor as to how you plan to do the training before you do it.
  - **Building and Grounds (non-clerical):** There will be 2 hours allotted this summer specifically for viewing these tutorials if needed, however, if you complete them prior to the training, you will not have to attend this segment.
  - **Bus Drivers:** There will be 2 hours allotted on the opening days of school specifically for viewing these tutorials, however, if you complete them before school starts, you will not have to attend. You will be vouchered for the 2 hours as per your transportation contract.

Topic	GCN Module Title	Time
Gang Awareness	GCN – Online Module	13 min.
Harassment, Intimidation & Bullying (HIB)	GCN – Online Module	34 min.
Diabetes Awareness	GCN – Online Module	20 min.
FERPA	GCN – Online Module	18 min.
Cyber Bullying	GCN – Online Module	18 min.

Here's the link (also accessible via Staff Portal)

<http://site.gcntraining.com/>

Organization ID: 51030s

Personal ID: Staff ID with one leading zero

*If you have a **one-digit** staff ID, you may **not** need to enter the leading zero*

**In addition to the above, other trainings will be held at the school level. See the back of this letter for all the mandated policy trainings that will happen this upcoming school year.**

## SOUTH BRUNSWICK SCHOOL DISTRICT - MANDATED POLICY TRAINING - 2016-2017

<b>ACHIEVE NJ Policies</b>		
<b>Mandatory Training Topic</b>	<b>How Delivered</b>	<b>How Often?</b>
Achieve NJ	September PPT.	Annual
<b>Human Dignity Policies:</b>		
<b>Mandatory Training Topic</b>	<b>How Delivered</b>	<b>How Often?</b>
Affirmative Action and Sexual Harassment	September PPT.	Annual
Dyslexia Training		Periodically to all staff; Annual 2 hour training to K-3
Gang Awareness	GCN (13min)	Annual
Harassment, Intimidation & Bullying (HIB)	GCN (Anti-bullying 34 min)	2 hour training w/in 5 year period
Substance Abuse (drug & alcohol awareness)	September PPT.	Annual
Suicide Awareness	September PPT.	2 hours every 5 years
Teen Dating Violence	September PPT.	Annual
<b>Health Policies:</b>		
<b>Mandatory Training Topic</b>	<b>How Delivered</b>	<b>How Often?</b>
Asthma	Memo 1 (Sept.)	Annual
Diabetes-Awareness	GCN (20min)	Periodically to all staff- Level I Level II – Identified staff (Nurse)
Bloodborne Pathogens/ Exposure Control	September PPT.	Annual
Nutrition	September PPT.	Periodically to all staff
Use of Peanuts in SB Schools	Memo 1 (Sept.)	Periodically to all staff
Medical Emergency Response (AED/MERT)		Periodically to all staff; annual to IDED staff
Concussions		Periodically to all staff; Annual- (GCN)- all coaches & identified staff
Right to Know	Training session	Annual -Identified staff members
<b>Safety Policies:</b>		
<b>Mandatory Training Topic</b>	<b>How Delivered</b>	<b>How Often?</b>
School Security and Emergency Planning	Fac. Mtg.- Flipchart	Annual
Division of Child Protection & Permanency (DCP&P)	Faculty Meeting	Annual
Potentially Missing, Abused, or neglected children	September PPT.	Annual
FERPA	GCN (18min)	Annual
Internet Safety		Periodically to all staff
Cyber Bullying	GCN (18min)	Periodically to all staff
CIPA	September PPT.	Annual
Acceptable Use Policy (AUP)	September PPT.	Annual
<b>Support Services Policies:</b>		
<b>Mandatory Training Topic</b>	<b>How Delivered</b>	<b>How Often?</b>
Intervention & Referral Services (I&RS)- SST		Periodically to all staff
Section 504 & Americans w/Disabilities Act of 1990	Memo 2 (Oct)	Periodically to all staff
IDEA & Spec. Ed. Admin Code		Periodically to all staff
<b>Business Policies:</b>		
<b>Mandatory Training Topic</b>	<b>How Delivered</b>	<b>How Often?</b>
Energy Management		Periodically to staff; annual to cust.
Purchase	September PPT.	Periodically to all staff
Travel	September PPT.	Periodically to all staff
Food	September PPT.	Periodically to all staff
Family Leave/ Sick Leave/ Vacations		Periodically to all staff
Personal Leave/ Military/ Jury Duty		Periodically to all staff