

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

Scott Feder
Superintendent of Schools



Jennifer K. Diszler
Assistant Superintendent for Curriculum,
Instruction and Administration

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Business Administrator/ Board Secretary

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Assistant Superintendent for Human Resources

To: ALL District Staff
From: Jennifer Diszler, Assistant Superintendent for Curriculum, Instruction and Administration

Mandated Policy Training for the 2017-2018 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 for the upcoming school year. Here is what you need to know:

- ALL Staff must log into GCN any time **beginning** July 1, 2017 to complete the 2 hours of tutorials listed below. (**Warning: The system will not keep any records prior to July 1!**)
- You have until Sunday, September 11th 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 may complete the tutorials during the work day, as your schedule permits, however if you complete the courses on your own time, you should see your direct supervisor to determine where you will get back the two hours. 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, 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
Sexual Harassment	GCN - Online Module	22 min.
Alcohol and Drug Awareness	GCN - Online Module	12 min.
Suicide Prevention	GCN - Online Module	16 min.
Concussions	GCN - Online Module	29 min.
Child Abuse	GCN - Online Module	20 min.
State and Federal Laws K-12	GCN - Online Module	12 min.

Here's the link (also accessible via the Staff Portal)
<http://site.gcntraining.com/>
Organization ID: 51030s
Personal ID: Staff ID with **ONE** leading zero

P.O. Box 181 • Monmouth Junction, New Jersey 08852 • (732) 297-7800 • FAX (732) 297-8456
www.sbschools.org

My approach creates the climate; my mood makes the weather. ~ Make it a sunny day!