

## **Employee Training Required by Law or Policy** **(or Highly Recommended by Lawyers)**

*(Last Revised 3/18)*

### **Legally Required, or Highly Recommended for Employees**

1. The district's discipline code. (Safe Schools Act, §160.261, RSMo., all employees annually, see also JG, JGE)\*
2. Methods of dealing with acts of school violence. (Safe Schools Act, §160.261, RSMo., all employees annually)\*
3. Disciplining students with disabilities. (Safe Schools Act, §160.261, RSMo., all employees annually, see also JGE)\*
4. Confidentiality of student records. (Safe Schools Act, §160.261, RSMo., all employees annually, see also JO, JO-AP1)\*
5. Mandatory reporting of child abuse and neglect including 1) direct and immediate reporting, 2) no supervisor may impede, and 3) employees will not be subject to discipline for reporting. (§162.069, RSMo., all employees, see also GBH, JHG)\* See <http://protectmokids.com/>.
6. Up-to-date information on identifying signs of sexual abuse in children. (§162.069, RSMo., all employees, see also GBH, JHG)\* See <http://protectmokids.com/>.
7. The district's discrimination and harassment policy. (Necessary to defend district in lawsuits, recommend annually, see also AC)\*
8. All employees participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. (§170.315, RSMo. and EBC)
9. All employees and volunteers with significant contact with children are trained on the district's bullying policy. (JFCF and §160.775, RSMo.)\*
10. All employees receive training on youth suicide prevention (beginning 7/1/18) (§170.048, RSMo.)
11. Teachers will be offered two hours of in-service training regarding dyslexia and related disorders (beginning in the 2018-19 school year). (§167.950, RSMo.)
12. Bus drivers must annually receive eight hours of training. Such training shall provide special instruction in school bus driving. (162.065, RSMo.)
13. District maintenance and custodial staff who may work in a building with asbestos-containing building material will complete at least two hours of asbestos awareness training. (EBAB-AP1 and 40 C.F.R. 763.92)
14. District maintenance and custodial staff who conduct activities that may disturb asbestos-containing building material will receive an additional 14 hours of training. (EBAB-AP1 and 40 C.F.R. 763.92)

### **Required for all Employees by MSBA Policy or Procedure**

1. Employees will be provided with effective information and training on hazardous chemicals in their work area. (EBAB-AP3)
2. Annual training on standard precautions and the district's communicable disease policy. (GBE)\*

3. Annual training on the policy and procedures involving the use of seclusion, isolation and restraint. Those employees who utilize these methods as part of their job will receive additional annual training. (JGGA)
4. The causes and symptoms of, and responses to, allergic reactions and use of epinephrine premeasured auto-injection devices (Epi pens) and asthma-related rescue medications. (JHCF, JHCF-AP1)
5. Ongoing training related to all areas of student wellness. (ADF-AP1)
6. Pest prevention. (EBAC-AP1)
7. Use of automated external defibrillators (AEDs), if available in the district. (EBBA-AP1)

### **Required for Select Employees by law or MSBA Policy and Procedures**

1. Train two employees to serve as custodian of records. (BDDL)
2. Train employees issued district credit or purchasing cards on applicable procedures for card use. (DJF, DJF-AP2)
3. Employees with a need to know will be trained on the district's crisis intervention plan. (EBCA)
4. Train instructional employees on copyright law. (EGAAA, EGAAA-AP1)\*
6. Staff involved in standardized or statewide testing will be trained in administration procedures. (ILA)
7. RN must train employees administering medication. (JHC, JHCD)
8. Nutrition directors, nutrition managers and cafeteria workers receive appropriate training on district wellness policy. (ADF-AP1)
9. Building principal will train one or more employees to act as designated depositors of money collected in the building. (DI-AP1)
10. Facilities director will regularly train two district employees who work in each building on location and containment of mercury. (EBAB-AP2)
11. Food service director will arrange for all food service staff to be trained in food label reading, cross-contamination avoidance, safe food handling and food item labeling requirements. (JHCF-AP1)
12. All employees who have supervisory duties over other staff members will receive training on the effects of alcohol and drug abuse. (GBEBB)\*

### **Other Good Training Topics:**

1. Properly supervising students.
2. Accommodating students with disabilities.
3. Search of students and belongings by employees.
4. Electronic Communications.
5. Workplace Safety

### **Recommended Training for Coaches and Sponsors of Extracurricular Activities**

In addition to the above-listed training, MSBA recommends that districts mandate additional training for all coaches and sponsors of extracurricular activities on the following topics:

1. Harassment/discrimination

2. Off-campus supervision of students
3. Title IX compliance
4. Accommodating students with disabilities
5. Concussions
6. Student drug and/or alcohol testing (if district conducts)
7. Medical examinations, questioning students regarding medical conditions and confidentiality of medical information
8. Disciplining students for using drugs and alcohol, including off-campus conduct or conduct occurring over breaks
9. Transporting students in vehicles other than school buses
10. Training and background check requirements for volunteers and chaperones
11. Permission slips, waiver of liability forms and insurance requirements
12. District's hazing and bullying policies
13. Collection and monitoring of fees and fundraiser money
14. Working with booster clubs
15. Electronic communications between coaches and players

\*Currently included in MSBA's Online Essential Staff Training Program