





Essential Staff Training

(Last Revised 07/18)


Legally Required or Highly Recommended

Topic	MSBA Essential Staff Training Online	Statute	Policy or Procedure	Frequency	Other Resources
Bullying policy 	Addressing School Bullying (11:53) Part I (4:55), Part II (6:58)	§160.775	JFCF	Recommend pre-service and updates	
Confidentiality of student records	Confidentiality of Student Information (17:28) Part I (4:02); Part II (9:45); Part III (3:41)	§160.261	JO JO-API	Annually	
Methods of dealing with acts of school violence	Dealing with Acts of School Violence (13:32) Part I (3:05); Part II (4:42); Part III (2:53); Part IV (2:52)	§160.261		Annually	
The district's discrimination and harassment policy 	Discrimination, Harassment, and Retaliation (32:41) Part I (9:02); Part II (8:13); Part III (6:42); Part IV (8:06)	§162.069	AC	Recommend annually	
Safety rules and worker's compensation reporting	Employee Safety Rules (5:04) What to Do When You Get Injured While Working (8:57)	§287.120 40 C.F.R. 763.92	GBEA	Recommend pre-service and updates	
Youth suicide prevention training 	Youth Mental Health Awareness (17:39) Implementing Your District's Suicide Awareness and Prevention Policy (5:43)	§170.048	JHDF	Recommend at least once	
Mandatory reporting of child abuse and neglect, identifying signs of sexual abuse, and danger signals of potentially abusive relationships between children and adults	Mandated Reporting of Sexual Abuse in Children (23:12) Part I (11:35); Part II (11:37)	§162.069	GBH, JHG	Annually	See http://protectmokids.com/
The district's discipline code (including disciplining students with disabilities)	Student Discipline (16:17)	§160.261	JG, JG-R1, JGE	Annually	
Student discipline and the Office for Civil Rights	School Discipline and the Office for Civil Rights (29:53) Part I (6:39); Part II (11:22); Part III (6:29)	§160.261	JGE	Recommended	
Bus drivers: 8 hours of training related to bus driving and safety 	School Bus Safety (12:32) School Bus Pre-Trip Inspection Part I (7:04), Part II (12:05) School Bus Evacuation Procedures (8:21)	162.065		Annually	

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Legally Required or Highly Recommended (cont)

Topic	MSBA Essential Staff Training Online	Statute	Policy or Procedure	Frequency	Other Resources
Maintenance and custodial staff that work in a building with asbestos: At least two hours of asbestos awareness training. If performing duties that would disturb asbestos, 14 additional hours.		40 C.F.R. §763.92	EBAB-AP1		
CPR and other lifesaving methods		§ 167.624	EBBA-AP1	Recommend at least once a year	Red Cross, American Heart Association
Simulated active shooter and intruder response drill		§170.315	EBBA, EBC	Recommend annually, if possible	MSBA's Center for Education Safety (CES)
Districts will provide two hours of in-service training for teachers regarding dyslexia and related disorders.		§167.950			Regional Professional Development Centers
This refresher training module covers Confidentiality of Student Information; Student Discipline (including discipline of students with disabilities) and Seclusion, Isolation, and Restraint; Dealing with Acts of School Violence; and Discrimination, Harassment, and Retaliation.*	 *Required Training Refresher (23:29)	§160.261 §162.069	AC JO JO-AP1 JG JG-R1 JGE JGGA		

* This is intended **only** as a refresher module for employees who have previously completed the full training module in each of these areas.

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Required for *All Employees* by MSBA Policy or Procedure

Topic		MSBA Essential Staff Training Online	Policy or Procedure	Frequency	Other Resources
1	Effective information and training on hazardous chemical in their work area		EBAB-AP3	Annually	
2	Standard precautions and the communicable disease	Standard Precautions for Avoiding Infections (33.48) Part I (10:40); Part II (4:24); Part III (6:17); Part IV (4:21); Part V (3:37); Part VI (4:29)	GBE	Annually	
3	Seclusion, isolation, and restraint	Student Discipline (16:17)	JGGA	Annually	
4	Responses to allergic reactions and use of Epi-pens and asthma-related rescue medications		JHCF, JHCF-AP-1	Regularly trained	
5	Student wellness		ADF-AP1	Pre-service and ongoing	
6	Pest prevention		EBAC-AP1	Recommend at least once	
7	Use of automated external defibrillators (AEDs), if available in the district		EBBA-AP1	Recommend at least once	Red Cross, American Heart Association

Required for *Select Employees* by MSBA Policy or Procedure

Topic		MSBA Essential Staff Training Online	Policy or Procedure	Frequency	Other Resources
1	Custodian of records		BDDL	Two employees to serve at least once and updates	MSBA Board Secretary Workshop, MSBA Sunshine Law Webinars
2	Applicable procedures for credit card use		DJF	Employees issued district credit or purchasing cards at least once	District Chief Financial Officer
3	Money collected in the building		DI-AP1	One or more employees trained to act as designated depositors at least once	Building Principal or Chief Financial Officer

Required for *Select Employees* by MSBA Policy or Procedure (cont.)

Topic		MSBA Essential Staff Training Online	Policy or Procedure	Frequency	Other Resources
4	Copyright	Copyright for Schools (32:29) Part I (15:10); Part II (7:17); Part III (10:02)	EGAAA EGAAA-AP1	Instructional employees at least once	
5	Administration procedures for standardized testing		ILA	Staff involved in standardized or statewide testing annually	District Testing Coordinator
6	Location and containment of mercury		EBAB-AP2	Two district employees in each building that contains mercury trained on proper disposal at least once	Facilities Director
7	District's crisis intervention plan		EBCA	Pre-service and ongoing	District Safety Coordinator
8	The effects of drug and alcohol use	Drug Recognition for School Personnel (17:15) Part I: (4:49); Part II (3:55); Part III (3:58); Part IV (5:23)	GBEBB	All staff who have supervisory duties at least once	
9	Symptoms of alcohol and drug use, mental health problems, and suicide behaviors.		GBEBB	All staff who have supervisory duties at least once	
10	Employees administering medication		JHC, JHCD	RN must train non-nursing employees at least once	RN
11	District wellness policy		ADF-AP1	Nutrition directors, nutrition managers and cafeteria workers receive appropriate training at least once	Food Service Manager
12	Food label reading, cross-contamination avoidance, safe food handling and food item labeling requirements		JHCF-AP1	All food service staff to be trained at least once	Food Services Director

Other Useful Training Topics for Staff

1. Properly supervising students
2. Accommodating students with disabilities
3. Search of students and belongings by employees
4. Electronic communications

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