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HUMAN RESOURCES DEPARTMENT

To: All Staff
From: Gerard Morin
Date: June 26, 2018
Subject: Safeschools Tutorials

In recognition that the vast majority of staff have completed these same tutorials every year, we are only requiring four tutorials this year. A different four will be completed next school year. New staff will be required to take all (full) tutorials this school year.

For those tutorials required next year, you will be required to complete a three-minute custom tutorial stating you have successfully completed the tutorial in the past.

For this year, the tutorials required are:

AED (Automated External Defibrillators)	20 minutes
Bloodborne Pathogen Exposure Prevention	13 minutes
Seclusion and Restraint Awareness	24 minutes
Youth Suicide: Awareness and Prevention	39 minutes

Additionally, you will be required to read and accept the terms (approximately 3 minutes) of acknowledgement statements for the following topics:

Concussion Awareness: Athletics
Sexual Harassment: Staff-to-Staff
Bullying: Recognition & Response
Child Abuse: Mandatory Reporting

All of the above will be available July 1st 2018. Your username is the beginning of your Southgate email (before the @ symbol). All must be completed by September 30th 2018. Please visit <http://southgateschools.mi.safeschools.com/>.

Two Board policies, Suicide and Anti-Bullying, are also required. These will be available in SafeSchools approximately November 2018 once all revised Board policies have been approved.