



**DIA LOCAL
Discrimination, Harassment & Retaliation
Training Guidelines (Rev. 8/8/16)**

- **New Professional and Administrative Staff** will be trained during **MTOP**.
 - **MTOP Training Attendance will be sent to the Campus Principal.**
 - Campus Principal will file MTOP documentation of training and SDCE Hours.
 - Professional Staff will verify training completion in SKYWARD on the HR Compliance Training Checklist.

- **New Paraprofessional Staff** will be trained during **In-Service**.
 - **In-service Training Attendance will be sent to the Campus Principal.**
 - Campus Principal will file In-service documentation of training.
 - Paraprofessional Staff will verify training completion in SKYWARD on the HR Compliance Training Checklist.

- **New Auxiliary Staff** will be trained during **In-Service**.
 - **In-service Training Attendance will be sent to the Department Supervisor.**
 - Department Supervisors will file In-service documentation of training.

- **New Hires ABSENT from MTOP or In-service Training (Employee Responsibility)**
 - Employees will view the online training Power Point: DIA LOCAL-Discrimination, Harassment & Retaliation. (**Located: HR Department: Administrative Handbook: Section 20**)
 - **OPTIONAL:** View the Sexual Harassment Videos (MISD Training Scenarios)
 - **OPTIONAL:** Complete the Training Review Sheet; Verify answers using Training Review Key.
 - **Campus Staff** will verify training completion in SKYWARD on the HR Compliance Training Checklist.
 - **Auxiliary Staff** will complete the **Individual Staff Training Acknowledgement Form (STAF)** and turn in to their Director.

Returning Employees (Campus/Department Training Responsibility)

Returning staff will be trained by their **Principal or Supervisor** by the stated deadline.

- Campus/Department maintains Sign-in sheet for documentation.
- Trainer reviews DIA LOCAL Policy using Administrator Training Notes.
- **OPTIONAL:** View Sexual Harassment Videos (MISD Training Scenarios)
- **OPTIONAL:** Complete Training Review Sheet; Verify Review using Training Review Key
- Campus Staff verifies training completion in SKYWARD on the HR Compliance Training Checklist

Returning Employees absent from the Campus/Department Review Training (Employee Responsibility)

- View the online training Power Point: DIA LOCAL-Discrimination, Harassment & Retaliation
- **OPTIONAL:** View Sexual Harassment Videos (MISD Training Scenarios)
- **OPTIONAL:** Complete the Training Review Sheet; Verify Review Sheet using Training Review Key.
- Campus Staff verify training completion in SKYWARD on the HR Compliance Training Checklist
- Auxiliary Staff verify training completion by **turning in the Individual Staff Training Acknowledgement Form (STAF)** to your Supervisor.

District Compliance

- **Principal's** verify staff completion of training on the **HR Beginning of the year Checklist.**
- **Auxiliary Director's** verify staff completion of training by sending the **Department Training Acknowledgement to the Human Resource Development Office.**