

Sexual Harassment – NY: State Mandated**(Estimated Time: 25-min)**

New York State is a national leader in the fight against sexual harassment and is partnering with employers across the state to further their commitment to ending sexual harassment in the workplace. The 2019 New York State Budget includes the nation's strongest and most comprehensive sexual harassment package, including new resources and requirements for employers. There are two key components under this law: Policy and Training. All employees working in New York State must receive sexual harassment training by or before October 2nd..

All staff must complete all training modules prior to end of day October 2.

Bloodborne Pathogens**(Estimated Time: 20-min)**

This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are at reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer.

Cleaning Chemicals (Right to Know)**(Estimated Time: 14-min)**

Employees have both a right and a need to know about the hazards associated with the cleaning chemicals they are exposed to when working. OSHA's current Globally Harmonized System (GHS) of Classification and Labeling is designed to provide employees with the critical information they need so they are better prepared to take steps to reduce exposure, substitute less hazardous materials, and establish safe work practices. Written by Villa Environmental, this tutorial will provide hazard information, ways to prevent the occurrence of work-related injuries and illnesses caused by mixing chemicals and your potential exposure. The information will identify how to effectively use container labels, safety data sheets, properly mixing, use of personal protective equipment, and employee training.

Dignity for All Students/Code of Conduct - NY**(Estimated Time: 9-min)**

New York State Education Law requires each public school district to adopt and enforce a Code of Conduct for maintaining order on school property and at school functions. The Code of Conduct governs the conduct of students, teachers, other school personnel and visitors on school property and at school functions. In September 2010, New York State adopted the Dignity for All Students Act ("DASA"), which takes effect on July 1, 2012. This act explicitly prohibits harassment of students by other students or by employees on school property or at a school function. This tutorial reviews both of these Acts.

Child Abuse - NY**(Estimated Time: 28-min)**

Child abuse has long-term effects on children and the rest of society. Each person in the general population has a role to play in preventing child abuse. The first step in helping abused children is learning to recognize the signs of child abuse. In this tutorial, you will learn about the four types of abuse including their definitions and their signs; how to respond to a child's disclosure; how to report the suspected abuse; and about the confidentiality of reporting.

Peer Counseling, Anti-Violence, and Conflict Resolution Programs (Estimated Time: 22 min)

Schools should be a place of safety for all children and the staff that serve them. However, disturbingly over the years, the country has become more aware of increased threats to the safe learning and working environments of our students and school staff. These threats or forms of bullying now exist in many forms, from physical aggression to cyber-bullying on the world-wide Internet. Physical threats, bullying, hazing, and harassment have created new problems for schools wishing to ensure the safety of its students. There is evidence that terrorism in schools can be curbed, if not eliminated, if schools take a more proactive approach. Peer counseling, anti-violence, and conflict resolution programs show promise of thwarting potential violence by creating a caring, compassionate environment with zero tolerance for bullying and other forms of bullying. This tutorial will discuss the research on bullying in schools and the programs that can help. Written by Dr. Michael Livovich, in this tutorial, you will learn the definitions of bullying; traits and behaviors of perpetrators; peer counseling, anti-violence and conflict resolution programs; and implications for schools.

Computer Use Policies (Estimated Time: 13-min)

Vast educational value may be acquired through proper usage of the internet and other computerized information resources. Along with the enormous value that the internet provides, the risk of abuse is always present. In this tutorial, users will learn about appropriate vs. inappropriate usage of computerized information resources in the workplace specifically as they relate to educational institutions.

Digital Security/Protection (Estimated Time: 19-min)

The malicious actions of criminals and cybercriminals are impossible to prevent in all cases, but there are steps which can reduce the risk of and exposure to these threats. This tutorial will cover the following: Password Security, Email Security and Vulnerabilities, Mobile Device Security, Prevention Strategies and Habits.

Student Data Privacy (Estimated Time: 20-min)

The New York State Education Law Section 2-d and the Family Educational Rights and Privacy Act (FERPA) provide protections for information contained within collected student data. The New York State Department of Education (NYSED) is committed to promoting least intrusive data collection policies that advance goals of improving academic achievement, empowering parents with information, and advancing efficient and effective school operations while minimizing collection and transmission of personally identifiable information (PII). Written by Diane Schweiter, in this tutorial you will learn about Provisions of the Student Privacy Laws of the State of New York, Section 2-d; - Student Data Privacy Bill of Rights/Parents Bill of Rights; Parent rights under FERPA; Disclosure of student data information- with or without consent; Use of student data in directories; and Confidentiality and security requirements of a third part contractor.

Ethics & Boundaries for School Employees (Estimated Time: 21 min)

A majority of adults working in America's public schools are devoted to the safety, well-being, and education of the children who attend those schools. Yet, reports of teachers, coaches, and other school staff members abusing students in kindergarten through high school abound. Oftentimes, this inappropriate conduct is sexual in nature. While certain individuals are predators who seek employment in schools to surround themselves with potential victims, other school staff unexpectedly find themselves in a "love" or "lust" situation with a student. This is often the result of poor choices and/or a lack of training regarding the dangers of certain behaviors by the school employee. Written by Maureen

Lemon, attorney with Ottosen Britz Kelly Cooper & Gilbert, Ltd., this tutorial trains school employees about appropriate professional boundaries with students and about actions to take or not take to successfully maintain those boundaries.

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