



Folsom Cordova Unified School District

To: All Staff

From: Sean Martin, Assistant Superintendent of Business Services

July 2025

RE: Annual Notice and Required Training

All staff will be assigned the annual notice in Records. This is an important document for all staff to read and utilize the links to reference the appropriate Board Policies and/or Administrative Regulations.

In addition, staff are legally required to take specific training courses. Please make arrangements with your supervisor to take these courses. All courses are assigned on July 1st.

Email Reminders to all staff:

Initial Notification

80% Mark

Due Notification

Late Notification one week after the due date

Late notification two weeks after the due date

Follow the link below

- <https://www.publicschoolworks.com/Pages/training.asp?>
- User = District email
- Password = District password

Existing Employees

REQUIRED ANNUAL COURSES	Minutes	Due Date	Employee Type
Child Abuse Reporting CA M-394	55	9/17	All Staff, incl Subs
Homeless Education - Serving Students Under McKinney Vento M-163	20	9/17	All Staff, incl Subs
The California Healthy Schools Act of 2000: Basic Integrated Pest Management for Classrooms and Offices M-991	30	10/31	All Staff, incl Subs
Email Safety: Phishing, Malware and Ransomware Awareness M-701	15	10/31	All Staff, incl Subs
Maintaining Appropriate Adult-Student Interactions C-002 (BP/AR 4112.9)	15	10/31	All Staff, incl Subs
SIA - Workplace Violence Prevention Plan M-1035	55	10/31	All Staff, incl Subs
M-522 Human Trafficking M-522	15	10/31	Teachers, Administrators, Supervisors
M-1068 Safe and Supportive Schools Act: Module 1 LGBTQI+ Awareness and Support (California)	60	10/31	Teachers, Administrators, Supervisors
M-924 Diversity, Equity and Inclusion (DEI) for School Staff	35	10/31	Administrators, Supervisors
REQUIRED BIENNIAL COURSES	Minutes	Due Date	Employee Type
Sexual Harassment (Modules 1 & 2) M-759, M-774	60	10/31	All Staff, incl Subs
Sexual Harassment (Modules 1-3) M-759, M-774, M-259	120	10/31	Administrators, Supervisors



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NEW Hires

REQUIRED COURSES	Minutes	Due Before Reporting to Work	Employee Type
Child Abuse Reporting CA - M-394	55	Prior to first day of work	All Staff, incl Subs
Homeless Education - Serving Students Under McKinney-Vento - M-163	20	Within 2 weeks of hire	All Staff, incl Subs
The California Healthy Schools Act of 2000: Basic Integrated Pest Management for Classrooms and Offices - M-991	30	Within 6 weeks of hire	All Staff, incl Subs
Email Safety: Phishing, Malware and Ransomware Awareness - M-701	15	Within 6 weeks of hire	All Staff, incl Subs
Sexual Harassment (Modules 1 & 2) M-759, M-774	60	Within 6 weeks of hire	All Staff, incl Subs
Sexual Harassment (Modules 1-3) M-759, M-774, M-259	120	Within 6 weeks of hire	Administrators, Supervisors
California Department of Education's Online Bullying Training Module - M-778	45	Within 12 weeks of hire	All Staff, incl Subs
Slips, Trips, and Falls Prevention - M-028	30	Within 12 weeks of hire	All Staff, incl Subs
Suicide Prevention and Response - M-577	30	Within 12 weeks of hire	All Staff, incl Subs
Bloodborne Pathogens for School Employees - M-292	30	Within 12 weeks of hire	All Staff, incl Subs
Epinephrine Use: United States – M-176	40	Within 12 weeks of hire	All Staff, incl Subs
BP/AR 4119.24 – Maintaining Appropriate Adult-Student Interactions – C-002	15	Within 12 weeks of hire	All Staff, incl Subs
SIA - Workplace Violence Prevention Plan – M-1035	55	Within 12 weeks of hire	All Staff, incl Subs
Title IX Federal 2020 Amendments Training for all employees – M-960	35	Within 12 weeks of hire	All Staff, incl Subs
M-924 Diversity, Equity and Inclusion (DEI) for School Staff	35	Within 12 weeks of hire	All Staff, incl Subs
Human Trafficking – M-522	15	Within 12 weeks of hire	Teachers, Administrators, Supervisors
Safe and Supportive Schools Act: Module 1 LGBTQI+ Awareness and Support (California) M-1068	60	Within 12 weeks of hire	Teachers, Administrators, Supervisors

