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DATE: July 30, 2024

HR-0

TO: All Employees

FROM: Nanci Rose, Director II
Human Resource Services

Keyshun Marshall, Director II
Risk Management/Employee Benefits Department

SUBJECT: Public School Works–2024-25 Mandated Trainings

The PublicSchoolWorks (PSW) portal provides online training in line with mandated requirements to assist school districts with state and federal compliance mandates. As employees who work in an education setting, we must complete the mandated trainings required by law, as well as for the safety of the students, families, and staff we serve.

SCUSD Training Mandates for the 2024-25 school year:

Completion of the following trainings is required by August 30, 2024:

Injury and Illness Prevention Program (IIPP):

Board Policy BP4357, 4157, 4257 The Governing Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices. The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of employee and to provide a safe and healthful work environment. All staff must complete IIPP training and a copy of the District's IIPP is at each site and posted online under [employee safety and wellness](#).

Child Abuse Neglect and Reporting—Online Training Requirements:

In California, certain individuals are mandated by law to report known or suspected child abuse. These mandated reporters are listed in the Child Abuse and Neglect Reporting Act (CANRA); of the over 40 categories listed, teachers are listed first, as well as, classified employees who work closely with students. In accordance with the State of California Child Abuse and Neglect Reporting Act (Penal Code Section 11166, et seq.) and Assembly Bill 1432 Mandated child abuse reporting, school employees must be trained annually on this topic. It is imperative that employees know how to respond, that employees understand their rights and responsibilities as a mandated reporter, and that employees are familiar with District's policies and reporting procedures. All employees of the school district must be trained, and must report known or suspected child abuse.

Heat Illness Prevention (CA) – Online Training Requirements:

In California, employers must take steps to protect workers from heat illness in both indoor and outdoor workplaces under California Code of Regulations, Title 8 (T8CCR), sections [3395](#) (Outdoor Heat Illness Prevention) and [3396](#) (Indoor Heat Illness Prevention). These sections establish required safety measures for indoor and outdoor workplaces to prevent worker exposure to risk of heat illness.

Healthy Boundaries with Students, 24 – Online Training Requirements:

Board Policy (BP) 4119.24 is directed at all employees of the district. The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Sexual Harassment Prevention – Online Training Requirements:

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of District employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, nationality, ancestry, ethnicity, ethnic group identification, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, medical condition, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics at any District site and/or activity (BP/AR 4030, 4119.11 (a) and 5145.7 (a)). The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, or in any way participates in the District’s complaint procedures instituted pursuant to this policy.

Any District employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A District employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

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District compliance staff listed below with contact information:

Sexual Harassment Prevention - Student Related Issues (Title IX):

David Van Natten, Student Hearing and Placement/Alternative
Education
(916) 643-9425

Sexual Harassment Prevention - Employee Related Issues (Title VII/IX):

Melinda Iremonger, Title IX Coordinator
(916) 643-7446

Title IX, Including Updates for 2024 Regulations—Online Training Requirements:

Title IX is a landmark federal civil rights law in the United States that was enacted as part (Title IX) of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or any other education program that receives funding from the federal government.

New landmark regulations for Title IX go into effect on August 1, 2024, with 2020 regulations remaining in effect for incidents occurring prior to August 1, 2024.

CA Workplace Violence Prevention Plan (WVPP) – Online Training Requirements:

Beginning July 1, 2024, consistent with CA SB 553 Workplace Violence Prevention Plan and SB 906 Homicidal Threats, California employers are required to develop and implement their WVPPs, assess and resolve workplace violence hazards, train all employees, and implement investigation and recordkeeping processes. This training will inform employees about the Plan, and provide critical information on how to submit reports of workplace violence or homicidal threats in the workplace.

Completion of the following trainings is required by October 30, 2024:

CAL OSHA Bloodborne Pathogens (BBP) – Training Requirements:

Bloodborne Pathogens are infectious microorganisms like hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), just to name a few. They are found in blood or other potentially infectious materials (OPIM) and can quickly spread disease. Because of this, it is important to protect workers from the risks that these pathogens pose, which can lead to serious or even life-threatening illnesses. The Governing Board has set forth policy and required training under BP 4119.42 to meet state and federal standards for dealing with BBP and other potentially infectious materials in the workplace.

CA Healthy Schools Act - Integrated Pest Management (IPM) - Online Training Requirements:

In California, when pesticides are used at schools and childcare centers the Healthy Schools Act defines requirements for school and childcare center staff, pest management professionals, and the Department of Pesticide Regulation. The California Legislature originally passed the law in 2000. The Healthy Schools Act also encourages schools and child care centers - collectively referred to as school sites-to adopt effective, low-risk pest management practices, also known as integrated pest management or IPM.

CDE Anti-Bullying Training – Online Training Requirements:

CA Assembly Bill 1993 and CA Ed. 32283.5 require that local education agencies make training available to all school site employees who have regular interaction with students around identifying acts of bullying, cyberbullying, and implementing strategies to address bullying and cyberbullying. Additional resources can be found at <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>.

Student Privacy Rights (FERPA) – Online Training Requirements:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA provides a complaint process for parents and adult students who believe their FERPA rights have been violated.

Fire Safety and Fire Extinguisher Use – Online Training Requirements:

In accordance with 8CCR 3221, employee training shall be provided relating to fire safety and the proper use of a fire extinguisher. This training outlines the employer requirement to control accumulations of flammable and combustible waste materials and residues so they do not contribute to a fire emergency, in addition to providing awareness for classroom applications.

Homeless Education – Serving Students under the McKinney-Vento Act – Online Training Requirements:

Compliant with CA Ed. Code 48851.3 and 2022 CA AB 408, this training assists employees with recognizing signs that pupils are at-risk of experiencing homelessness to aid in the identification of and provision of services to pupils who are at-risk of becoming or who are experiencing homelessness.

Human Trafficking – Online Training Requirements:

Compliant with CA AB 1227 and CA Ed. Code 51950, the Human Trafficking Prevention Education and Training Act requires local education agencies to provide training on human trafficking identification and prevention in order to avert children from being exploited for labor or sex. As human trafficking is the fastest growing criminal enterprise, this training aims to provide awareness of risk factors related to sexual abuse, sex trafficking, and child exploitation.

Suicide Prevention and Response – Online Training Requirements:

Compliant with CA SB 1378 and CA Ed. Codes 215 and 41533, this training identifies warning signs, risk factors, and provides strategies for youth suicide prevention, intervention, and postvention.

Email Safety: Phishing, Malware, and Ransomware Awareness – Online Training Requirements:

This training is designed to equip employees with the knowledge they need to recognize phishing emails, avoid clicking on malicious links, or downloading harmful attachments to maintain the safety of our system and protect our District's critical proprietary data and information.

Staff members are required to complete all of the online trainings assigned to them through PSW; the process is simple, and yet incredibly important.

We anticipate that online trainings should take anywhere from approximately 15 to 60 minutes each to complete, depending on the duration requirement for each training.

For questions regarding the above online training information, employees may reach out to Nanci Rose, Human Resources Director, at Nanci-Rose@scusd.edu and/or Keyshun Marshall, Risk Management/Employee Benefits Director, Keyshun-Marshall@scusd.edu .

NOTE:

- View this informative tutorial video familiarize or re-acquaint yourself with the PublicSchool WORKS portal: <https://vimeo.com/user80827873/review/725247665/5f661e7ab8>
- Follow this link to access the PSW portal: [PublicSchoolWORKS](#)
- Your PSW login is the same as your District username and password.
- If you are unable to log in to PSW, please contact Phillip-McMillan@scusd.edu
- The PSW portal functions optimally when using the Firefox browser. Download it at www.mozilla.org/en-US/firefox/