



Baldwinsville
Central School District
Achieving our full potential together.

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FOR YOUR REFERENCE 2022/2023 OUTLINE STAFF MANDATED TRAININGS

School Districts are required to provide certain annual training sessions to all staff members (full time, part time, and substitutes). **For returning staff (those employed in the previous school year), trainings must be completed by the "deadline" date listed. Scroll down to the bottom of this page for the Links to the Trainings.** An outline of the trainings is listed below and are in order of deadline date:

Deadline September 15, 2022 (for newly hired staff within 30 days of hiring): Mental Health Training. As part of the NYS Health Education and recent Mental Health Legislation, each district must submit certification to NYS Education Department that all district and school staff have undergone annual training by September of each school year (emergency response and mental health). You can now access the Mental Health Training by clicking on the link provided at the bottom of this page titled "**Mental Health Training**". You will be redirected to an OCMBOCES webpage. You will be required to enter the **password; 2223damh** This will take you to the video titled "*Mental Health Training for School Staff and Educators. How to Help Children, Teens and Others*". Please watch the video which takes less than 30 minutes prior to starting the brief quiz. After you watch the video, click on our District "Baldwinsville". You will be required to **enter your email address, name, and school location** prior to starting the presentation. **If you are an employee with a bville.org email address, please enter your work email address. If you are a substitute staff member, you can enter a personal email address. In addition, if you are a substitute enter your Building as "District Office"**. If you are a substitute working in several school districts, then please provide a confirmation of completion (copy of email received after taking the quiz) from any one of the school districts that you work for. **You will receive an email confirmation that you completed this training. Please keep that email for your records. Should the district require proof of completion, you will be asked to provide it to the Office of Human Resources.**

Deadline September 15, 2022 (newly hired staff within 30 days of hiring): Emergency Response Procedures Training. The district must certify to the Commissioner of Education that all staff have undergone annual training by September on the building-level emergency response plan which must include components on violence prevention and mental health. The law also stipulates that all new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's new hire training program, whichever is sooner. You can now access the training by scrolling down to the LINKS section of this page. The training is a PowerPoint slideshow presentation. You will need to click on each slide to move through the presentation. At the end of the slideshow, **you will need to enter Baldwinsville CSD, your name, and your job title** at the end of the presentation so that your information is recorded as completing the training session. You will not receive an email confirmation of your completion of this training. The district will receive a summary from OCM BOCES of all district staff who have successfully completed this training. If you would like to review our district's emergency response plan in greater detail, click on this link: [BCSD Emergency Response Plan](#)

Deadline September 15, 2022 (newly hired staff within 30 days of hiring): Right to Know Training. You have a right to know about potential hazards that you may be exposed to in the work place. The law requires that the district makes you aware of hazards and provides you with the information you need to work safely. Our district contracts through OCM BOCES for this service. They maintain the database / tracking system for our staff and many other local district agencies. After you watch the power point video, you will need to CLICK on the link on the last slide to take a

10-question multiple choice quiz. You will be required to enter **your name**, district name, **Baldwinsville CSD**, your **job title**, and **building location** on a certificate of completion at the end of the quiz. **Save the certificate of completion onto your computer** for future reference if asked by the Office of Human Resources to provide the certificate. You only need to produce the certificate if requested.

Deadline September 15, 2022 (not required for substitute staff unless you receive a notification email directly from District Technology): **Data Privacy and Security Awareness Training**: All BCSD employees who use the district network services will be required to complete Data Privacy course training. You will receive an email with instructions mid-August 2022. This training is mandatory and necessary to comply with NYS Education Law 2D requirements. This training is very engaging and the knowledge gained applies to both work and personal cyber safety. Any staff with a network account and/or email account will be receiving an email invitation to access the training program. Substitute staff members will not be required to complete this training.

Deadline September 15, 2022 (newly hired staff within 30 days from hiring): **Child Abuse in the Educational Setting**: New York State laws regarding the identification and reporting of child abuse and maltreatment now require that all school districts provide annual training to most staff. The required content now includes child abuse in the educational setting in addition to mandated reporting of students who may be experiencing child abuse and/or neglect outside of the school setting. The mandate stipulates that school employees must complete two hours of coursework surrounding these topics annually. The link is [Child Abuse Mandated Training/Refresher Training](#) then from the Video tab, watch the instructional video (2 hours). [Thereafter, click on the Quiz tab and complete the quiz. Click on the Certification of Completion tab. Print the document, complete the Trainee Information and sections 1-5. Make sure to sign and date and send the original to Karrie LaMacchia at the District Office, , BCSD, 29 East Oneida Street, Baldwinsville, NY 13027](#)

Deadline September 30, 2022 (newly hired staff within 30 days of hiring): **Sexual Harassment Prevention Training**. Every employer in New York State is required to provide employees with sexual harassment prevention training. To obtain a copy of the Board of Education Policy titled "Sexual Harassment in the Workplace", scroll to the bottom of this page. Our district contracts with OCMBOCES for this training program. BOCES will maintain a database / tracking system for our staff, in addition to many other local district agencies. You can access the Sexual Harassment Prevention Training by clicking on the LINK provided at the bottom of this page. This is a PowerPoint slideshop presentation. You will need to click on each slide to move through the presentation. At the end of the slideshow, you will need to acknowledge completion by entering your name and select "Baldwinsville". Your information is recorded as completing the training session. The district will receive a listing from OCMBOCES and your name will appear on that listing.

Deadline September 30, 2022 (newly hired staff within 30 days of hiring): **DASA-Dignity for All Students Act**. New York State's Dignity for All Students Act seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. This is the required annual refresher training. This is not the 6-hour course required by NYS Education Department for issuance of certification(s). **Scroll to the bottom of this page to access the individual training titled "[DASA \(Dignity Act\)](#)".** You will be required to enter a password for this presentation. The **password is [2223damh](#)**. You will need to enter the password, view the slideshow, and then take the quiz by selecting "Baldwinsville" from the school districts listed to the right of the slideshow. You will be required to enter **your name, job title, school location and email address to finalize the quiz**. You will receive an email confirmation of the results of your quiz. Keep the email for future reference if required by the Office of Human Resources.