

Required Courses for 2016 – 2017 School Year (Highly Qualified Staff Development Standards 1, 4, 5)

Each professional Fayette County employee will be asked to complete online professional development by **December 23, 2016**. In addition, professional employees must review the policies listed below. Professional employees who have completed the assigned courses will not report to work on December 23, 2016.

Courses will be available beginning July 1, 2016 so that employees may work on or complete courses before the school year begins if they so desire. However, the 14 – minute FERPA course must be completed before students begin on **August 15, 2016**.

All Professionals	Minutes
FERPA (Due by August 15)	14
Active Shooter: Staff	41
CIPA	20
Online Safety: Cyberbullying	21
Conflict Management: Student – to – Student	20
Child Abuse: <i>Mandatory Reporting</i>	53
Homeless Students: <i>Awareness & Understanding</i>	19
Youth Suicide: <i>Awareness & Prevention: Jason Flatt Act</i>	120
HIPAA Overview	14
Bullying: Recognition and Response (complete)	39
Disruptive Student Behavior	33
Fayette County Schools Travel Policy (A-17)	5
House Bill 2939 – Child Abuse Reporting	10
Progressive Discipline Policy	10
Personal Leave (B – 34)	10
Leave Bank Policy (A-30)	5
Leave Donation Policy (A-30a)	5



Instructions for SafeSchools Online Safety Training

This year's safety training has been greatly simplified. Much of the training that we're required to complete this year is available online for all staff. Follow these simple steps below to complete your safety training requirements:

How to log on to the online training program:

1. Using your web browser, go to the web page <http://faye.wv.safeschools.com> (No "www" is necessary.) If you have trouble downloading a course please try an alternative browser. (ex. Google Chrome, Mozilla Firefox, Safari-these browsers are available as free downloads). Internet Explorer is the least preferred browser to use.
2. To access your assigned training, enter your username, which follows the following format: **Employee ID#**
EXAMPLE: **920001234**
3. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you complete the course.

If you have any questions or problems with the site, please contact:

Joe Dooley @ jdooley@k12.wv.us
or
Tressa Critchley @ tcritchl@k12.wv.us

Thanks - and have a safe year!