

– WPS

WPS

**Non-School-Based Staff Mandated Trainings
2020-21 School Year**

Non-School-Based Staff mandated trainings

- The following slides include links to trainings that all non-school-based staff (i.e., staff based in district offices) are required to complete, either because of Massachusetts regulations or Wayland School Committee policy
 - Please read all of the linked information that applies to your role, and then submit the survey on the final slide to verify your completion of the mandated trainings
 - When clicking on a link, it is recommended that you open it in a new window
 - All mandated trainings should be completed by October 1, 2020
-

— WPS

Conflict of Interest Law for Municipal Employees

- All staff members must review the conflict of interest law summary each year, per state regulations
 - Click [the link here](#) to be taken to the website and read the entire summary
 - You do NOT need to complete and print the Acknowledgement of Receipt
-

Conflict of Interest -- Online Training

- All new staff members must complete the [conflict of interest online training](#) within their first 30 days of employment, per state regulations
 - All other staff members must complete the [conflict of interest online training](#) every two years, per state regulations
 - When you have finished the training (if you are a new employee or did not complete it last year), print the certificate of completion and give it to your principal or supervisor
 - If using Google Chrome, you will need to allow Flash to run -- it is recommended that you use IE or Firefox instead of Chrome
-

51A Mandated Reporter Training

- All staff members whose job roles bring them into contact with children must complete the [51A mandated reporter online training](#), per state regulations
 - You will need to log in to complete the training -- if you have not completed the online training before, you will need to register
 - You do not need to print a certificate after completing the training
-

Physical restraint training

- All staff members whose job roles bring them into contact with children must review the information in the [physical restraint training slides](#), per state regulations
 - You do NOT need to print a certificate of completion at the end
-

Bullying prevention and intervention

- All staff members must review excerpted information from the district's [Bullying Prevention and Intervention Plan](#) each year, per Wayland School Committee policy
 - Staff members who are interested in reviewing the full Bullying and Intervention Plan can access it [on the district website](#) -- the full plan also includes district policy JICFB, which addresses bullying prevention
-

Additional information/resources

- While the following documents and information are not part of the mandated training, employees must certify that they recognize that they are responsible for being familiar with the information in these documents.

Information in school staff handbooks (if appropriate)	Confidentiality of student records
Collective bargaining contracts	Media guidelines
Harassment and non-discrimination policy	Social media guidelines
WPS employee Acceptable Use Policy	

— WPS

Verification of completion

- Complete the [online survey](#) by October 1, 2020 to verify that you have completed the mandated trainings.

THANK YOU!
