

ATHLETICS

Athletic Liability (43 minutes)

Keenan SafeSchools Training's *Athletic Liability* course provides an overview of liability in school athletics. While this course serves as an overview on the topic, it is important to follow state and federal law as well as your school's policies and procedures. Topics include professional preparation and instructional competence, avoiding abuse claims, facility and equipment safety, athletic events, camps and clinics, and team transportation issues.

Concussion Awareness: Athletics (16 minutes)

The goal of this course is to familiarize coaches, athletic directors, administrators and other athletic staff members with concussion dangers – as well as to suggest smart policies to minimize concussion risks and ensure proper care for student athletes. Training includes understanding what a concussion is, and why it's such a serious injury; signs and symptoms of concussions; and smart policies and procedures if you suspect a student athlete has a concussion. Updated 03/03/19.

Sport Supervision and Safety (22 minutes)

This course offers school staff an awareness-level understanding of injury prevention and possible litigation issues associated with unsupervised or poorly supervised events. In addition, it provides basic information on athletic injury involving concussion. The goal of this *Keenan SafeSchools Training Sports Supervision* course is to provide school employees with information to help diminish the likelihood of injury to students participating in physical education and sports.

Steroids & PED Awareness in Athletics (24 minutes)

The goal of Keenan SafeSchools' *Steroid & PED Awareness in Athletics* course is to provide employees and volunteers with basic training on the topic of the misuse of steroids and performance-enhancing substances by students. Topics cover: definition of steroids, steroidal supplements and performance-enhancing drugs, the physical and mental dangers from using steroids, understanding the best methods for educating students about steroid usage and recognizing the warning signs of steroid use in your students.

Sudden Cardiac Arrest (13 minutes)

This course will help explain the causes of sudden cardiac arrests and what school and community members can do to prevent them among their students. It will also discuss best practices in responding to these rare, but tragic events when they occur.

Title IX and Gender Equity in Athletics (43 minutes)

Keenan SafeSchools Training's *Title IX and Gender Equity in Athletics* course provides an overview of Title IX and how it applies to school athletic programs. This course serves as an overview on the topic. It's important for employees and programs to follow federal laws as well as your school and school district's policies and procedures. Topics include a history of Title IX, legal requirements and compliance, equality in treatment and benefits, and common questions/myths.

CHILD ABUSE PREVENTION MICROLEARNING SERIES

Introduction to Child Abuse (3 minutes)

Nearly ten percent of 8th through 11th graders surveyed said they were sexually abused on school campus at some point in their school career either by another student or by a school representative. In this video, you'll learn more about the prevalence and consequences of childhood sexual abuse and why we're expanding our child sexual abuse prevention program to include a shift of focus from abuse at home to abuse at school AND from reporting abuse to preventing abuse.

Grooming Part 1 (Elementary/Middle/High versions) 5 minutes

When parents send their children to school, they have a reasonable expectation that their children will be safe - which means that we need to understand how to PREVENT abuse at school, not just report it after the fact. Child sexual abusers use a slow, methodical, seduction process called grooming to create relationships that allow them to abuse without getting caught. In this video, you'll learn to recognize the first several steps in that process so you'll know when to intercede. Our topics will include how child sexual abusers Build Trust, Gain Access, Identify the Vulnerable, Isolate Kids, and Desensitize Kids to Touch.

Grooming Part 2 (Elementary/Middle/High versions) 5 minutes

When parents send their children to school, they have a reasonable expectation that their children will be safe - which means that we need to understand how to PREVENT abuse at school, not just report it after the fact. Child sexual abusers use a slow, methodical, seduction process called grooming to create relationships that allow them to abuse without getting caught. We will pick up where we left off in our previous video, learning to recognize some additional steps in that process so you'll know when to intercede. Topics for this video include how child sexual abusers Introduce Intimacy, Create Complicity, Test Ability to Keep Secrets, and Maintain Silence.

On-Site Isolation Part 1 – 4 minutes

Boundaries are at the heart of protecting children and provide the foundation for objective decision making. In the next several videos, we will facilitate an open and important dialog about best practices and how you and your district can make new choices that directly intercede with the grooming process and better protect children. Today's focus will be On-site Boundaries that minimize the opportunities for child sexual abusers to isolate children, which is when 80% of sexual abuse happens. We will look at identifying isolated areas on campus as well as formal practices recommended to effectively supervise children.

On-Site Isolation Part 2 - 3 minutes

Every district is unique and our recommended boundaries are not designed to be a one-size-fits all. Instead we want to continue to facilitate the dialog around what you and your district can do to minimize the opportunities for child sexual abusers to isolate children, where 80% of sexual abuse happens. We will discuss the use of video cameras, family members working together, lights out activities, diapering and bathroom monitoring, rovers and more so you can learn to proactively establish boundaries that will better protect children while in your care.

On-Site Behavior Boundaries Part 1 – Elementary/Middle/High - 4 minutes

The relationship between school personnel and the students they care for is strictly professional and their behavior should reflect that. In this training, we share news headlines that reflect real stories of student's sexual boundaries being crossed, so you grasp that our efforts to educate you are more than just an academic or theoretical exercise. Considering these real-life cases, we will discuss recommended behavioral boundaries regarding off-color comments, compliments, flirtatious actions, intimidation tactics, physical touch, and medical exams. Remember our intention is to intercede before abuse happens rather than just report after the fact and these suggested boundaries not only protect students from potential abusers, they also protect educators and classified staff from being falsely accused.

On-Site Behavior Boundaries Part 2 – Elementary/Middle/High 4 minutes

In this training, we will continue to look at news headlines of student's boundaries being violated so we understand the reality of child sexual abusers' behaviors in the school environment. We will look at cases and discuss recommended boundaries regarding medical exams, sharing drugs or alcohol, photographs, use of masks and blindfolds, fetishes and other ritualistic behaviors. As educators who care for the health, wellbeing, and future of the students you serve, I'm sure it's disheartening to believe that sexual abuse is happening in our schools but we strive to instill hope as we empower you to be an important part of the prevention effort.

Off-Site Behavior Boundaries - 6 minutes

Whenever you take students off-site for educational, athletic, or arts activities, you introduce additional risk simply because it's an environment you don't control. A formal pre-approval process slows everything down to ensure decisions for off-site trips are handled with a pro-active evaluation of the need for the trip and the risk. It also ensures off-site trip requests are for the benefit of all students and not to gain access to an individual or small group of kids. We will cover the recommended board pre-approval process, approving individual requests, parent chaperones, transportation, adequate supervision, hotel room etiquette, substance use, and international travel. This video will encourage and empower you to establish and enforce clear off-site travel boundaries that minimize the opportunity for the students in your care to be sexually abused.

Off-HOURS Boundaries – Elementary/Middle/High - 5 minutes

Child sexual abusers need repeated access to kids and schools provide that access. However, schools also provide structure and oversight which can deter and detect inappropriate behavior. Therefore, child sexual abusers who have secured a trusted position within the school, leverage that trust to gain unrestricted access to kids outside of school hours, which minimizes their risk of being caught. This video will explore boundaries that restrict staff access to students during non-school hours including planned and unexpected interactions, babysitting, personal tutoring services, visiting students' homes and vice versa, sleepovers, birthday parties, and family gatherings. Parents believe that someone who works for the school is safe and may even perceive their employment as a formal endorsement from the district. Families can be unsuspecting, but the district can set these clear boundaries.

Electronic & Social Media Boundaries – 4 minutes

Many educators use technology to communicate with students and their parents about assignments which is valuable and acceptable. However, the interactions should be limited to posts that are visible by all users, including parents and administrators and done using district electronic platforms, never through personal email or personal social media. Our focus in this video will be on restricting private electronic communications where inappropriate and risky personal relationships can flourish by calls, text, video and apps including Facebook, Twitter, Instagram, Snapchat and more.

Gift Boundaries – Elementary/Middle/High – 4 minutes

Child sexual abusers give gifts to children to create a more intimate relationship and to reward them for their participation, compliance and secrecy. They may also give gifts to parents to entice them into a personal relationship and create indebtedness. We will look at the way child sexual abusers use tangible and intangible gifts as an integral part of the seductive grooming process to target a small subset of vulnerable students. And how policies that require all gifts to be pre-approved by school administrators and to be equally accessible to all students can interrupt that process.

Student to Student Boundaries – Elementary/Middle and High – 8 minutes

Thirty to forty percent of childhood sexual abuse happens at the hands of other minors so you have a responsibility to understand this risk and make every effort to prevent it from happening on your campuses. We will address the reasons children and youth touch each other sexually and the challenges schools face in preventing it. We will look at best practice boundaries including bathroom monitoring, locking of unoccupied facilities, separating programs by age and developmental level, and close supervision during student-to-student mentoring programs. The unfortunate reality is that students are not always safe in the presence of other students. They need your leadership in establishing and modeling appropriate boundaries that will keep them safe not only on your school campus but also in other organizations, in their neighborhoods, and even in their own homes.

EMERGENCY MANAGEMENT

Active Shooter on Campus (Administrator and Staff versions) 47 minutes

It is vital that schools be well-prepared for all kinds of safety incidents. The goal of Keenan SafeSchools Training's *Active Shooter: Administrators* course is to prepare school administrators for "active shooter" situations by providing information on how they occur and how they may be more effectively prevented. Topics include: The facts about school shootings, understanding how to reduce the likelihood of active shooter situations, effective and ineffective strategies and tactics and actions to take in the event of an active shooter situation. (Updated 12/12/16)

Crisis Response & Recovery (22 minutes)

The Keenan SafeSchools *Crisis Response & Recovery* course explains key roles and terms of the crisis intervention team as well as identifying the primary response areas that are critical to effective response and recovery.

Emergency Operations Planning: Building the Plan (17 minutes)

The goal of the *Emergency Operations Planning: Building the Plan* course is to offer you the building blocks to either begin your own planning (if you haven't started) or to give you common-sense guidelines to modernize your existing plan. (Updated 03/03/19)

Emergency Operations Planning: Implementing the Plan (19 minutes)

The *Emergency Operations Planning: Implementing the Plan* course focuses on the implementation of your Emergency Operations Plan (also known as a Comprehensive Crisis Plan). Simply having a plan is not enough – the plan must be communicated effectively to staff and students, and coordinated with local emergency responders. Implementing the plan requires that you have resources already in-place in advance of any emergency, and that adequate training has occurred. This course, therefore, will review the basics of implementing an Emergency Operations Plan to ensure that your district is prepared to face potential crises. (Updated 03/03/19)

Family Reunification (21 minutes)

This course is an awareness-level course that guides school and district administrators through the consideration of developing a systematic plan to reunify loved ones with their families in the event of a crisis. Effective family reunification often involves overcoming obstacles such as parental panic, transporting students, supervising students, managing the media and disinformation, and finding locations large enough to accommodate staff and students. The course also addresses both leadership and planning issues relating to all aspects of reunification. Lastly, the course identifies key areas of logistical operations for family reunification, such as information area, counseling area, checkout points, etc.

Incident Command Systems (19 minutes) – (ICS)

This course is designed to give an overview of the National Incident Management System, or NIMS, as well as its most important component, the Incident Command System (ICS). Although the language may be unfamiliar, NIMS and ICS simply represent another way of forming a committee to accomplish a certain task. ICS is a committee model to ensure that the activities which need to be carried out are accomplished smoothly, and have designated personnel performing specific tasks. Updated 06/06/19.

Managing Aftermath of Tragedy – Staff and Administration Courses: 25 minutes

School administrators have a great responsibility when there is a death in the district. Administrators must: 1) Provide information that keeps staff as well as students and their parents up-to-date. 2) Provide care and comfort to students; and 3) Ensure appropriate action is taken in handling the aftermath of the tragedy. Having smart policies and procedures in place before a tragedy will assure appropriate action is taken in the school community as well as the community at large. The *Managing the Aftermath of Tragedy: Administrators* course will provide school administrators with guidelines to create effective policies for dealing with a death in the school community. *Updated 03/03/18

NIMS IS-100.SCa, NIMS IS-200.C and NIMS IS-700.B These courses are 3 hours each.

NIMS 800.C: National Response Framework (3 hours)

Author - FEMA

This course is intended for government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective response.

Tactical Site Surveys (22 minutes)

This course reviews all aspects of site surveys for your school district and includes a fascinating array of true-to-life pictures of hazards found on actual tactical site surveys of various school districts.

Terrorism: Awareness & Response Administrator and Staff versions (34 minutes)

This course will help educators who work in public, private, charter, and independent schools address the potential for school-related terrorism. The goal is to empower administrators with awareness, understanding and strategies. Course covers facts and history, prevention and mitigation strategies, preparedness, response strategies and recovery.

Threat Assessment (24 minutes)

Threats of violence in schools are a growing problem nationwide. This course provides an overview of school threat assessment and ways to implement it effectively. Topics include: the types of threats, threat assessment procedures and recommended practices by the U.S. Secret Service, and U.S. Department of Education.

EMPLOYMENT PRACTICES/SUPERVISORY

Conducting Job Interviews (24 minutes)

Keenan SafeSchools *Conducting Job Interviews* course provides supervisory staff members with techniques on conducting an effective interview, with a focus on avoiding discrimination. This course provides guidance for interviewing. It is not legal advice. Always partner with your HR director throughout the hiring process. Common themes include: What constitutes discrimination, how to prepare for the interview process, and how to conduct an interview and avoid discriminating against any job candidate.

Discrimination: Avoiding Discriminatory Practice (29 minutes)

As a supervisor, it's essential that you help to establish and maintain a respectful and positive environment for learning. You set the example for students and the community at large, which makes consistent displays of civility – respect and politeness – toward others important. The goal of this course is to provide supervisors with an overview of some best practices that will help them manage a diverse workplace, avoid discriminatory behaviors and create a culture that embraces acceptance and respect for all.

Manager Role in Safety and Liability (36 minutes)

This course is designed to cover the most common issues relevant to *new managers* while helping reduce losses and control costs, so resources stay in the classroom.

Managing Difficult Behaviors (18 minutes)

Keenan SafeSchools *Managing Difficult Behaviors* course provides supervisory staff members with several ways to manage difficult behavior among staff members. Common themes include: Avoiding taking difficult behavior personally, maintaining self-control, focusing on problem-solving, confronting the employee, and using performance management.

Performance Evaluations (24 minutes)

Keenan SafeSchools *Performance Evaluations* course provides supervisory staff members with an overview of performance management and annual performance evaluations. Common themes include: Ongoing performance management process, best practices and performance evaluations/ review conversation.

Reasonable Suspicion for Drug and Alcohol Use (27 minutes)

The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases. (Updated: 6/6/16)

Retaliation Liability (27 mins)

The goal of Keenan SafeSchools *Retaliation* course is to train administrators and supervisors on retaliation liability. This course provides managers and supervisors with an overview of personal and organizational liability due to claims of retaliation.

Sensitivity Awareness – (34 minutes)

Schools and school staff members face consequences when school employees say or do something- whether intentionally or unintentionally- that causes offense to co-workers, a student, a student's family or community groups. Insensitive actions or words by anyone may result in legal action against the school, and disciplinary action against the school employee. The goal of this course is to provide school supervisors and other staff members with an increased awareness about the unique opportunities and challenges involved in working with different people.

Sexual Harassment: Policy and Prevention - CA 1825 (2 hours)

The goal of Keenan SafeSchools *Sexual Harassment: Policy and Prevention* course is to train administrators and supervisors on how to handle sexual harassment concerns. This course follows the mandatory requirements for training under CA 1825. (Updated: 12/2013, 12/2015, 12/2017)

Supervisor's Role in Safety – (25 minutes)

The goal of this course is to describe the **supervisor's role in safety** as well as how to effectively apply best practices to ensure everyone's safety. We'll achieve this goal by examining methods to build a culture of safety and manage common workplace hazards.

Termination: Practice & Procedure (22 minutes)

The goal of this course is to provide supervisors and managers with a basic understanding of best practices regarding termination of employees. We will explore termination laws and policies; identify ways to avoid key mistakes during a termination; and review best practices for termination.

ENVIRONMENTAL**Accident Investigation (Supervisor) (28 minutes)**

As a supervisor, one of your responsibilities may be to follow up on accidents once they've happened. The goal of Keenan SafeSchools *Accident Investigation for Supervisors* course is to provide supervisors with an understanding of the accident investigation procedures.

Aerial Lift Safety Awareness (25 minutes)

The *Aerial Lift Safety for School Employees* provides school staff members with an overview of important safety procedures to be used when operating any aerial lift. In particular, the course will review the different types of aerial lifts; inspection, maintenance, and safe operation procedures for lifts; and aerial lift safety policies for school employee. This course is not intended to replace hands-on training for the specific aerial lift used at your school.

Asbestos Awareness (2-hour K-12 course)

As part of AHERA, the U. S. Environmental Protection Agency requires that all school custodial and maintenance staff members complete at least two hours of training on asbestos and its impact on schools. The 2-hour *Asbestos Awareness* course trains staff about how to identify situations that are suspicious for asbestos exposures and the proper procedures needed to ensure student and staff safety. In addition, the course helps staff understand the dangers of asbestos and asbestos-related diseases. *Updated 3/3/18

Asbestos Awareness (1-hour full course, 23 min refresher course)

The *Asbestos Awareness* course trains staff about how to identify situations that are suspicious for asbestos exposures and the proper procedures needed to ensure student and staff safety. In addition, the course helps staff understand the dangers of asbestos and asbestos-related diseases. This course is also offered in Spanish. *Updated 3/3/18

Back Injury and Lifting (18 minutes)

The *Back Injury and Lifting* course tackles an important area for all district personnel: back injury. The course reviews techniques to improve lifting and carrying. Back Injury and Lifting is also offered in Spanish. Updated 12/12/18.

Back Injury and Lifting: Support Staff -- Custodial/Maintenance/Nutrition (18 minutes)

Custodial, maintenance and nutrition services staff members are often relied upon to lift and carry heavy objects, putting their backs at risk for injury. At school, back injuries are suffered by staff members in all job functions – including custodial, maintenance and nutrition staff. Keenan SafeSchools’ *Back Injury Prevention and Lifting: Support staff*, discusses the nature of back injuries as well as proper lifting techniques that help school staff avoid back injuries. Updated 12/12/18.

Back Injury and Lifting: Teachers & Administration (16 minutes)

At school, back injuries are suffered by staff members in all job functions – including teachers and administrators. The good news is that back injuries can be easily prevented with a few precautions. Keenan SafeSchools’ *Back Injury Prevention and Lifting: Teachers & Administration* course, discusses the nature of back injuries as well as proper lifting techniques that help teachers and school administrators avoid back injuries. Updated 03/03/19.

Chemical Spills Overview (22 mins)

The goal of the *Chemical Spills Overview* course is to familiarize staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up. Your district must have a Spill Response Plan in place to ensure that any spill can be contained and cleaned up safely. Common themes include identifying the chemical hazards that are present in your science labs, knowing the components of a Spill Response Kit, the difference between a minor and major chemical spill and what to do if a chemical spill happens. Available in Spanish (12/12/19).

Classroom Safety (20 minutes)

The *Classroom Safety* course identifies injury hazards in the classroom, including standing on chairs to decorate classrooms, tripping over cords and open file cabinets, back injury prevention and proper ergonomics when working at the computer.

Compressed Gas Safety (13 minutes)

The goal of the *Compressed Gas Safety* course is to familiarize staff with compressed gas and the safe and appropriate methods of using, carrying and storing compressed gas.

Commercial Mower Safety (24 minutes)

This course is designed to provide employees with a general overview of commercial mower rules of operation and safety policies. The course reviews the basics of commercial mowing, general rules of safe operation and mowing safety procedures to accomplish this goal.

Confined Space Awareness (20 minutes)

The goal of Keenan SafeSchools' *Confined Space Awareness* course is to familiarize facilities, maintenance, and custodial staff members with the hazards of confined spaces. **This course is intended as a helpful supplement to the mandatory, site-specific confined spaces training required by your district.** Topics include definition of confined space, potential hazards in a confined space, the difference between a Permit and Non-Permit required confined space, and understanding permit procedures for safety protocols, safe working conditions, and emergency procedures. Course available in English and Spanish.

Electrical Safety (Full course -27 minutes; Primer 17 minutes)

While nearly all aspects of environmental safety are designed to prevent injury, some job functions have a greater risk of serious injury and even death. Unsafe practices involving electricity can result in electrocution, burns, falls, and fire. The consequences and costs are high, especially in the school environment where electricity abounds. This course, which is designed for support staff working with electricity, addresses a wide variety of electrical safety issues in the school district environment. Available in English and Spanish. *Updated 3/3/18

Energy Conservation: All Staff (18 minutes)

School energy conservation lowers the costs of unnecessary energy consumption and those dollars can be used instead for other budget needs. Keenan SafeSchools' *Energy Conservation: All Staff* course will familiarize all school staff, not just maintenance, with school energy consumption and costs, along with ways to make their school's energy use less expensive.

Eye & Face Protection (12 minutes)

To help prevent employee injuries, the Occupational Safety and Health Administration (OSHA) has developed specific standards to ensure proper eye and face protection. The goal of this course is to provide employees with a basic understanding of eye and face protection. You will learn the importance of training and retraining, ways to recognize workplace hazards, the safe use of personal protective equipment (PPE), and procedures to protect you from eye and facial injuries. Available in English and Spanish.

Facility Emergencies (22 minutes)

Keenan SafeSchools *Facility Emergencies* course gives facility and maintenance supervisors an overview of steps to take to minimize the adverse effects of predictable and unpredictable events on facilities. These response and recovery actions can minimize costly damage and facility down-time. Course will cover how to protect your resources and procedures so that you're prepared in the event of an emergency, as well as outline the response and recovery actions needed in an emergency.

Fall Protection (24 minutes)

School maintenance work is not without potential fall hazards. A basic foundation of fall protection is always required. Keenan SafeSchools *Fall Protection* course is a comprehensive tutorial designed for all school workers. The specific rules of the OSHA Fall Protection for Construction, which includes maintenance activities, comes in to play when either there is a fall hazard in excess of 6 feet above the surface below and/or a fall hazard exists over a dangerous situation such as machinery. *Updated 3/3/18

Fire and Explosion Hazards (25 minutes)

The goal of the Keenan SafeSchools *Fire and Explosion Hazards* course is to provide employees with basic knowledge of the dangers of fire and explosions, as well as appropriate planning and training for these events. Common themes include fire basics, chemistry of combustion, explosions, common workplace hazards and what to do in case of a fire or explosion.

Fire Extinguisher Safety (14 minutes)

This course illustrates the causes of school fires and gives an overview of the fundamentals of proper fire extinguisher use. This course is also offered in Spanish. Updated 03/03/19.

Forklift Safety Awareness (17 minutes)

The Occupational Safety & Health Administration (OSHA) estimates that forklifts cause approximately 85 fatal accidents and 34,900 serious accidents per year. Many of these accidents could have been avoided if safe forklift driving and operating practices would have been used. **Keenan SafeSchools' Forklift Safety Awareness** course provides school staff members with an overview of important safety procedures to be used when operating a forklift. This course can be coupled with 'hands on' training provided by your Keenan & Associates Loss Control Consultant.

Hand & Power Tool Safety Awareness (23 minutes)

Under OSHA requirements, employers are responsible and liable for the safe condition of all tools and equipment used by workers. The goal of Keenan SafeSchools' *Hand & Power Tool Safety* course is to provide employees with an understanding of the best practices for safely operating hand and power tools on the job. Available in English and Spanish. Updated 03/03/19.

Hazard Communications: Right to Understand (26 minutes)

The goal of **Keenan SafeSchools Hazard Communications: Right to Understand** course is to provide school staff with an understanding of hazardous chemicals and their specific dangers as well as actions you can take to protect yourself and others in your school. Course themes: Understand and implement basic hazard communication practices, including using a hazard communication program and safety data sheets; Describe the Hazard Communication Standard and the Globally Harmonized System of Classification of Chemicals and Labeling (GHS); Identify and understand the label requirements for chemical products and the different types of product labels according to the Hazard Communication Standard.

Hazard Communications: Right to Know (22 minutes) – No longer offered.

Practical suggestions on how to implement the Hazard Communications Standard for the public sector, how to determine hazard classifications, how to interpret a Material Safety Data Sheet and procedures of Hazard Communications as presented in OSHA regulation 29 CFR 1910.1200 or 29CFR 1926.59. The course contains three interactive scenarios, reference materials, case studies and hazardous communications forms. This course is also offered in Spanish.

Hearing Loss Prevention (11 minutes)

This course covers the basics of hearing loss prevention and effective strategies for reducing hearing loss. Available in Spanish.

Heat Illness Prevention - OUTDOOR (21 minutes) *Updated 09/09/19

Keenan SafeSchools' *Heat Illness Prevention* course is designed for any employee that works in an environment that subjects them to excessive heat exposure. This course is also offered in Spanish.

Injury and Illness Prevention Program (IIPP) 20 minutes, Employee and Supervisor version

Workplace safety is everyone's concern. The *Injury and Illness Prevention Program* course has been designed for every California school district employee. All employees are required to understand their safety rights and responsibilities. The course will explore the common elements found in every district's IIPP Plan as well as tell you how to access your district's specific plan.

Indoor Heat Illness – 27 minutes

California's indoor heat illness prevention standard applies to all indoor work areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present. This course provides staff members in California with an overview of indoor heat illness and procedures for treatment and prevention. Topics include: signs and types of indoor heat illness, steps to prevent heat

illness, symptoms and details of indoor heat illness, California's indoor heat illness prevention standard, and procedures for temperature measurement, training and indoor heat illness prevention plans.

Integrated Pest Management (60 minutes) *DPR Approved Course

Integrated Pest Management (IPM) is a safer – and usually less costly – option for effective pest management for a school campus. In fact, the Environmental Protection Agency (EPA) has recommended that schools use Integrated Pest Management to reduce pesticide risk and exposure to children. The goal of the Keenan SafeSchools' *Integrated Pest Management* course is to familiarize school staff members with the principles of an effective IPM program as well as the steps they can take to implement an IPM program in their school. Available in English and Spanish.

Ladder Safety (26 minutes)

The Keenan SafeSchools *Ladder Safety* course reviews one of the top work-loss issues in school districts: falls from a height due to inappropriate use of equipment (tables or chairs in place of a ladder). The course demonstrates the importance of using the proper equipment to work safely above the floor and provides specific references to OSHA's CFR 1910.25, .26, .27, .118 and 1926.1053. This course is also offered in Spanish. Updated 12/12/17.

Lead Safety Awareness (15 minutes)

Keenan Safe Schools *Lead Safety Awareness* course provides school support staff members with basic knowledge about the dangers of lead, as well as proven strategies to safeguard students and staff. Course covers understanding the hazards of lead, locating lead hazards in schools and managing and eliminating lead hazards.

Lockout/Tagout: Energy Release (13 minutes) – *Updated 9/9/15

Examples of safety related work practices based on the principles and procedures of lockout/tagout as presented in OSHA regulation 29 CFR 1920.147. This course contains interactive scenarios, reference materials, case studies and lockout/tagout forms. Available in English and Spanish.

Managing Hazardous Waste (13 minutes)

Hazardous waste was once allowed to run off into soil and water sources or buried in landfills, resulting in contaminated groundwater, polluted habitats for fish and wildlife, and health issues for humans. Fortunately, regulations have been put into place to prevent further environmental contamination. This course is designed to familiarize California employees with regulations tied to the identification, classification, storage and disposal of hazardous waste.

Mercury Spills (14 minutes)

Mercury can be found in many places in a typical school building including thermostats, wall switches, fluorescent lights, and batteries. The goal of this course is to increase the awareness of school staff members regarding mercury dangers in schools as well as to familiarize staff with appropriate procedures in case of a mercury spill. Available in English and Spanish.

Office Ergonomics (13 minutes)

The Keenan SafeSchool's *Office Ergonomics* course reviews techniques to improve posture, stretching exercises, and provides instruction on proper workspace arrangement including chair, table, and computer terminal configurations.

Personal Protective Equipment (PPE)- (15 minutes)

This course covers the basics of hazard assessments to determine required PPE as well as various types of PPE. This course is also available in Spanish.

Playground Maintenance & Inspection (19 minutes)

The Keenan SafeSchools *Playground Maintenance & Inspection* course illustrates the most common playground hazards, as well as nationally-recognized standards for playground equipment.

Respirable Crystalline SILICA Awareness (16 minutes)

This course is designed to help those who work with crystalline silica on the job or in the classroom understand the hazards associated with the mineral and how to implement specific dust controls as provided in the industry standard that sets permissible exposure limits.

Respiratory Protection Awareness (18 minutes)

The goal of this course is to familiarize school support staff members with the basics of protecting respiratory health through the use and maintenance of respirators. The Keenan SafeSchools' *Respiratory Protection Awareness* course reviews how to identify respiratory hazards in schools and regulations concerning respiratory protection.

Safety Committee (Best Practices) (17 minutes)

The goal of Keenan SafeSchools *Safety Committee* course is to provide those on a safety committee with an understanding of the purpose of safety committees and best practices for creating a successful committee and safe work environment. Course includes guidelines for forming and running a safety committee, steps for conducting a safety committee meeting, how to identify workplace hazards and how to conduct an incident/accident investigation.

Safety Data Sheets (19 minutes)

The Keenan SafeSchools *Safety Data Sheets* course provides school staff with an understanding of Safety Data Sheets (SDSs) as they relate to hazardous chemicals and the knowledge to use the information found in SDSs to protect themselves and others in the school. Course covers: understanding how SDSs are organized and why they're necessary for hazardous chemicals, identification of the different sections of an SDS and the information found in each, and familiarization with the GHS requirements and how they will affect SDSs. (English and Spanish)

Scaffolding Safety Awareness (22 minutes)

The *Scaffolding Safety Awareness* course provides an overview of safe scaffolding construction and safety procedures while using scaffolding. Scaffolding can be very dangerous if the work platform is not constructed and used properly. The goal of this course is to supply school staff members with a basic understanding of the best practices involving the safe use of scaffolding. This includes both scaffolding assembly as well as safe procedures while in use.

Scent Awareness (13 minutes)

Environmental sensitivities are more common than you might expect. This course provides staff members with an overview of how scented products can affect individuals with allergies, asthma or environmental sensitivities and provide helpful practices for individuals and organizations to support a respectful, healthy and safe learning and working environment.

Science Lab Chemical Spills (28 minutes)

Despite every school's best efforts to have and maintain a safe science laboratory, chemical spills do happen. As a result, your school must have a Spill Response Plan in place to ensure that any spill can be contained and cleaned up safely. The goal of the Science Laboratory Chemical Spills course is to familiarize staff members with science laboratory chemical spills and the safe and appropriate methods of containing and cleaning them up.

Science Lab Safety (25 minutes)

The goal of the *Science Lab Safety* course is to provide science teachers and other school staff members with an overview of basic procedures and policies necessary to ensure the safe operation of their school science laboratory. The course also outlines general laboratory safety practices, which can be passed on to students. *Updated 3/3/17

Scissor Lift Safety Awareness (21 minutes) *Updated 6/6/17

This course provides school staff members with an overview of important safety procedures to be used when operating a scissor lift. ***This course is not intended to replace hands-on training for***

the specific scissor lift that you will be using on your job. In this course, you will learn how a scissor lift works; training requirements for scissor lifts; inspection and maintenance of scissor lifts; safe operation procedures for scissor lifts; and scissor lift safety policies for school employees.

Slips, Trips and Falls (27 min courses) – Full, Support Staff, Teachers and Admin

This course concentrates on safety hazards related to flat fluid covered surfaces, the organization of work areas, and blunt trauma resulting from a fall. The course reviews techniques to apply proper safe guards when working in slippery areas and develop effective organizational habits to reduce the potential for trips, as well as provides recommended practices to reduce the possibility of a fall. This course is also offered in Spanish. Updated 6/6/18 – Behavior and habit chapter added.

Trenching and Excavation Safety (20 minutes)

Excavation and trench work can be very dangerous. The goal of this course is to provide support staff members with an overview of safety procedures when trenching and excavating. Topics covered include soil types, excavation requirements and protection systems.

Utility Cart Safety (17 minutes)

The goal of this course is to provide school staff members and coaches with a general overview of utility cart operational rules and safety policies. Before you operate a utility cart, you are also required to know your district's policies regarding utility cart usage and safety. Available in Spanish.

Water Damage Prevention (28 minutes)

The goal of *Keenan SafeSchools' Water Damage Prevention* course is to familiarize facilities managers and administrators with the basics of water damage prevention by discussing construction methods, construction materials, building maintenance and inspection, and response to water damage and flooding.

Welding, Cutting and Brazing Safety Awareness (22 minutes)

The goal of *Keenan SafeSchools' Welding, Cutting & Brazing Safety Awareness* course is to provide maintenance and facilities staff members with a basic understanding of the safety requirements for welding, cutting and brazing, as well as policies that help ensure safety for both you and others on a school campus. **This course is designed only as a supplement to your employer's hands-on, product-specific safety training on proper tool use.**

Workplace Injury Prevention (25 minutes)

This course provides an overview of simple strategies to avoid common workplace injury hazards. Primary themes include: back injury prevention; slip, trip and fall prevention; ergonomic injury avoidance; and safety during incidents of workplace violence.

HEALTH

AED (Automated External Defibrillators) – (20 minutes)

This course is a concise tutorial designed for all staff, focusing on the use of automated external defibrillators. The course content addresses how lifesaving AEDs are used in health emergencies. Note: This course is designed to be a complement to hands-on AED training.

Bedbugs in Schools (12 minutes)

Many schools have recognized the importance of having procedures and policies in place before any bedbugs arrive at the school. Bedbugs can “hitchhike” from an infested home on a student's possessions. A bedbug infestation at a school or daycare is most commonly found where students sit or rest for some time or if a coatroom or locker room has substantial clutter of clothes and shoes. The goal of *Keenan SafeSchools Bedbugs in Schools* course is to provide staff members with information about the problem. Common themes of the course include basic facts about bedbugs and preventing

an infestation in schools, the proper response steps if bedbugs are found, how to communicate with parents and the importance of confidentiality. (English and Spanish)

Bloodborne Pathogens: Complete (24 minutes full course)

Bloodborne Pathogens: Exposure Prevention course introduces the type, statistics and scope of the disease; guidelines for the clean-up and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites. This course is also offered in Spanish.

Cardiopulmonary Resuscitation Awareness Training (15 minutes)

This *CPR* awareness course is a tutorial designed for all school staff that focuses on key CPR techniques, considerations, and precautions for all staff. The course content addresses how lifesaving CPR technique can be applied during health emergencies in schools and the district workplace. **Note:** This course is designed to be a complement to hands-on CPR training. *Updated 12/12/18

Common Illness Prevention (13 minutes)

The goal of Keenan SafeSchools Training's *Common Illness Prevention* course is to provide school staff with information on common communicable diseases in schools and how to prevent and manage them. This course covers facts about communicable diseases, how illnesses spread, public health laws, and how to prevent the spreading of common illnesses.

Concussion Awareness: Athletics (16 minutes)

The goal of this course is to familiarize coaches, athletic directors, administrators and other athletic staff members with concussion dangers – as well as to suggest smart policies to minimize concussion risks and ensure proper care for student athletes. Training includes understanding what a concussion is, and why it's such a serious injury; signs and symptoms of concussions; and smart policies and procedures if you suspect a student athlete has a concussion. Updated 03/03/19.

First Aid Awareness Training (32 minutes)

The awareness course emphasizes “scene safety” and being keenly aware of environmental hazards that contribute to health risks in the school environment. Available in Spanish. *UPDATED: 9/9/14

Head Lice (10 minutes)

Head lice is a common source of anxiety for staff, parents and students. It is important to understand accurate facts about lice, so that appropriate steps can be followed. This course familiarizes staff members with head lice while also identifying ways to treat and prevent the spread of head lice. (English and Spanish)

Health Emergencies: Asthma (14 minutes)

This course is a concise tutorial designed for all school staff. Asthma affects approximately 17 million people in the U.S., and also accounts for roughly 10 million lost school days. The disease can even be fatal. All school employees must know the basics of asthma and be ready to respond to ensure the safety of students. Available in Spanish.

Health Emergencies: Choking and the Heimlich Maneuver (7 minutes)

The goal of the *Keenan SafeSchools Health Emergencies: Choking and the Heimlich Maneuver* course is to provide school staff members with an overview of recognizing and dealing with choking emergencies, including how to perform the Heimlich Maneuver. Course reviews the signs that tell when a person is choking and understanding how to perform the Heimlich Maneuver.

Health Emergencies: Diabetes (11 minutes)

This course is a concise tutorial designed for all school staff. Diabetes affects approximately 151,000 young people, or about 1 in every 400-500 students. The disease must be managed 24 hours a day. All

school employees must know the basics of diabetes and be ready to respond to ensure the safety of students.

Health Emergencies: Hemophilia (9 minutes)

All school employees must know the basics of hemophilia to be ready to respond to ensure the safety of students with hemophilia. *Updated 12/12/18

Health Emergencies: Life-Threatening Allergies – UPDATED 12/12/11 (13 minutes)

Health Emergencies: Life-Threatening Allergies is a concise tutorial designed for all school staff. Life-threatening allergies in the U.S. are steadily increasing, and all school employees must know the basics and be ready to respond to ensure the safety of students and staff.

Health Emergencies: Overview (20 minutes)

The *Health Emergencies: Overview* focuses on the four major chronic conditions prevalent among students. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures.

Health Emergencies: Seizures (12 minutes)

All school employees must know the basics of epilepsy and seizures to be ready to respond to ensure the safety of students.

HIV/AIDS Awareness (6 minutes)

HIV/AIDS Awareness is a tutorial designed for all school staff that focuses on the Human Immunodeficiency Virus (HIV) and the disease of Acquired Immunodeficiency Syndrome (AIDS). Both the virus and the disease are examined from the perspectives of impact to students and impact to the school workplace.

Medication Administration Basics (23 minutes)

There are increasing numbers of students in our schools with chronic and acute illnesses and conditions. This course will teach the basics of administering medication and prepare your staff for possible emergency situations that require medication. The information in Keenan SafeSchools' *Medication Administration Basics* course follows general national guidelines regarding the administration of medications in schools. The goal of this course is to provide school staff members with a basic understanding of the procedures required to safely provide medications to students. Updated 12/12/18.

Medication: Diastat (14 minutes)

Diastat is a medicated gel that helps stop or shorten seizures soon after the onset. *Keenan SafeSchools Training Medication Administration: Diastat* course will provide school staff members with a basic understanding of the procedures required to safely administer Diastat to a student. This course covers the signs and symptoms of seizures, identifies the policies and procedures involving administering Diastat in schools, how to know when to administer Diastat to a student and understanding the general instructions that are common to administering Diastat to students. The course details that USPs (Unlicensed School Personnel) are required to receive hands-on training from their schools' designated health care provider before they are qualified to administer Diastat.

Medication: Epinephrine Auto-Injectors (23 minutes)

Life-threatening allergic reactions occur infrequently. Still, schools must be prepared to assist students in those rare cases. A device called an epinephrine auto-injector (EAI) can be used to administer life-saving medicine immediately – if necessary – before a paramedic team arrives. The information in this course follows general national guidelines regarding the use of epinephrine auto-injectors in schools. The goal of Keenan SafeSchools' *Epinephrine Auto-Injectors* course is to provide school staff members with a basic understanding of the procedures required to safely administer an epinephrine auto-injector to a student. Updated 03/03/19. **12/12/19: Our Epinephrine Auto-Injectors course is an awareness level training. The information provided in this course is**

great supplemental material to the training provided by the school nurse or other qualified person designated by an authorizing physician and surgeon per CDE Section 49414.

Medication: Glucagon (15 minutes)

Glucagon is a life-saving medication injection that usually quickly stops the symptoms of hypoglycemia. *Keenan SafeSchools Training Medication Administration: Glucagon* course will provide school staff members with a basic understanding of the procedures required to safely administer a glucagon injection to a student. This course covers the signs and symptoms of a hypoglycemic condition, how to recognize the difference between non-severe and severe hypoglycemia, the policies and procedures involving glucagon injection in schools and understanding of the general instructions that are common to all glucagon injection. The course details that USPs ((Unlicensed School Personnel) are required to receive hands-on training from their schools' designated health care provider before they are qualified to administer a glucagon injection.

MRSA Awareness (13 minutes)

Methicillin-Resistant Staphylococcus Aureus, or MRSA, is a type of staph infection you should keep on high alert. This drug-resistant infection spreads from person to person, especially in environments that have many people interacting in close quarters. The Centers for Disease Control and Prevention (CDC) report that 40 percent of adult cases of MRSA occur outside hospital settings. Keenan SafeSchools MRSA Awareness course provides basic information about MRSA infections, along with prevention and management strategies.

Opioid Overdose Response Awareness (18 minutes)

This course gives staff members an overview of opioid overdose response procedures and the usage, storage and maintenance of opioid reversal agents, such as naloxone. Topics include types of opioids, signs and symptoms of an overdose, sample naloxone administration procedures, and after-incident resource identification. Note: This is an awareness course and does not replace the mandated 'hands on training'.

Pandemic Flu (21 minutes)

This course includes an explanation of the various phases of pandemic as recognized by the World Health Organization (WHO) and explores the Swine Flu and the H1N1 strain in detail. Along the way, some myths surrounding swine flu are dispelled and the facts are reinforced. The course concludes with numerous practical considerations for school workers to help reduce the threat of pandemic flu.

Severe Bleeding Response: Wound Packing & Tourniquet Use (12 minutes)

This course is designed to promote awareness of severe bleeding first response procedures. Topics include responding to emergencies, the importance of state laws and employer policies, first aid procedures and how to use bleeding control kits. This version is designed for all employees.

Stress Management (29 minutes)

The goal of Keenan SafeSchools *Stress Management* course is to provide information you can use to manage and to reduce stress in your life.

Student Mental Health (23 minutes)

The goal of Keenan SafeSchools *Student Mental Health* course is to provide an overview of student behavior and mental health. **This course is not meant as a diagnostic tool.** Diagnoses must always come from a certified professional who specializes in mental health. However, this course may give you information that should be helpful in referring a student to a qualified professional.

HUMAN RESOURCES

ADA Title II: Evaluation and Transition Plans (32 minutes)

Signed into law in 1990, the Americans with Disabilities Act is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation and all public and private places that are open to the general public. The Keenan SafeSchools *ADA Title II: Evaluation and Transition Plans* is designed to provide school administrators and personnel with an overview of obligations under title II of the Americans with Disabilities Act to evaluate the accessibility of programs and facilities and create a comprehensive transition plan.

Boundary Invasion (23 minutes)

When incidents of sexual misconduct between school staff and students are revealed, colleagues are often-times left in shock, thinking "How could this happen in my school?" or "But that teacher is so respected and popular! Surely he/she isn't capable of something like that...." This course highlights the shocking prevalence of misconduct in the educational setting, while also reinforcing the importance of **establishing professional boundaries** in the workplace. Available in Spanish.

Conflict Management: Managing the Angry Parent (20 minutes)

Conflict Management: Managing the Angry Parent is designed for any school staff member who may need to address the concerns of an angry parent. This includes administrators, administrative support, teachers, guidance counselors, coaches and more. The focus of the course is in listening to parents and determining the reasons which underlie their concerns without escalating the conflict. The goal is to reach a common ground and mutually agreeable solution whenever possible. This course gives course-takers the basic skills to effectively manage these difficult, but common, situations. Includes an excellent array of support resources for instructors and printable reference materials. (Updated 6/6/18)

Conflict Management: Staff-to-Staff (14 minutes)

The *Conflict Management: Staff to Staff* course provides basic conflict management skills training for all school or school district employees. This course describes the most common reasons for conflicts among co-workers in school; teaches the most effective techniques to resolve common disagreements; and helps staff members use problem-solving strategies to keep a conflict from escalating. (Updated 6/6/18)

Conflict Management: Student-to-Student (20 minutes)

Conflict Management: Student-to-Student is specifically designed for school administrators, teachers and other school staff who may need to help two students resolve a conflict. The focus, whenever possible, is on leveraging simple mediation techniques which allow the adult to assist students in solving their own conflict. The course helps the staff member facilitate solutions to common problems. In addition, the course provides basic training in differentiating between common conflicts (in which adult mediation may be effective) and potentially dangerous situations such as bullying, sexual harassment, threats of violence, etc. (in which escalation may be required.) Updated 12/12/17.

Customer Service: Administration (12 minutes)

The goal of the *Keenan SafeSchools Training Customer Service: Administration* course is to provide school staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service, makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service.

Customer Service: Support Staff (10 minutes)

The goal of the *Keenan SafeSchools Training Customer Service: Support Staff* course is to provide school staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service,

makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service. Available in Spanish.

Customer Service: Teachers (10 minutes)

The goal of the *Keenan SafeSchools Training Customer Service: Teachers* course is to provide school staff members with an overview of customer service skills, while recognizing both the importance of high standards of service and the need to avoid dissatisfied customers. This course defines customer service, makes distinctions between external and internal customers and provides suggestions and strategies for establishing standards of customer service.

Discrimination Awareness in the Workplace (15 minutes)

School staff members and school districts face consequences when someone says or does something, even if unintentional, that causes offense to a co-worker, student, the student's family, or community groups. The goal of Keenan SafeSchools *Discrimination Awareness in the Workplace* course is to provide school staff members with a basic awareness and understanding of discrimination. This awareness can help you avoid discriminatory behaviors as well as build a school culture that reflects acceptance and respect for all.

Diversity Awareness: Staff to Staff (23 minutes)

A lack of diversity awareness and acceptance in a school community however, can create problems including harassment or discrimination claims. *Keenan SafeSchools Diversity Awareness: Staff-to-Staff* course provides school staff members with an awareness of how a diverse workforce strengthens a school or district.

Diversity Awareness: Staff to Student (25 minutes)

A lack of diversity awareness and acceptance in a school community can create problems including harassment or discrimination claims. Keenan SafeSchools' *Diversity Awareness: Staff-to-Student* course provides school staff members with an overview of issues related to staff-to-student diversity; equips staff to recognize and respond to incidents of harassment, bigotry, and prejudice; and how diversity policies apply to staff-to-parent communications as well. The course also offers positive reinforcing behaviors that show respect for a diverse student population and discusses the importance of staff to student boundaries.

Drug Free Workplace (22 minutes)

The goal of the *Drug Free Workplace* course is to provide employees with an understanding of drug and alcohol abuse in the workplace and its detrimental effect on workplace safety and health.

Employee New Hire Orientation (26 minutes)

The *New Hire Orientation* course is a concise overview of workplace safety concepts and issues designed primarily for new school employees. The course explains the importance of key workplace safety topics such as safety committees, fall protection, protective equipment, confined space, hazard communications, blood borne pathogens, and much more. It's an excellent way to lay a foundation of safety appreciation and awareness by making sure that your new hires are well-grounded in key safety concepts. Updated 03/03/19.

Ethics in the Workplace (17 minutes)

Ethics are the moral standards by which we agree to conduct ourselves. Every day you use ethical principles and rules to govern your decision-making. The goal of Keenan SafeSchools' *Ethics in the Workplace* course is to provide your staff members with an overview of ethical standards at work. Topics will cover: description of ethical behavior with monetary practices, ethical behavior with colleagues and students, and several guidelines for appropriate ethical behavior. Updated 03/03/19.

FERPA: Confidentiality of Records (16 minutes)

The Keenan SafeSchools *FERPA: Confidentiality of Records* course is designed for school professionals to address training needs relating to student education records. FERPA is the Family Education Rights

and Privacy Act of 1974 that governs how school districts limit access to student records by third parties. Districts or schools that fail to comply, risk losing federal education dollars. The course also trains staff on how parental notification and requests for information from parents should be properly administered. Also covered is "directory information" that allows school districts to make certain types of student information available without consent. Updated 12/12/19.

HIPAA Overview (14 minutes)

The goal of the *Keenan SafeSchools Training HIPAA Overview* is to provide school staff members with a basic understanding of current HIPAA regulations and how and when they apply to K-12 schools and school districts. In school districts that find their school health records subject to HIPAA regulations, school employees are required to comply with HIPAA regulations. If your school district is subject to HIPAA regulations, every employee who has access to student health records must adhere to HIPAA laws and regulations and follow all HIPAA policies and procedures.

Sexual Harassment Prevention for NON-Managers (60 minutes) – SB 1343

The goal of the *Keenan SafeSchools Sexual Harassment Prevention for Non-Managers* course is designed to provide California employees with a basic understanding of sexual harassment and strategies to maintain a harassment-free environment. Course topics include definitions of sexual harassment, what employers must provide in their anti-harassment policies, sexual harassment in the workplace and actions victims can take.

Sexual Harassment Prevention: Staff-to-Staff (Complete – 29 minutes) Refresher course: 15 minutes)

The Keenan SafeSchools *Sexual Harassment Prevention: Staff to Staff* course provides background information on sexual harassment; offers several scenarios for sexual harassment; identifies indicators of inappropriate behaviors; and states the legal rights, responsibilities, and liabilities of employees. This course is also offered in Spanish. Updated 9/9/18.

Sexual Harassment Prevention: Student Issues and Response (32 minutes)

Keenan SafeSchools' *Sexual Harassment Prevention: Student Issues & Response* course provides background information on sexual harassment; offers several scenarios for both student-to-student and adult-to-student sexual harassment; identifies indicators of inappropriate behaviors; states the legal rights, responsibilities, and liabilities of institutions and individuals. (Updated 6/6/18)

Sexual Misconduct Prevention: Staff-to-Student (35 minutes)

While the vast numbers of school staff members are competent, capable and caring professionals, sexual misconduct by staff members involving students unfortunately *does* happen. Sexual misconduct has a profound and lasting impact on the student, school, community and staff member as well. The goal of this course is to educate teachers, coaches and support staff members about the standards of care required for the education profession – including the legal requirements. In addition, the course will explain the law that requires all school staff members to act as mandatory reporters of sexual abuse of students. Now available in Spanish. *Updated 3/3/17.

Workplace Bullying Awareness and Prevention (16 minutes)

Keenan SafeSchools *Workplace Bullying: Awareness and Prevention* course is designed to help school employees gain a greater understanding of the nature of workplace bullying so that it can be prevented. This course will review the impact and dangers of workplace bullying, the identification of bullying behavior and effective and efficient ways to deal with workplace bullying.

Workplace Violence Prevention - Supervisor (29 minutes) and Employee (21 minutes)

As a staff member, it is critical that you become familiar with your district's workplace violence prevention program and related policies. The goal of Keenan SafeSchools *Workplace Violence* course is to provide school staff members and supervisors with basic information regarding awareness and prevention of violence in the workplace. Updated 03/03/19.

INFORMATION TECHNOLOGY

Browser Security Basics (15 minutes)

A large number of cyber-attacks target browser activity. This course provides all staff members with an overview of browser security and ways to browse the web safely. Topics include: the types of browser threats, the basics of browser security and safe browsing practices.

CIPA Compliance: Children's Internet Protection Act (14 minutes)

This course provides an overview of the Children's Internet Protection Act (CIPA) that's appropriate for any school staff member. The course describes the law as well as the latest FCC compliance regulations for schools seeking E-rate discounts on Internet service – including information on cyberbullying and appropriate online behavior. Course-takers will learn CIPA's requirements as well as the steps that must be taken to fulfill the FCC's latest regulations.

Copyright Infringement (24 minutes)

Keenan SafeSchools' *Copyright Infringement* course is designed to help you – the educator - understand how copyright law applies to materials you want to copy or download for use in your classes. This course is not designed for student use. We'll accomplish this goal by first - learning the basics about copyright laws and schools. Next, we'll explore smart practices involving three common categories of copyrighted materials used in schools.

Cyberbullying (22 minutes)

Online Safety: Cyberbullying covers the ways in which students exploit technology in order to harm others. The course begins with an overview of the many ways kids communicate online. The instruction centers on the three criteria of bullying, legal limitations faced by schools and how to handle a cyberbullying situation. (Updated 6/6/19)

Cybersecurity (13 minutes)

This introductory course provides an overview of cybercrime and cybersecurity. Staff members will learn the basics of cybersecurity along with the effects of cybercrime, the types of cyber threats and how users are susceptible.

Email and Messaging Safety (12 minutes)

Email is the primary means of attack from cyber-perpetrators. This course provides staff members with an overview of cybercrime via email, and how to employ safe email and messaging practices to avoid and help prevent cyber threats, attempts at fraud and identity theft.

Online Safety Overview: What Every Educator Needs to Know (17 minutes)

Online Safety Overview: What Every Educator Needs to Know is a condensed approach to cover the growing dangers that can entrap students when they're "online" or accessing the Internet. The course begins with an overview of the many ways kids communicate online. The instruction centers on the three key online safety dangers of cyberbullying, online predators, and the communication of pre-meditated violence in the school setting. Updated 03/03/19.

Online Safety: Predators (17 minutes)

This course covers the dangers that exist online and what you can do to prevent an incident from occurring. *Updated 3/3/18

Online Safety: Threats of Violence (14 minutes)

This course covers the various ways that students use technology to document their threats and plans. *Updated 3/3/18

Password Security Basics (9 minutes)

This course provides an overview of password security and management. Staff members will learn the basic principles of password security, the elements of a strong password and strategies of how to create and maintain passwords.

Protection Against Malware (15 minutes)

This course provides staff members with an overview of basic protection against malware. Topics include: the types of malware, how malware works and protective strategies.

NUTRITION SERVICES**Civil Rights in Food Service: Administration (18 minutes)**

The United States Department of Agriculture requires annual Civil Rights training for school staff members who are involved in the support of food service. This includes administrative staff members. The goal of the *Keenan SafeSchools Training Civil Rights in Food Service: Administration* course is to give administrators an overview of food service employee civil rights and to educate them on their responsibilities as overseers of child nutrition programs. The course defines Civil Rights and Discrimination, how to recognize Federal Public Notification requirements, as well as how to identify Civil Rights compliance and complaint procedures.

Civil Rights in Food Service: Frontline Employees (16 minutes)

One of the most important responsibilities of food service employees and volunteers is to comply with the US civil rights laws regarding Child Nutrition Programs. Civil Rights training will help keep your district in line with federal and USDA regulations and help protect it from legal liability. The goal of the *Keenan SafeSchools Training Civil Rights in Food Service: Frontline Employees* course is to give food service employees an overview of civil rights and to educate them on their responsibilities as overseers of child nutrition programs. The course defines Civil Rights and Discrimination, how to recognize Federal Public Notification requirements, as well as how to identify Civil Rights compliance and complaint procedures. Available in Spanish.

Food Safety and Kitchen Sanitation (24 minutes)

This course aims to instruct employees in proper cleaning techniques and personal hygiene practices relating to kitchen sanitation and food safety. The tutorial, which is broken up into segments permitting the learner to complete the course at his/her own pace, allows staff to gain a comprehensive understanding of some of the basic issues related to food safety and kitchen sanitation. This course is also offered in Spanish. *Updated 3/3/18

Food Service Equipment: Safe Use (32 minutes)

This course is designed to provide food service employees with information on use and care of standard commercial food service equipment. Careful use of equipment will keep you from getting hurt, along with protecting your students from foodborne illnesses. This course will help to promote a healthy long lasting environment for both the kitchen equipment and the people operating them. This course is also offered in Spanish. *Updated 3/3/18

Food Service Equipment: Sanitation (22 minutes)

The proper cleaning and care of school kitchen equipment can make the difference between having a safe and healthy work area and food supply, and an unhealthy workplace with an unsafe food supply. Keenan SafeSchools' *Food Service Equipment: Sanitation* course is designed to provide food service employees with information about sanitation practices that will keep the equipment in your kitchen safe from contamination. This course is also offered in Spanish. *Updated 3/3/18

Foodborne Illnesses – (20 minutes)

This is a tutorial designed to train school food service workers on how to prevent contamination from foodborne bacteria and parasites. This course is also offered in Spanish. Updated 12/12/17.

HACCP: Hazard Analysis Critical Control Points (23 minutes)

The *HACCP: Hazard Analysis and Critical Control Points* course is designed to provide food service staff members with an introduction to HACCP in the school kitchen. The course begins with an explanation of HACCP, its purpose, principles and elements. It then gives a concise overview of hazard analysis and food preparation. Lastly, the course reviews steps to take to prevent or eliminate a food safety hazard. This course is also available in Spanish. Updated 12/12/17.

Nutrition Basics (20 minutes)

In this course, you'll learn the basic facts about nutrition that food service workers should know, and how food choices affect schoolchildren. In this presentation, we will cover the following: Nutrients and the Body, Vitamins and Minerals, and Healthful Eating.

School Meal Compliance (20 minutes) *Updated: 12/12/16

This course serves as a comprehensive guide to the School Meals Initiative. This course specifically aims to train staff in the Traditional Food-based Meal Pattern, enabling districts to meet all compliance issues of the School Meals Initiative. This course is also offered in Spanish.

POLICY COURSES**Company Nurse Employee Training (6 minutes)**

Overview of the Company Nurse program for employees.

DPR Link: Germ Management for TEACHERS (50 minutes)

The goal of the Keenan SafeSchools' *Integrated Pest (Germ) Management for Teachers* course is to familiarize teachers with the principles of Integrated Pest Management in the classroom.

NFHS Link: Heat Illness in Athletics (10 minutes) AB 2800

The National Federation of State High School Associations (NFHS) is the national leadership organization for high school sports and performing arts activities. The NFHS sets direction for the future by building awareness and support, improving the participation experience, establishing consistent standards and rules for competition, and helping those who oversee high school sports and activities.

Safety Shorts (3-5 minutes each)

This is a series of short videos on safety topics for employees within the district. Topics include:

- ✓ Safety Shorts: Defensive Driving
- ✓ Safety Shorts: Fire Extinguisher Usage
- ✓ Safety Shorts: Food Service Safety
- ✓ Safety Shorts: Ladder and Stool Safety
- ✓ Safety Shorts: Lifting in Awkward Places
- ✓ Safety Shorts: Maintenance Safety
- ✓ Safety Shorts: Managing Stress
- ✓ Safety Shorts: Odors and Fragrances in the Classroom
- ✓ Safety Shorts: Office Ergonomics
- ✓ Safety Shorts: Personal Safety Equipment
- ✓ Safety Shorts: Playground Supervision
- ✓ Safety Shorts: Situational Awareness

- ✓ Safety Shorts: Slip, Trip and Fall Hazards

State Water Resources Stormwater Sampling Resources Guide (16 minutes)

This is a document produced by the state water resources board on how to gather stormwater samples.

SECURITY

Arson Awareness and Prevention (30 minutes)

This course is designed to provide school employees with information that will help reduce the likelihood of arson at their school. Arson is extremely costly to society in general, and is a difficult crime to detect and prosecute. This course will review the best practices to eliminate arson and provide a better understanding of the principles of fire itself. *UPDATED 9/9/16

Copper Theft Awareness (9 minutes)

This course provides a brief overview of the topic for all administrators, maintenance/facilities supervisors, and staff. Topics covered: Why copper theft is common, the security conditions, or lack thereof, that attract criminals and everyday ways that you can help to reduce the risk of copper theft.

Crime Prevention through Physical Security (23 minutes)

From a crime prevention perspective, how can **your** school or district identify its unique security challenges and vulnerabilities? Better yet, once identified, how can you help reduce or even eliminate the vulnerabilities? Keenan SafeSchools' *Crime Prevention through Physical Security* course is designed to serve as a proactive guide to school security.

Safety Basics for Security Staff (22 minutes)

School security officers have the challenging job of keeping your district's buildings, facilities and grounds safe for students, staff and visitors. The job can include a lot of down time when nothing of interest happens. At other times, dangerous situations can arise and your team needs to be prepared and stay alert so that they can think clearly, act effectively and avoid injury. *Keenan SafeSchools' Safety Basics for Security Staff* course will provide tips to help make your security staff more aware of the students, surroundings and events at your district.

School Intruders (11 minutes)

The Keenan SafeSchool's *School Intruders* course introduces this highly relevant topic. The goals of the course are to provide staff members with an understanding of the threat of school intruder, show how school policies and procedures can minimize these threats, and explain how school staff can appropriately intervene. The course also discusses how school security and equipment can help deter intruders.

School Violence: Identifying and Addressing (20 minutes)

This course's goals are to provide staff members with an understanding of school violence and its causes, how school conditions and policies contribute to school violence, and the roles of school personnel who directly affect school violence. Through scenarios involving fighting, gangs, weapons, and intrusion, the course incorporates aspects of prevention and effective programs. *Updated 3/3/18.

Visual Weapons Screening (20 minutes)

The Keenan SafeSchool's *Visual Weapons Screening* course has been designed to teach school staff members basic principles in visual weapon screening for the school environment. The course is based on training videos also used by the FBI, U.S. Secret Service, Bureau of Alcohol, Tobacco & Firearms, the U.S. Department of Homeland Security, the Transportation Security Administration (TSA), and law enforcement agencies in more than thirty countries.

SOCIAL & BEHAVIORAL**Administrative Supervision of Children (25 minutes)**

The Keenan SafeSchool's *Administrative Supervision of Children* course will help school administrators identify ways to effectively utilize staff in the supervision of students. At the completion of this course, school administrators will understand the expectations for supervising students while on campus, at after school activities and while they are in attendance at off campus and overnight events. This course will also help identify the steps for creating an effective student supervision plan. Updated 03/03/19.

Bullying: Recognition/Response (56 min full course / 25 min refresher)

The Keenan SafeSchool's *Bullying: Recognition and Response* course trains staff how to recognize and react to bullying situations. The course helps users understand the complexities of bullying by examining its characteristics, development, and underlying causes. It also discusses the roles of victims, bullies, and bystanders, and offers ways for staff to deal with each. Addresses the "Safe Place to Learn Act." * Updated 03/03/19. Refresher updated 12/12/19.

Child Care Mandated Reporter (AB 1207) (61 minutes)

The Keenan SafeSchools *Child Care Mandatory Reporting* course provides Child Care staff with an overview of laws regarding mandatory reporting of child abuse and neglect. This course is compliant with AB 1207. This course is designed for all child care staff and administration.

Communication Styles & Skills (9 minutes)

This course provides basic information on the types and styles of communication, as well as a few ways to communicate more effectively with others. Topics included: types, characteristics and styles of Communication and ways to strengthen your communication.

Cultural Competence and Racial Bias (18 minutes)

This course provides staff members with an awareness and understanding of implicit racial bias. It also provides strategies for overcoming bias and developing cultural competencies so that educators can work effectively and collaboratively with all students. (Updated 12/12/18)

Dating Violence: Identification and Prevention (20 minutes)

Keenan SafeSchools' *Dating Violence: Identification and Prevention* course aims to increase school staff member awareness of teen dating violence. This course will focus on understanding teen dating violence, how to recognize signs of abuse, examining strategies to prevent teen dating violence, and correct procedures to safeguard the students.

De-Escalation Strategies (21 minutes)

Keenan SafeSchools *De-Escalation Strategies* course provides school staff with an overview of de-escalation strategies to help manage student conflicts and behaviors properly. Common themes include: The Conflict Cycle and preventative measures, the development of meaningful relationships, how to recognize signs of escalation and de-escalation tips.

Disruptive Student Behavior (40 minutes)

This goal of Keenan SafeSchool's *Disruptive Student Behavior* course is to identify strategies that will effectively remediate most types of mild to moderate misbehavior in schools and to provide an overview of the principles used to identify and categorize student misbehaviors. The course is authored by Dr. Randy Sprick, one of America's leading experts in school discipline.

Gang Awareness (30 minutes)

Gang activity in schools puts both our students and our staff at risk. The goal of *Keenan SafeSchools Training's Gang Awareness* course is to provide school staff members with basic information about gang culture, ideology, and behavior. This knowledge will help your staff better understand gang activity and the role they can play to build a safer school environment.

Hazing Awareness and Prevention (19 minutes)

The goals of Keenan SafeSchools *Hazing* course are to help you understand what hazing is, explain why hazing occurs, and educate you on identifying and addressing hazing incidents at your school.

Homeless Students: Understanding and Awareness (22 minutes)

12/12/18 – Title has been changed to **Students Experiencing Homelessness: Awareness and Understanding** (see below).

Human Trafficking Awareness (60 minutes)

The goal of Keenan SafeSchools *Human Trafficking Awareness* course is to build awareness among employees regarding the trafficking of minors. This course will help you learn to identify – and potentially prevent – occurrences of human trafficking. Updated 12/12/19.

Making Schools Safe and Inclusive for Transgender Students (19 minutes)

09/09/19 – Title has been changed from **Transgender Awareness**.

The goal of Keenan SafeSchools' *Making Students Safe and Inclusive for Transgender Students* course explores challenges faced by transgender students and how educators can communicate with respect and caring.

Making Schools Safe for LGBT Students (34 minutes)

The goal of Keenan SafeSchools *Making Schools Safe for LGBT Students* course is to provide information about students who are LGBT and how school staff members can create a school environment that is safe for them. Common themes include challenges faced by students who are LGBT, helping LGBT students feel safe, tips for speaking with students and creating a positive school culture. Updated 12/12/19.

Mandated Reporter: Child Abuse and Neglect (38 minutes)

The Keenan SafeSchools *Mandatory Reporting* course provides staff with an overview of laws regarding mandatory reporting of child abuse. This course is compliant with AB1432 and available in English and Spanish. (version 5 – 9/1/19)

Prescription Drugs/Opioid Awareness: Impact on Students (23 minutes)

The Keenan SafeSchools *Prescription Drugs/Opioid Awareness: Impact on Students* course provides school staff members with an overview of prescription drug and opioid abuse, its effects and ideas for increasing awareness among students. Topics include: types of opioids and prescription drugs and how they affect the body, signs and effects of abuse and addiction, risk and protective factors and ways to implement school-wide action plans.

Playground Supervision (17 minutes)

The Keenan SafeSchools *Playground Supervision* course gives an overview of the fundamentals of playground supervision. This course is available in Spanish.

Restraint and Seclusion (23 minutes)

In the Keenan SafeSchools *Restraint and Seclusion* course, teachers and other school staff members will receive an overview on the use of restraint and seclusion to deal with emergency situations. **This course is not intended as “crisis response” training.** Such training can be valuable, but is out of the scope of this course. In school settings, restraint and seclusion are meant to be used only with children who are so dangerously out of control that they are about to injure themselves or others. Common themes covered in this course discuss what staff should know about restraint and seclusion and alternatives to restraint and seclusion. (Updated 9/9/19)

Self-Injury and Cutting (21 minutes)

School staff members are important in recognizing and making a difference in a student's self-injuring problem. The goal of the *Keenan SafeSchools Training Self-Injury and Cutting* is to teach every school staff member what they need to know about non-suicidal self-injury by young people and what they can do

when it occurs. This course covers how to recognize the signs that a student may be self-injuring, understand the reasons for self-injury, and to know what to do if they suspect a student is self-injuring.

Student Drug & Alcohol Abuse (30 minutes)

The goal of Keenan SafeSchools' *Student Drug & Alcohol Abuse* course is to provide an overview of youth substance abuse and the role of educators in substance abuse prevention. The course is also designed to help school staff members identify and respond to general substance abuse issues involving students.

Students Experiencing Homelessness: Awareness and Understanding (26 minutes).

The goal of Keenan SafeSchools' *Homeless Students: Awareness and Prevention* course is to educate school staff about the prevalence of homelessness, inform staff about federal laws related to homeless students and describe strategies for identifying and assisting the homeless student population. This course reviews the following topics related to homeless students: Enrollment and transportation policies that can ease the negative effects of student mobility, two special populations of homeless students: unaccompanied youth and preschool children, as well as facilitating success in school for homeless students. Available in English and Spanish.

Transgender Awareness

09/09/19 – Title has been changed from **Transgender Awareness to Making Schools Safe and Inclusive for Transgender Students (see above)**

Youth Suicide: Awareness and Prevention (39 minutes) Full Course

The goal of the *Youth Suicide: Awareness and Prevention* course is to provide school professionals with information that will help them reduce the likelihood of suicide among students in their school. This course will also explain the important role school personnel can have in suicide prevention.

Youth Suicide: Awareness, Prevention and Aftermath (2 hour – Jason Flatt Act)

This course offers school staff members an awareness-level understanding of the facts about youth suicide, causes of youth suicide, basic principles of suicide prevention and planning for the aftermath in case of a suicide within the school community. Updated 12/12/18.

SPECIAL EDUCATION

Behavior Basics for Students with Autism (31 minutes)

Keenan SafeSchools *Behavior Basics for Students with Autism* course provides a condensed review of behavior management basics for students with disabilities, especially those students with autism spectrum disorder. Its primary purpose is to help educational aides, paraprofessionals and other support staff to understand some of the basic principles and interventions that relate to managing student behaviors. However, it can also be used by any educator as a refresher. It should be noted that while this course is focused on students with autism, many of the concepts are effective for all students, with or without disabilities.

Special Education Aides: Safety and Injury Prevention (30 minutes)

As an education aide, it's important to learn the language of special education and use strategies that promote safety in the classroom. This course is designed to introduce the behavior cycle and the strategies used in special education classrooms to minimize and respond to negative behaviors.

Special Education: Lifting and Transferring (25 minutes)

School staff members routinely help lift and transfer students with special needs. The frequency of injuries to these staff members is a serious and growing problem. The *Special Education: Lifting and Transferring* course provides school staff members with an overview of techniques designed to reduce the likelihood of injuries while assisting students needing help with lifts and transfers. Common

situations where students must be lifted or transferred are specifically addressed, including one-person lift and transfer and two-person lift and transfer methods.

Special Ed: The Role & Responsibilities of All Employees in CA Public Schools (14 mins)

The goal of this course is to familiarize school administrators, faculty, staff and other caring adults working and volunteering in California K-12 public schools with some basic compliance requirements and recommended best practices for serving students with disabilities. Awareness of these basic foundational principles will help ensure that disabled students are provided appropriate services and programs and that those who serve them are properly implementing measures to ensure the health, safety and well-being of such students and others around them.

Special Education: Safety in the Classroom (25 minutes)

The Special Education classroom offers unique challenges to the classroom employee. To help avoid injuries, the *Special Ed: Safety in the Classroom* course provides valuable self-preparation ideas and stress management techniques. It also includes techniques to help prevent back injuries, which are the most common type of classroom injuries. Updated 03/03/19.

Special Education Transportation: Child Safety Restraint Systems (CSRS) – (25 minutes)

School bus drivers and attendants play a key role in keeping special needs students safe during school transportation. Staff members are responsible for ensuring students are safely secured in their seats and need to know how to properly use their district’s Child Safety Restraint Systems (CSRS), including seat belts, car seats and other types of seats and vests.

Special Education Transportation: Evacuation Planning (30 minutes)

Drivers and bus attendants serving special needs students perform a great service and open a world of opportunities for these children. The goal of any school transport is to always arrive safely at the destination, however, no one can eliminate all dangers and accidents may happen. Staff must be properly prepared to safely and efficiently evacuate a bus quickly in the event of an emergency. The *Special Education Transportation: Evacuation Planning course* is designed to provide special education transportation staff members with basic information on effective vehicle evacuation policies, strategies and planning.

Special Education Transportation: Wheelchair Securement (20 minutes)

During the past 40 years, research has increased our understanding of motor vehicle crashes and the causes of serious and fatal injuries to passengers. We have learned the primary cause of disabling and life-threatening injuries to an occupant is contact with the interior of the vehicle or being ejected from the vehicle. The goal of Keenan SafeSchools’ *Special Education Transportation: Wheelchair Securement* course is to help you learn how to properly secure students in wheelchairs so they are safe while being transported in your school vehicle.

TRANSPORTATION

Bus Behavior and Discipline (22 minutes)

This course is designed to train drivers in the importance of knowing the rules and consequences. Updated 12/12/18

City Driving (15 minutes)

City Driving is designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers.

Crossing Guard Safety (16 minutes)

The goal of this course is to provide school crossing guards with basic information that will help them protect students, the community and themselves. *Updated 3/3/17

Defensive Driving (20 minutes)

The *Defensive Driving* course is a comprehensive tutorial designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world school-based driving scenarios to help improve your decision-making when you're behind the wheel of a school vehicle (or any vehicle). Available in English and Spanish. Updated 03/03/19.

Distracted Driving (12 minutes)

This course provides facts on the dangers of distracted driving, especially while driving on the job. Topics covered: Types of distractions, Distracted driving facts, Distracted driving on the job and smart practices.

Road Rage (7 minutes)

Keenan SafeSchool's *Road Rage* course is a comprehensive tutorial designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers. Updated 12/12/18.

Student Transportation Liability for ADMINISTRATORS (17 minutes)

This course is designed to make administrators aware of their role in directly or indirectly supporting school transportation safety and the avoidance of liability.

Student Transportation Liability for DRIVERS – Part 1 (15 minutes)

This course is designed to help student transportation drivers avoid liability when transporting non-disabled students and students with disabilities.

Student Transportation Liability for DRIVERS – Part 2 (35 minutes)

This course addresses the role of a vehicle operator in avoiding liability.

Transportation Safety (29 minutes)

Transportation Safety reviews the importance of positive attitude and driver concentration; details daily vehicle inspection processes; trains drivers and students on proper loading and unloading techniques; presents information on stopping distances, road hazards, and weather conditions; and delivers training on railroad crossing procedures. Updated 03/03/19.

Van Safety (21 minutes)

This course is designed to refine awareness, knowledge, and understanding of how to safely operate a school passenger van. It is important for school districts' van drivers to become familiar with the safety and handling concerns that affect their performance in the driver's seat.

Winter Driving (15 minutes)

Winter Driving is designed for any school employee who drives a district or school vehicle including both professional and nonprofessional drivers. The course content outlines special considerations for district employees driving in inclement winter weather.