Kenmore-Town of Tonawanda UFSD
NYS Mandated Employee Training Guide

Discrimination and Harassment

Bloodborne Pathogens & Standard Precautions

Hazard Communication- Right to Know

The Dignity for All Students Act (DASA)

Child Abuse- Mandated Reporting

Student Mental Health Training

School Safety Training (Altaris)

Education Law 2d

Employee Handbook

Electronic Use Policy

2022 - 2023

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Background:

The Ken-Ton District is utilizing the Vector Solutions training platform for distributing New York State's annual mandatory training to all District employees. The trainings are annual refresher courses- every staff member is required to complete each course once per year.

Employees will also have access to the updated Employee Handbook and the Electronic Use Policy- Each will be made available to employees through the Vector Solutions training website and on the District website. Every employee is required to review and electronically sign that that they have received, read and understand its contents. Finally, every new employee that enters the District will receive the mandatory training through this platform within 30 days of their employment with the District.

The rest of this training guide provides information and guidance on how to access and use the Vector Solutions system. If you have any questions, please contact the Human Resources Department for assistance. *It is recommended that users take screen-shots of their completed courses and retain them for their own records in the event of a system error.*

Finally, the Ken-Ton School District will allow employees to submit completion certificates in place of the required trainings from other school districts, employers or platforms as long as the training has taken place since July 1 of this school year. Please submit the completion certificates to the Human Resources Department.

Account Registration:

- To access the Vector Solutions training platform, go to https://ktufsd-ny.safeschools.com/login

- Please use the following credentials when logging in:
  - o User name = your email address **(ex. jsmith@ktufsd.org)**
  - o Password = first five letters of username **(ex. jsmit)**
    - ▪ For most employees, you should use your school-provided email address. For substitutes and other who may not have a school-provided email address, please use your personal/school emails as your username.
    - ▪ If you are not able to log in, please contact Maura Graber at mgraber@ktufsd.org or call (716) 874-8400 ext. 20420.

- If you forget your password, please click on "Forgot Login" for assistance.

Welcome to Vector Solutions Training Center:

- Once in Vector Solutions, your courses have been pre-assigned to you and are listed in order of due date.
  - **Student Mental Health: Awareness, Intervention and Referral, Acceptable Use and Technology Policy and the Employee Handbook review** is *due by September 15, 2022*.
  - To begin a course, click on "Start"

- You should have six (6) assigned courses along with the Acceptable Use and Technology Policy and Employment Policies (Employee Handbook) in your profile- they are listed below.
  - **Discrimination and Harassment** is a suggested training. *If you attend the in-person training session, you DO NOT need to complete the online training.*

My Assignments
Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

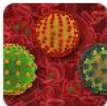|		
0% Mandatory Training	**Student Mental Health: Awareness, Intervention and Referral** Full Course — Students carry their mental health needs with them wherever they go – including school. Mental health...	Due In 52 Days — Due: 2022-09-15 — 20 Minutes — Start →
	Bloodborne Pathogens Full Course — Over the years, there have been outbreaks of diseases around the world. Three examples of...	Due In 333 Days — Due: 2023-06-23 — 24 Minutes — Start →
	Child Abuse: Mandatory Reporting Full Course — This course provides background information on the different types of child abuse/child maltreatment. I...	Due In 333 Days — Due: 2023-06-23 — 22 Minutes — Start →
	Employee Handbook with Selected Board of Education Policies Custom	Due In 333 Days — Due: 2023-06-23 — 30 Minutes — Start →
	Hazard Communication Training Program Full Course — The Hazard Communication Standard became effective in 1985 and is one of PESH's most violated...	Due In 333 Days — Due: 2023-06-23 — 17 Minutes — Start →

- To start a course, click on "Start"

- Each course indicates how many days remain until it is due, the due date as well as the length of time the course should take to complete it.

About the Courses:

- When you are ready, use the "Start Course" link to begin the course.

- If you are interrupted and need to go back to a course that you have previously started, you can resume the training at the section you left off using the "Course Sections:

- Use the icons at the bottom of the video screen to change your settings (Play/Pause, Volume, Advance/Move Back, Close Captioning, Settings, Full Screen, Interactive Transcript)
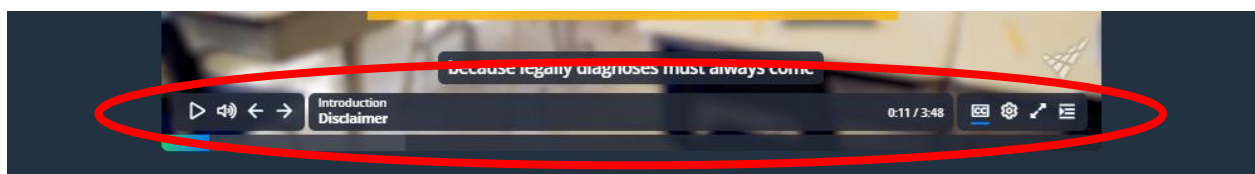
- As you complete course sections, your progress is tracked.

- Click on "Continue Course" or on the next section to continue the training

- You will need speakers on your computer as audio is also played for each of the trainings.
- You can pause a training at any point, stop the training altogether and then come back at a later time to complete the course.
- You must score at least 80% on each assessment in order to successfully complete the course.
  NOTE- it is recommended that you click on "Certificate" at the end of each course and retain a copy for yourself.

- Click on "Home" to return to your assigned training
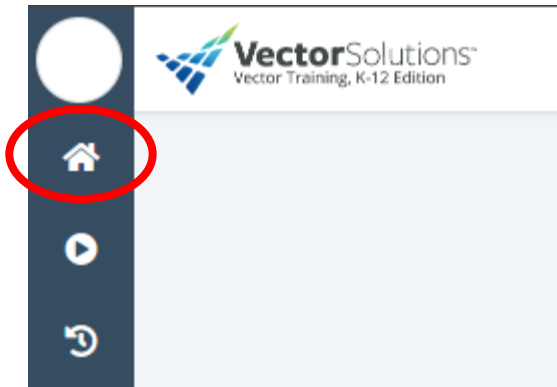
- o **Acceptable Use and Technology Policy & Employee Handbook**
  - You will see the Acceptable Use Policy and Employee Handbook listed as part of your mandatory training.
  - First, click on "Start" to review the policy/handbook- review each in its entirety
  - Click on "Employee Handbook" or "Acceptable Use Policy" to review
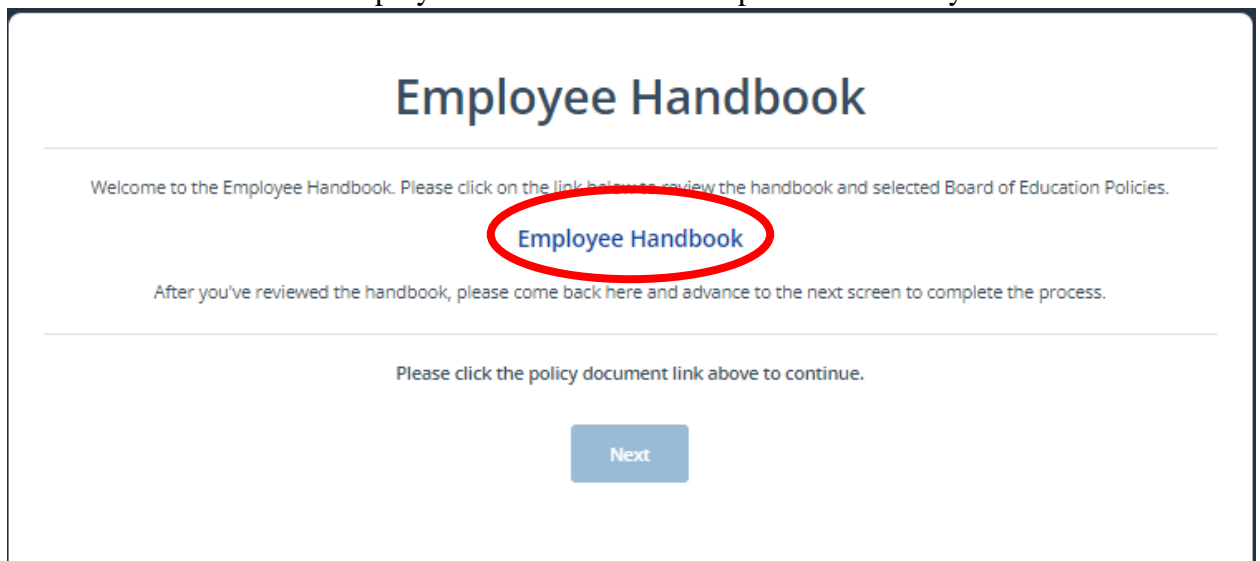
- When you are done reviewing the handbook/policy, click on "Close Window" in the corner of your screen.
- Click on "Next"
- Click the checkbox that states, "I have reviewed and accept the terms of the Employee Handbook/Acceptable Use Policy and know where I can go to review all Ken-Ton Board of Education Policies."
- Click "Finish" in the top-right of your screen to complete.

Additional Information:

- District Policies for DASA (# 7550), Hazards Communication (# 5690), Title IX (# 3421) and Sexual Harassment (# 6121) can be found in the Employee Handbook. The Employee Handbook can be accessed through Vector Solutions and on the District Website at
https://www.ktufsd.org/site/default.aspx?PageType=3&DomainID=51&ModuleInstanceID=16601&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=18351&PageID=14235

- Anyone who believes he or she has been subjected to behavior that may constitute sexual harassment in the school environment or otherwise violates this policy, or any other person who witnesses, becomes aware of, or suspects an occurrence of behavior that may constitute sexual harassment is strongly encouraged to immediately report such behavior to his or her principal or supervisor and/or a designated District Compliance Officer.

- **District Sexual Harassment Compliance Officers:**
    - **Kelly White-** Assistant Superintendent for Instruction
    - **Jeffery Richards-** Assistant Superintendent for Human Resources
        - In order to file a complaint please contact Mrs. White or Mr. Richards at the Administration Building at (716) 874-8400

- **School Building Dignity Act Coordinators:**
    - **District Representative-** Dina Ferraraccio
    - **Kenmore West High School-** Michelle Taberski
    - **Kenmore East High School-** Cheryl Hubert
    - **Hoover Middle School-** Kathy Vittum
    - **Franklin Middle School-** Matt Gourlay
    - **Kenmore Middle School-** Nadine Brown
    - **Hoover Elementary School-** TBD (Please see building Admin)
    - **Franklin Elementary School-** Rebecca Kobielski
    - **Lindbergh Elementary School-** Mindy Albanesi
    - **Edison Elementary School-** Kristine Pieczonka
    - **Holmes Elementary School-** Emily West

- **District Hazards Communication Administrator:**
    - **Tim Ames**, Director of Facilities
        - In order to access the Safety Data Sheets (SDS), please contact the Buildings and Grounds Department at (716) 874-8474