

Kenmore-Town of Tonawanda UFSD NYS Mandated Employee Training Guide



***Employee Handbook
Staff Acceptable Use Policy
Discrimination and Harassment
Bloodborne Pathogens & Standard Precautions
Hazard Communication- Right to Know
The Dignity for All Students Act (DASA)
Student Mental Health Awareness
Student Mental Health Supplemental Items
New York Education Law 2d
Simple Six Emergency Response Procedures
Child Abuse- Mandated Reporting
Workplace Violence***

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 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 Lyn Arlotta larlotta@ktufsd.org 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 Lyn Arlotta in the Human Resources Department (larlotta@ktufsd.org)

Accessing NYS Training

- To access the Vector Solutions training platform, click the link below:
- <https://ktufsd-ny.safeschools.com/login>

Vector Solutions
Vector Training, K-12 Edition

Log In

Provided by
KENMORE-TONAWANDA UNION
FREE SCHOOL DISTRICT

Provided by
NYSIR

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the Vector Training, K-12 Edition to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

Username
Enter Username...

Forgot Login?

Log In →

SafeSchools is Now
Featuring safety and compliance solutions... so you're ready for what's next.

Vector Solutions

LEARN MORE

- Please use the following credentials when logging in:
 - User name = your email address (ex. **jsmith@ktufsd.org**)
 - Password = first five letters of username (ex. **jsmit**)
 - For most employees, you should use your district-provided email address. For substitutes and others who may not have a district-provided email address, please use your personal/school email as your username.
- If you forget your password, please click on “**Forgot Login**” for assistance.

Password

Forgot Login?

Log In →

Username & Password Assistance

Please enter the e-mail address or username associated with your Vector Training, K-12 Edition Training account, then click Continue.



You'll receive a verification email with a link to a page that will provide your username and give you the opportunity to reset your password, if desired.

Enter Email Address or Username

Continue

angular Snip

[Back to Login](#)



An email has been sent if that account exists.
If you do not receive an email, please contact
Support at support.education@vectorsolutions.com

DoNotReply

Login Assistance for ktufsd.ny.safeschools.com

If you needed help with your password and used the “Forgot Log in” you will receive an email from the above “Do Not Reply” address. **If you do not receive an email, check your SPAM folder.**

Name: LYNMARIE ARLOTTA

Username: larlotta@ktufsd.org

This email has been sent to you because you or someone has requested your username or your password to be reset with Kenmore-Tonawanda Union Free School District Vector Training, K-12 Edition.

Please go to https://ktufsd-ny.safeschools.com/forgot_credentials/AE2C04DC-1C0B-11EE-B10B-449882935BCA

If you did not request your username or a password reset, please disregard this email.

Click on the link which will bring you to the Password reset page:

For returning staff at the beginning of the school year:

The following are due by September 15, 2024

- Student Mental Health: Awareness, Intervention and Referral
- 2024 Student Mental Health Supplemental Training
- Restraint, Seclusion, Timeout, Understanding Behavior & De-escalation
- Simple Six Emergency Response Procedures
- Staff Acceptable Use Policy
- Employee Handbook review

The remainder of the Courses need to be completed by October 15, 2024

For new staff that begin during the course of the year:

- ***All assigned training will need to be completed within 30 days of appointment***

- 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:
- ***NOTE- it is recommended that you click on “Certificate” at the end of each course and retain a copy for yourself. You do not need to send these to HR.***

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-** Patricia Busch
 - **Hoover Middle School-** Kathy Vittum
 - **Franklin Middle School-** Matt Gourlay
 - **Kenmore Middle School-** Nadine Brown
 - **Hoover Elementary School-** Sue Sperrazza
 - **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