



BEST PRACTICES

Curriculum Building



HOUSEKEEPING

- Please keep your phones muted
- Questions
 - Chat box
 - Q&A
- Demo will be at the end of the call
- Webinar recording & resources

SMARTER ADULTS, SAFER CHILDREN



Smarter Adults, Safer Children is the only course that is required by MUSIC for all school district employees to take.

10 COMPLIMENTARY COURSES

K-12

- Drug Free Workplace
- Sexual Harassment: Staff to Staff
- Discrimination Awareness in the Workplace
- FERPA: Confidentiality of Records
- Bullying Recognition and Response
- School Violence: Identifying and Addressing
- Restraint and Seclusion
- Health Emergencies: Life Threatening Allergies
- Bloodborne Pathogens Exposure Prevention
- Slips, Trips, and Falls

Community Colleges

- Drug Free Workplace
- Sexual Harassment: Staff to Staff
- Discrimination Awareness in the Workplace
- FERPA: Confidentiality of Records
- Health Emergencies: Life Threatening Allergies
- Bloodborne Pathogens Exposure Prevention
- Slips, Trips, and Falls
- Workplace Violence: Awareness & Prevention
- Title IX and Sexual Misconduct
- Title IX and Gender Equity in Athletics

POLICY TOOL

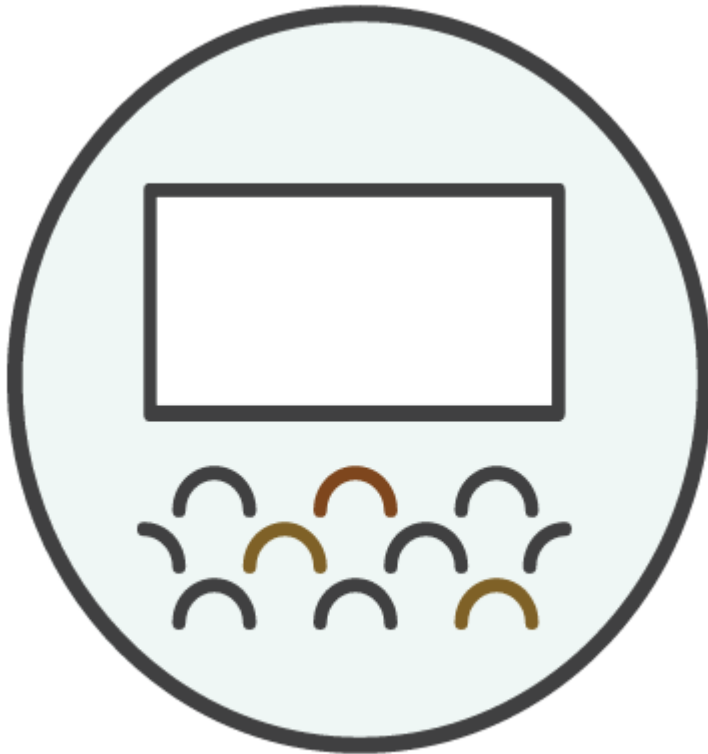




Policy Tool Uses & Examples

- Handbook
 - Anti-bullying Policy
 - Discipline Policy
 - Discrimination, Harassment, or Retaliation Policy
 - Children's Internet Protection Act Description and How-To Train Students
 - Employee-Student Communications Policy
 - Amy Hestir Policies
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- Live Training – upload PowerPoints
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- Active Shooter & Intruder Drill
 - Tornado Drill
 - Fire Drill








CLASSROOM TRACKING TOOL



Examples

- Bus Driver Training
- Maintenance Staff Training
- Food Service Training
- Teachers CE Hours
- Offsite Seminars
- CPR Certification
- Drills

TO-DO LIST

-  Decide on which courses and policies you would like to make mandatory, available, or not show at all for each job role.
-  Fill user upload form that was provided to you by SafeSchools by pulling employee data from your database.
-  Add links to all policies and/or upload documents.
-  Rollout marketing plan to supervisors and then to employees.
-  Begin making assignments with due dates and messaging.
-  Schedule any classroom training sessions and record attendance.
-  Use reporting tools to monitor course completions and determine if the goals for the training program have been met.

NEXT WEBINAR

Marketing and Q&A **4/13 @ 1:00**

- Determining audience and message for marketing
- Marketing to Supervisors
- Marketing to Employees
- Messaging Features
- Q&A

DEMO



Angela Ianniello
Account Manager
aianniello@scenariolearning.com
800-434-0154 x7053