



As a condition of employment with NCSd, I have completed the SafeSchools mandatory training as follows:

<u>Date Completed</u>	<u>Course Title</u>
_____	Custodians only: Ladder Safety (Full Course)
_____	Medication Administration: Epinephrine Auto-Injectors (Full Course)
_____	Bloodborne Pathogen Exposure Prevention (Full Course)
_____	Conflict Management: Managing the Angry Parent (Full Course)
_____	Conflict Management: Staff-to-Staff (Full Course)
_____	Conflict Management: Student-to-Student (Full Course)
_____	FERPA: Confidentiality of Records (Full Course)
_____	Sexual Harassment: Staff-to-Staff (Full Course)
_____	Sexual Harassment: Student Issues & Response (Full Course)
_____	Sexual Misconduct: Staff-to-Student (Full Course)
_____	Workplace Bullying: Awareness and Prevention (Full Course)
_____	Policy/Administrative Regulation: 0211/0211R-Safe and Respectful Working/Learning Environment (Policy)
_____	Policy/Administrative Regulation: 0212/0212R-Prevention of Sexual Misconduct Toward Students (Policy)
_____	Policy/Administrative Regulation: 0223/0223R-Tobacco and Tobacco Products (Policy)
_____	Policy/Administrative Regulation: 0441/0441R-Code of Ethical Standards (Policy)
_____	Policy/Administrative Regulation: 5556/5556R-Internet and School Network Acceptable Use (Policy)
_____	Personnel Policy/Administrative Regulation: 6110/6110R-Title IX-Employees (Policy)
_____	Personnel Policies/Administrative Regulations: 6142/6142R-Ethical Standards, 6143/6143R-Staff Conduct, 6143(a)R-Employee Code of Conduct (Policy)
_____	Student Policies/Administrative Regulations: 7510/7510R-Corporal Punishment, 7561/7561R-Aversive Intervention/Restraint of a Pupil with a Disability, and 7662/7662R-Reporting Child Abuse/Child Protection (Policy)

I further acknowledge that I am responsible for complying with NCSd policies and regulations.

Employee Name (Please print) _____ **Work Location** _____

Employee Signature _____ **Date signed** _____

HR use only - Verified by _____ **Date** _____



As a condition of employment with NCSd, you will need to log in to SafeSchools and complete mandatory training in:

- **Custodians only:** Ladder Safety (Full Course)
 - Medication Administration: Epinephrine Auto-Injectors (Full Course)
 - Bloodborne Pathogen Exposure Prevention (Full Course)
 - Conflict Management: Managing the Angry Parent (Full Course)
 - Conflict Management: Staff-to-Staff (Full Course)
 - Conflict Management: Student-to-Student (Full Course)
 - FERPA: Confidentiality of Records (Full Course)
 - Sexual Harassment: Staff-to-Staff (Full Course)
 - Sexual Harassment: Student Issues & Response (Full Course)
 - Sexual Misconduct: Staff-to-Student (Full Course)
 - Workplace Bullying: Awareness and Prevention (Full Course)
 - Policy/Administrative Regulation: 0211/0211R-Safe and Respectful Working/Learning Environment (Policy)
 - Policy/Administrative Regulation: 0212/0212R-Prevention of Sexual Misconduct Toward Students (Policy)
 - Policy/Administrative Regulation: 0223/0223R-Tobacco and Tobacco Products (Policy)
 - Policy/Administrative Regulation: 0441/0441R-Code of Ethical Standards (Policy)
 - Policy/Administrative Regulation: 5556/5556R-Internet and School Network Acceptable Use (Policy)
 - Personnel Policy/Administrative Regulation: 6110/6110R-Title IX-Employees (Policy)
 - Personnel Policies/Administrative Regulations: 6142/6142R-Ethical Standards, 6143/6143R-Staff Conduct, 6143(a)R-Employee Code of Conduct (Policy)
 - Student Policies/Administrative Regulations: 7510/7510R-Corporal Punishment, 7561/7561R-Aversive Intervention/Restraint of a Pupil with a Disability, and 7662/7662R-Reporting Child Abuse/Child Protection (Policy)
1. Go to www.nye.k12.nv.us, scroll down and click on the SafeSchools link located in the blue column labeled "Staff" or go directly to <http://nye.nv.safeschools.com/login>.
 2. To log in to SafeSchools, enter your username in the following format:
 - For all employees **with** NCSd Groupwise email access (Admin, Teachers and most Support Staff), it will be **your email address, i.e. jsmith@nye.k12.nv.us**, then click Sign In
 - For all employees **without** NCSd Groupwise email access (Some Support Staff, Substitutes and Coaches), it will be **FirstnameLastname, i.e. JohnSmith**, then click Sign In
 3. You will now be directed to the page that shows your name, position and building. If your information is correct, click Log Me In.
 4. You will now be directed to the Mandatory Training homepage. Click on the title of any training to get started. Please complete all screens of the training, including the quiz.
 5. As you complete each course, note the date on the acknowledgement sheet. When all courses are complete, sign and turn sheet into HR for verification and to be placed in your personnel file.

*If you are unable to log in or need assistance, please call Human Resources at 775-727-7743.