

– WPS

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**Non-School-Based Staff Mandated Trainings
2022-23 School Year**

Non-School-Based Staff Mandated Trainings

- The following slides include links to trainings that all non-school-based staff (i.e., staff based in district offices) are required to complete based on Massachusetts regulations and/or local policy
 - Please read all of the linked information that applies to your role, **and then submit the survey on the final slide to verify your completion of the mandated trainings**
 - When clicking on a link, it is recommended that you open it in a new window
 - All mandated trainings should be completed by October 1, 2022
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Conflict of Interest Law for Municipal Employees

- All staff members must review the conflict of interest law summary each year, per state regulations
 - Click [the link here](#) to be taken to the website and read the entire summary
 - You do NOT need to complete and print the Acknowledgement of Receipt
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Conflict of Interest -- Online Training

- In addition to review the conflict of interest law summary, all new staff members must also complete the [conflict of interest online training](#) within their first 30 days of employment, per state regulations
 - All other staff members must complete the [conflict of interest online training](#) every two years (in addition to reviewing the law summary every year), per state regulations -- please complete the training this year if you did not do so last year
 - When you have finished the training (if you are a new employee or did not complete it last year), print the certificate of completion and give it to your principal or supervisor
 - If using an older version of Google Chrome, you will need to allow Flash to run
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51A Mandated Reporter Training

- All staff members whose job roles bring them into contact with children must complete the [51A mandated reporter online training](#), per state regulations
 - You will need to log in to complete the training:
 - If you have not completed the online training before, you will need to register
 - If you have completed the training before, you will use your email to log in (Note: You may have previously registered with the old wayland.k12.ma.us email, so try that first)
 - If you don't remember your password, use the Forgot Password link on the page -- our tech department does not have any control over this website
 - **You do not need to print a certificate after completing the training**
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Physical Restraint Training

- All staff members whose job roles bring them into contact with children must complete DESE's online presentation on the [Prevention of Physical Restraint and Requirements if Used](#)
 - Note: Each slide will require a wait time before moving on to the next slide, and some slides will require that you click on links before moving to the next slide
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Bullying Prevention and Intervention

- All staff members must review excerpted information from the district's [Bullying Prevention and Intervention Plan](#) each year, per Wayland School Committee policy
 - Staff members who are interested in reviewing the full Bullying and Intervention Plan can access it [on the district website](#) -- the full plan also includes district policy JICFB, which addresses bullying prevention
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Title IX Information

- All staff members must [review the district's Title IX training document](#)
 - Any staff members with questions should contact the Title IX District Coordinator, Barbara Cataldo, by email at Barbara_Cataldo@waylandps.org or by phone at 508-358-3757
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Additional Information/Resources

- While the following documents and information are not part of the mandated training, employees must certify that they recognize that they are responsible for being familiar with the information in these documents.

Information in staff handbooks (provided at individual schools)	<u>Confidentiality of student records</u>
<u>Collective bargaining contracts</u>	<u>Staff email guidelines</u>
<u>Harassment and non-discrimination policy</u>	<u>Social media guidelines</u>
<u>WPS employee Acceptable Use Policy</u>	

Verification of Completion

- Complete the [online survey](#) by October 1, 2022 to verify that you have completed the mandated trainings.

THANK YOU!
