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HUMAN RESOURCES DEPARTMENT

To: All Staff
From: Gerard Morin
Date: June 2nd 2019
Subject: Safeschools Tutorials

In recognition that the vast majority of staff have completed these same tutorials every year, we are only requiring four tutorials this year. A different four will be completed next school year. New staff will be required to take all (full) tutorials this school year.

For those tutorials completed last year, you will be required to complete a three-minute custom tutorial stating you have successfully completed the tutorial in the past.

For this year, the tutorials required are:

Concussion Awareness: Athletics	16 min
Sexual Harassment: Staff-to-Staff (refresher)	15 min
Bullying: Recognition & Response (refresher)	25 min
Child Abuse: Mandatory Reporting	31 min

Additionally, you will be required to read and accept the terms (approximately 3 minutes) of acknowledgement statements for the following topics:

AED (Automated External Defibrillators)
Bloodborne Pathogen Exposure Prevention
Seclusion and Restraint Awareness
Youth Suicide: Awareness and Prevention

The central office move has put us almost a week behind. All of the above will be available immediately. Your username is the beginning of your Southgate email (before the @ symbol). All must be completed by September 30th 2019. Please visit <http://southgateschools.mi.safeschools.com/>.

Two Board policies, Suicide and Anti-Bullying, are also required.