



## Tutorials Assigned to your Organization

### 403(b)

On July 26, 2007, the Internal Revenue Service released the final 403(b) regulations for public school employee retirement plans. This regulation requires school districts that sponsor a 403(b) plan to offer all employees the opportunity to set aside money on a tax-deferred basis for retirement using a payroll deduction process. Developed by Carleen Pierce of Canandaigua City School District in partnership with OMNI, this tutorial will help school employees understand the basic regulations which the school district imposes for participants in these programs. More specifically, you will learn about the Universal Availability Requirement, what a 403(b) plan is, the benefits of participating, who is eligible to participate, and what the contribution limits are.

Updates: Updated: 6/20/08

### A Guide for Substitute Teachers

This tutorial provides Substitute Teachers with tips, advice, and best practices as they embark upon their substitute assignments. More specifically, substitutes will learn about preparation techniques, the responsibilities of substitute teaching, instructional delivery methods, classroom management, "tools" for a substitute, professionalism and confidentiality, dress codes, attitudes and general tips from other teachers and substitutes.

Updates: Updated: 6/25/09

### ADAAA

On September 25th, 2008, the Americans with Disabilities Act Amendment Act, otherwise known as the ADA Amendment Act was signed into law and becomes effective on January 1st, 2009. The statute both expands the definition of "disability" and broadens employee protections. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct you about the new Americans with Disabilities Act Amendment Act and your obligations as an employer.

Updates: Uploaded: 1/7/09

### ADHD

Written by Melinda McGuffin, Director of Special Education at Leyden High School District 212, this tutorial provides the latest information for Attention Deficit Hyperactivity Disorder or ADHD. More specifically, the objectives for the tutorial include: ADHD statistics and facts; what ADHD is; diagnosing ADHD; identification of the three subtypes of ADHD; treatment of ADHD including behavioral, pharmacological, and multimodal methods; managing teenagers as opposed to children; and what successful school programs include

Updates: Uploaded: 9/9/08

### AED

The American Red Cross reports approximately 250,000 Americans died last year of sudden cardiac arrest (heart attack), with nearly one death every two minutes. Individuals in cardiac arrest have historically depended on the assistance of a trained emergency medical technician or a triage unit for care, but may have lost their battle for life due to the critical minutes lost in waiting for help. Many of these deaths could have been prevented had an automatic external defibrillator been available at the time of the emergency. Developed by Michael Livovich, in this tutorial, you will learn about AED's, the signs of cardiac arrest and when to use an AED, and how to use an AED.

Updates: 11.11.11: Uploaded 2/15/11: Updated Slides 17 and 22

### AIDS/HIV Awareness

Young people in the United States are at persistent risk for HIV infection. This risk is especially notable for youth of minority races and ethnicities. Continual HIV prevention outreach and education efforts, including programs on abstinence and on delaying the initiation of sex, are required as new generations replace the generations that benefited from earlier prevention strategies. In this tutorial, you will learn about the Nature of

HIV/AIDS, Acquiring HIV, Non-infectious Fluids, Misconceptions Regarding How HIV is Spread, Symptoms of HIV, Symptoms of AIDS, Detecting HIV and AIDS, Prevention of Transmission, Getting Tested for HIV Infection, Why HIV Testing Is Important for Adolescents, and Counseling and Referral. All information in this tutorial comes from the Centers for Disease Control and Prevention or CDC

Updates: Created: 8/11/2010

### **Alcohol and Drug Awareness for Employees**

Drug and alcohol use negatively affects every member in the work place increasing the risk of illness, injury or fatality and decreasing productivity, morale, and attendance. With over 70% of substance users employed at least part-time, your chances of dealing with drug and alcohol related issues are high. This tutorial for Employees will define substance abuse, provide statistics, help identify signs of use, and discuss prevention measures.

Updates: 10/21/09: Uploaded

### **Alcohol and Drug Awareness for Supervisors**

The chances of employees abusing alcohol or using illicit drugs are great. Employee substance abuse has a tremendous impact on an organization's productivity and profitability. This tutorial will identify statistics involving drugs and alcohol, provide a strategy for combating substance abuse, identify signs of abuse, and provide a plan for addressing the problem through employee discipline.

Updates: Updated: 12/23/04 2/21/11: Updated slides 11, 16 & 32. Add new slides 36 & 37.

### **Allergy Management**

The incidence of allergies in children has increased significantly in the last two decades. School districts can reduce the risk of exposure to allergens by working with students, parents, and physicians to minimize risks and provide a safe educational environment for students with allergies. Written by Deanna Culberson, a school nurse at Utica Community Schools, this tutorial will review allergic reactions, common allergens, Peanut Safe Zones, why there are more allergies now, symptoms of allergies, medications for both minor and major reactions, who can carry EpiPens, EpiPen use, treatment of allergies, allergy management plans and school allergy checklists.

Updates: 11/12/2010: Slides 16-18 now refer to the new EpiPen model. Uploaded: 7/18/08

### **Asbestos Awareness**

Concern about worker and occupant exposure to asbestos fibers has been a health, environmental and regulatory issue for many years. Inhaling asbestos fibers is a health concern, which can lead to lung cancer, asbestosis and mesothelioma. Develop by Villa Environmental, this tutorial provides an individual with little or no asbestos experience the ability to make reasonable decisions as to whether the situation is safe and who to contact to assure there is little or no asbestos exposure. **DISCLAIMER:** Not all states accept online Asbestos Awareness training. Please check with your supervisor and/or State OSHA or related asbestos regulatory department regarding whether they accept asbestos awareness training online.

Updates: Uploaded - 1/27/10

### **Asthma**

Asthma is a major public health problem. Nearly five million children have asthma. It affects at least two students in every classroom of 30. It is the most common chronic illness cause of school absenteeism. This tutorial's goal is to support student management of asthma in the classroom through teacher education.

Updates: Uploaded: 2/2006

### **Autism**

The Individuals with Disabilities Education Act has mandated that school aged children from ages 3 to 21 receive a "free and appropriate education in the least restrictive environment." This has resulted in a large percentage of students with autism, Asperger syndrome, non-verbal learning disorder, and pervasive developmental disorder being included in regular public schools and classrooms. The main objective for this tutorial is to support school security personnel in maintaining a safe and secure learning environment in schools where students with autism spectrum disorders are among the learners.

Updates: 2/28/08: Uploaded 2/15/09: Insert text on slide 35 (Mace is not allowed in all organizations. Please check with your supervisor regarding the use of mace.) 3/1/11: slide 35 and 39 -- Removed all references to mace.

### **Back Safety**

More than one million workers suffer back injuries each year. Back injuries account for one of every five workplace injuries or illnesses. According to the Bureau of Labor Statistics, approximately 25 percent of all compensation indemnity claims involve back injuries, costing employers billions of dollars. Written by Villa

Environmental, this tutorial teaches proper techniques and procedures for back safety.

Updates: Uploaded: 10/13/08

### **Bloodborne Pathogens**

This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are a reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer.

Updates: 3/21/08: Content updated 2/9/10: Several animations were updated 2/22/10: Note added on slide 23 - (Bleach may not be allowed in your district. Check with your supervisor for details.)

### **Bloodborne Pathogens Spanish**

Updates: Updated: 3/21/08

### **Bullying**

Written by Mhora Newsom-Stewart, Ph.D., the Director of Collaborative Evaluation and Strategic Change in Health and Education at the EDUCATION CONNECTION, this tutorial advocates the establishment of good school climate in reducing aggressive behaviors. Objectives for the tutorial include defining bullying, describing the impact bullying has on the aggressor, the target and the by-stander, understanding the increasing frequency of school shootings, identifying the characteristics shared by all school shooters, and how to develop a positive school climate.

Updates: Uploaded: 5/2/08

### **Child Abuse NJ**

Updates:

### **Chronic Health Conditions**

Chronic health conditions pose serious implications for schools as the associated special needs of school-age children and their employees are identified. However, schools have responsibilities under federal laws to provide access to its facilities, programs, and its activities for those eligible individuals with chronic health conditions (including children and adults). Written by Michael Livovich, this tutorial will discuss the following topics relative to chronic health conditions: Prevalence of chronic health conditions; Chronic health conditions broadly defined; Examples of chronic health conditions; Children with chronic health conditions; Chronic health conditions and eligibility under IDEIA, Section 504, and the ADA; Health management for children and schools; Obtaining services for K-12 students with chronic health conditions; Responsibilities of parents of children with chronic health conditions; Post high school students with chronic health conditions; Instructional strategies for individuals with chronic health conditions; Adults with chronic health conditions.

Updates: Created: 9/1/2010 2/21/11: Inserted new slide 17

### **Classroom Management -- Elementary**

Classroom management is often the most challenging aspect of being an elementary school teacher. Your students will need to learn appropriate classroom behavior and form positive habits that will last them throughout their school years. Creating and promoting a stable classroom environment takes practice, patience, and determination. This tutorial will address the importance of effective classroom management and provide tips for success.

Updates: 12/10/09 -- Uploaded.

### **Classroom Management -- High School**

Whether you are a new or veteran high school teacher, effective classroom management is the single most valuable tool to a successful and productive school year. Creating and promoting a stable classroom environment takes practice, patience, and determination. This tutorial will address the importance of effective classroom management and provide tips for success.

Updates: Uploaded - 1/27/10

### **Classroom Management -- Middle**

Classroom management is often the most challenging aspect of being a middle school teacher. In addition to teaching new classroom procedures, you will continuously re-enforce ones taught in previous years. Your

students will be transitioning from childhood to early adolescence at different rates and will experience a multitude of changes. While many students will still strive to please, others will challenge the rules in order to assert independence. Management plans often depend on the individual students and should be implemented accordingly. This tutorial will address the importance of effective classroom management and provide tips for success.

Updates: 12/10/09 -- Uploaded

### **Computer Use Policies**

Vast educational value may be acquired through proper usage of the internet and other computerized information resources. Along with the enormous value that the internet provides, the risk of abuse is always present. In this tutorial, users will learn about appropriate vs. inappropriate usage of computerized information resources in the workplace specifically as they relate to educational institutions.

Updates: Uploaded: 1/2/07

### **Confidentiality**

Educational leaders today are required by IDEA and Section 504 to provide access to a free appropriate public education for students, as well as programs, activities, and services for adults. At the same time, however, they are also responsible for providing due diligence to protect the privacy of their students and employees within the guidelines of these federal laws. To provide appropriate educational services, a school environment involves certified and classified staff, volunteers, and administrators. From the moment they enter the school grounds, they may visually observe students and their behaviors, view student records and reports, be privy to home or health conditions of students, or participate in or overhear discussions regarding student performance or behaviors. What is important, however, is what is done with this information. Written by Michael Livovich, in this tutorial, you will learn the right to privacy of students and school employees is protected by federal law;

Updates:

### **Confined Space**

This tutorial will assist in understanding and identifying a confined space. This tutorial can be used by facility and operations managers, as well as maintenance personnel and others who are responsible for maintaining commercial, industrial, governmental and school buildings along with their operations. Using this tutorial along with possible assistance from an outside expert, an individual should be able to make reasonable decisions as to whether the work space or equipment is safe to enter and work on, and to: assure there is no concern with regard to chemical exposure, engulfment, explosion, lack of oxygen or potential to get stuck as a result of being a confined space. In this tutorial, you will learn the definition of a confined space, understand the potential hazards, determine if you are entering a confined space, identify when a permit is needed in a space, learn the duties of a supervisor/attendant of a confined space, learn how to test and monitor.

Updates:

### **Copyright pt1 Provisions**

Updates:

### **Copyright pt2 Licensing**

Updates:

### **Copyright pt3 Infringement**

Updates:

### **Copyright pt4 Fair Use**

Updates:

### **Copyright pt5 Exemptions**

Updates:

### **Copyright pt6 Guidelines**

Updates:

### **Corporal Punishment**

Written by Roy Henley of Thrun Law Firm, Corporal Punishment is specific to Michigan law. More specifically, the tutorial contains the following information: The Michigan Revised School Code, Exemptions to the Michigan Revised School Code, Who the code applies to, Physical Force that is Allowed, The "Necessary" and "Reasonable" standard, Special Education Student Restraint and Seclusion Techniques, Consequences of Violation, Statutory Immunity, Coverdell Teacher Protection Act, Qualified immunity, Michigan Child Protection Law, Reporting/Failing to Report, and School District Policy-based Standards.

Updates: Uploaded: 8/8/08

### **Cyber Bullying**

Thousands of children are assaulted physically, verbally, or emotionally each day of school throughout the United States. "The National Education Association estimates that 160,000 students miss school every day because of fear of attack or intimidation by a bully". However, with the advancements of today's technology and the availability of this technology to our young children, a new and more devastating form of bullying called cyber bullying is emerging as an advanced method of inflicting social cruelty to its victims in a way that surpasses conventional bullying methods. Written by Nathan Kleefisch from the Tri-Creek School Corporation, in this tutorial, you will learn about the general characteristics of cyber bullying; about the definition of cyber bullying; to identify the roles of the bully, victim and the bystanders relative to cyber bullying; and to identify ways in which schools and adults can reduce school violence and cyber bullying.

Updates: Uploaded: 3/19/09

### **Diabetes Awareness**

Diabetes is the most prevalent chronic disease among children and adolescents. Studies have estimated that diabetes affects approximately 1 in 400 school-age children and with increasing trends of childhood obesity, this number is continually rising. As a teacher, you will likely have the responsibility of caring for the safety and education of a child afflicted with diabetes. Written by Brittany Gage, GCN's Research & Writer, you will learn the following objectives in this tutorial: What is Diabetes, Types of Diabetes, Symptoms, Health Risks, How is Diabetes Managed, Low Blood Glucose, High Blood Glucose, Elements of Diabetes Management, Who is Responsible, Diabetes Medical Management Plan (DMMP), Education Plan, Diabetes and the Law, And emphasizing nutrition and exercise.

Updates: Uploaded: 9/8/09

### **Discrimination**

Issues related to discrimination in employment are varied. Anyone in a position of authority over another employee (whether direct or indirect) needs to be aware of the many ways discrimination may occur, whether it is intentional or, and more likely, unintentional. This tutorial will review the definition of discrimination; protected classifications and how they became protected; policies of non-discrimination and the rights of employees to make a claim; handling a claim of discrimination; and supervisory responsibilities.

Updates: Uploaded: 9/2007

### **Diversity**

The demographics of America's population have significantly changed. Minority populations continue to grow. And there are more employees with physical and mental disabilities in the work place. This diverse population is the pool of future employees, supervisors, students, teachers, etc. The labor pool is also expected to diminish with the upcoming retirement of baby boomers. It is expected that their will not be enough individuals to fill the open jobs. In this tutorial developed by Toni Talbot of Human Resource Management Services, you will learn what diversity is and why it is important; learn how to make diversity part of your organization's culture via policy, practice and training; learn that diversity is more about respect and appreciation of others rather than differences; and you will learn that it takes time, determination and planning to instill diversity but that the gain is worth the effort.

Updates: Uploaded: 6/27/08

### **Domestic and Sexual Violence**

Children and/or young adults suffer violence by adults, partners, and other students in their lives. They bring special issues to school officials and require special care, protection, and compassion. Students experience many of the same traumas adults experience, but the loss of trust for an adult or someone close to them and the pain of the loss of innocence or wounds can be especially difficult to understand and manage. Schools need to be especially sensitive to the signs of violence and abuse and need to be on the first line of protecting the students they serve. Developed by Michael Livovich, in this tutorial you will learn the three types of domestic and sexual violence; characteristics of abusers and the abused; warning signs of abuse; local procedures on the part of the school system and the staff member; and state remedies afforded to individuals

who are abused.

Updates: Uploaded: 11/11/11 2/21/11: Revised slide 25; Added slide 26.

### **Ethics & Boundaries for School Employees**

A majority of adults working in America's public schools are devoted to the safety, well-being, and education of the children who attend those schools. Yet, reports of teachers, coaches, and other school staff members abusing students in kindergarten through high school abound. Oftentimes, this inappropriate conduct is sexual in nature. While certain individuals are predators who seek employment in schools to surround themselves with potential victims, other school staff unexpectedly find themselves in a 'love' or 'lust' situation with a student. This is often the result of poor choices and/or a lack of training regarding the dangers of certain behaviors by the school employee. Written by Maureen Lemon, attorney with Ottosen Britz Kelly Cooper & Gilbert, Ltd., this tutorial trains school employees about appropriate professional boundaries with students and about actions to take or not take to successfully maintain those boundaries.

Updates: 5/12/10 -- uploaded

### **FERPA**

This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and State Special Education rules and regulations. Upon completion of this tutorial, staff will gain a knowledge of the law and policies; an understanding of their responsibilities; and an understanding of how to protect a family's right to privacy.

Updates: Uploaded: 9/2005

### **Fire Extinguisher**

How to Properly Use a Fire Extinguisher: OSHA mandates that if a workplace has fire extinguishers available for employee use, the employer must notify their workers about the general principles of fire extinguisher use. This tutorial reviews the types of fires, types of fire extinguishers, the rules for fighting fires, fire extinguisher use, fire extinguisher inspection, and fire extinguisher maintenance.

Updates: Uploaded: 8/14/07

### **First Aid in Schools**

Being familiar with first aid procedures can significantly reduce the risk of death or serious injury. First Aid has three major goals: To preserve life, prevent further harm, and promote recovery. This tutorial will illustrate your role in achieving these goals and providing safety in the classroom.

Updates: Uploaded: 9/2/09

### **FLSA**

The Fair Labor Standards Act of 1938, as amended, also known as FLSA is the federal law establishing minimum wage, overtime pay, recordkeeping, and youth employment standards. These standards impact more than 100 million workers in both the public and private sectors. The FLSA is intended to set basic wage and hour standards to protect the best interest of the American workforce. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct you about the four areas FLSA oversees; exemptions; the Fair Minimum Wage Act of 2007; overtime pay; recordkeeping; Youth Employment; employment practices; FLSA administration and Enforcement; what employers must do for Compliance; and Penalties.

Updates: Uploaded: 3/5/09

### **FMLA**

Written by Daniel R. Murphy of McLocklin, Murphy & Dishman LLP, this tutorial reviews the three conditions required for employee eligibility for benefits under the Act. Condition 1: The employee must have worked for the district for at least 12 calendar months. Condition 2: The employee must have actually worked at least 1,250 hours during the most recent 12 months. Condition 3: The employee must work at a worksite with at least 50 employees within 75 miles of the worksite. Several examples are also provided.

Updates: 9/18/09: Updated

### **Food Safety**

Foodborne illness affects millions of persons each year and costs billions of dollars due to loss of consumers, negative publicity, loss of reputation, legal fees, and lost days from work due to illness. The number one way to avoid allegations of food borne illness is to have a comprehensive food safety program with management commitment and well-trained employees. Developed by Diane Schweitzer of the School City of Hammond, this tutorial will show you how you can accomplish such a successful food safety program.

Updates: Uploaded: 11/17/08

### **Forklift Safety**

It is a violation of Federal law for anyone under 18 years of age to operate a forklift or for anyone 18 or over who is not properly trained and certified to do so. Developed in partnership with Enviroair, this tutorial describes the rules and responsibilities required for correct forklift safety.

Updates: Uploaded: 12/27/07

### **Fraud Prevention**

Fraud and theft costs school districts, colleges and universities millions of dollars every year, dollars that can be used for the direct benefit of educating students. Written by Diane Schweitzer of the School City of Hammond, in this tutorial, you will learn: The definition of fraud; Who commits fraud; Legal and social implications of fraud; Why people commit fraud; What motivates employees to commit fraud; What conditions present the opportunity to commit fraud; How administrators may unwittingly allow fraud to occur; About risky environments for fraud; Items typically targeted for fraud; What raises auditor red flags for fraud; How educational administrators can be more vigilant about fraud; And about internal control measures to prevent fraud.

Updates: Uploaded: 6/25/09

### **Gang Awareness**

Gang membership is up to one million (according to 2009 law enforcement reports) with forty-percent of members under eighteen years old. Under the right circumstances, even the most mild-mannered student can become involved in gang activity. This tutorial will discuss how to identify, manage, and prevent gang activity.

Updates:

### **General Harassment**

Employees now have a reasonable expectation that they will be treated respectfully and professionally by their co-workers, vendors, and especially their boss. Essentially, employees know that they will not be harassed on the basis of their gender, age, race, religion, national origin, or other protected classification. In this tutorial, you will learn about the concept of harassment, employers' responsibilities, employees' responsibilities, potential consequences for violations, and taking personal responsibility.

Updates: Uploaded: 2/4/08

### **Hand Washing**

Hand washing is a simple habit most people do without thinking. Yet hand washing, when done properly, is one of the best ways to avoid getting sick and can significantly reduce the spread of infectious diseases. This tutorial will discuss the dangers of not washing your hands; diseases commonly spread through hand contact; food related illnesses; when you should wash your hands; what to wash hands with; proper hand washing with soap and water; and proper use of an alcohol-based hand sanitizer.

Updates: Uploaded: 1/12/09

### **Handtool Safety**

The use of hand and power tools is such a common part of our workday that it is difficult to remember that they may pose hazards. These tools are manufactured with safety in mind, but tragically, serious accidents can occur before the user takes the necessary steps to search out, avoid, or hopefully eliminate tool-related hazards. In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of hand and power tools and the safety precautions necessary to prevent those hazards. Developed by Villa Environmental, in this tutorial, you will learn the common ways hand tools are misused; employee and employer responsibilities; hand tool and power precautions; use of power tool safety guards; utilize safety switches and other built in power tool features; understand and avoid power tool dangers; general power tool practices; safety ideas for a variety of power tools; use of personal protective equipment; and general safety rules of hand and power tools.

Updates:

### **Hazard Communications**

This tutorial provides the minimum legal compliance required for the Hazard Communications Standard. According to this standard, every employee has the right to know about any operation in his or her work area when hazardous chemicals are present. The training must be completed at the time of initial assignment and whenever a new chemical is introduced into the employee's work area.

Updates: Updated: 12/27/07 2/22/2010: Slide 29 Question 2, now reads "If you are unsure about the procedures in how to handle a chemical, refer to the Material Safety Data Sheets."

## Hazard Communications Spanish

Updates: Updated: 12/27/07

## HIPAA

On April 14, 2003, the "Privacy Rule" of the federal Health Insurance Portability and Accountability Act of 1996 or "HIPAA" came into effect. This regulatory scheme for the first time provides nationally applicable privacy standards regarding personal health information. This tutorial provides an overview of the Privacy Rule as it applies to employers outside of the healthcare industry.

Updates: 10/28/09: Updated

## Homeless Students

In the United States, 2.3 to 3.5 million people experience homelessness each year. Of these numbers, somewhere in between 900,000 and 1.4 million will be children. In the school year 2008-2009, the estimated number of homeless children attending public schools in the United States exceeded one million. At least 20% of homeless children nationally do not attend school. In this tutorial, you will learn about the educational rights of homeless children and youth.

Updates: 5/12/10 -- uploaded

## Interviewing Skills

Developed in partnership with Hiring Solutions, Inc., this tutorial describes the three basic steps to the interview process (pre-interview preparation, the interview itself, and the post-interview follow-up), reviews lawful and unlawful questions that can be asked during an interview, and provides sample job related questions.

Updates: Uploaded: 8/3/2009

## Ladder Safety

Under the provisions of the OSHA standard, employers must provide a training program for each employee using ladders. The program must enable each employee to recognize hazards related to ladders and to use proper procedures to minimize these hazards. Written by Villa Environmental, this tutorial will review training requirements, general requirements, key requirements for fixed ladders, ladder safety devices and related support systems for fixed ladders, use and placement of all ladders, ladder safety when using a ladder and structural defect procedures.

Updates: Uploaded: 12/1/08

## Lead Paint Awareness

Written by Villa Environment, this tutorial is designed to provide an understanding of lead-based paint, the properties of lead, and how to minimize exposure to lead-based paint during operations, maintenance, painting, and general renovation activities.

Updates: Created: 8/20/2010

## Lock Out - Tag Out

According to OSHA, it is required that all equipment be locked out during servicing and/or maintenance work to protect against accidental or inadvertent activation that could result in personal injury or equipment damage. In addition to disconnecting the power source, it is also required that all residual pressures be relieved and energizing lines closed and secured prior to and during any such work. This tutorial establishes the minimum requirements for the lockout of energy sources whenever maintenance or servicing work is done on machines or equipment. It will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any service or maintenance work where the unexpected or unintended energization or start-up of the machine or equipment, or release of stored energy, could cause injury. All employees (authorized, affected, or others) are required to comply with the requirements of lockout.

Updates: Uploaded: 10/6/08

## Mold Indoor Air Quality

Concern about indoor exposure to mold has been increasing as the public becomes aware that exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Health concerns are an important reason to prevent mold growth and to clean up molds in indoor environments. Written by Villa Environmental, this tutorial is a guide for building managers, maintenance personnel, custodians, and others who are responsible for commercial, governmental or school buildings and operations. Using this tutorial, individuals with little or no mold experience should be able to make a reasonable decision as to whether the



situation can be handled by your own staff.

Updates: Uploaded: 7/14/09

### **Office Ergonomics**

Ergonomics is a discipline that involves arranging the environment to fit the person in it. When ergonomics is applied correctly in the work environment, visual and musculoskeletal discomfort and fatigue are reduced significantly. Written by Villa Environmental, in this tutorial you will learn what is ergonomics, two categories of ergonomic factors, definition of Cumulative Trauma Disorders (CTD's), risk factors of office related CTDs, types of repetition tasks that cause CTDs, awkward positions that cause CTDs, excessive force tasks that cause CTD's, prevention Strategies for CTD's, signs and Symptoms of CTD's, headaches/eyestrain, and ergonomic products.

Updates: Uploaded: 2/9/09

### **Personal Protection Equipment**

Selection of the proper personal protection equipment for a job is critical for the safety of all employees. Employers and employees must understand the equipment's purpose and it's limitations. The purpose of this tutorial is to describe the types of equipment most commonly used for the protection of the head, eyes and face, ears, respiratory, torso, arm and hand, and foot and leg. Please note that use of equipment does not eliminate a hazard and if the equipment fails, exposure will occur. Hence, equipment must be properly fitted and maintained in a clean and serviceable condition at all times.

Updates: Uploaded: 2005

### **Playground Safety**

Developed in partnership with the Michigan School Business Officials (MSBO), this tutorial describes playground safety precautions including surfacing, use/fall zone for equipment, layout and design of playgrounds, general hazards, supervision guidelines, inspection, maintenance and record keeping. It was developed as a guideline to help communities, school, day-care centers and other groups build safe playgrounds.

Updates: Uploaded: 2005

### **Safe Lifting for Special Education**

The passage of the Education of All Handicapped Children Act or EHA (now known as the IDEA) has ensured more physically and medically-fragile students are being served in our schools. The inclusion of fragile students in schools has presented many challenges, however, because many require lifting and transferring a student and equipment from one place to another. The lifting and transferring of students may be easy when children are babies, but many students are large, with substantial weight, and are fragile. Without the assistance of lifting devices and proper body positioning and conditioning, the risks for injury of the student and caregiver increase. This tutorial has as its main purpose to provide information and instruction in safe lifting and transferring of students with special needs.

Updates:

### **School Bus Driver Safety**

Written by Mark Niewonder of the Van Buren Intermediate School District, an authority in School Bus Driver Safety, this tutorial provides the school bus driver with several tips to safely carry out their daily school bus driving tasks. The content includes: Injury Protection, Passenger Management, Post-Trip Inspection, Dealing with Emergency Situations, and Positive Parent Contacts Methods.

Updates: Uploaded: 8/8/09

### **Seclusion and Restraints**

Since the mid-1970's, national attention has been focused on the education of individuals with disabilities in our schools. Unfortunately, there is little direction at the national and state levels on how to manage difficult behaviors. Some schools have resorted to removing and restraining students without proper direction or oversight. Many schools have employed procedures called seclusion (commonly referred to as "time-out") and physical restraint to intervene when a student is a danger to him/herself or others. Developed by Michael Livovich, in this tutorial you will learn about seclusion and physical restraint (what they are and what they are not); about Positive Behavioral Intervention Supports (PBIS), including: Positive procedures for schools on the use of seclusion and physical restraint and State Guidance on the Use of Seclusion and Physical Restraint.

Updates: Uploaded: 11/11/11

### **Section 504**

The Rehabilitation Act of 1973 was the first federal legislation written to respond to civil rights protection for

“handicapped persons.” Unfortunately, even in 1977 when Section 504 of the Rehabilitation Act was put into action, there still was much confusion as to what was the responsibility of Section 504 in comparison to existing special education laws. It was not until 1991 that the differences and the similarities of all existing legislation were clarified. Written by Michael Livovich, Owner/Consultant for Partners for Educational Reform, this tutorial will focus on the following aspects of the 504 Section of the Rehabilitation Act of 1973: The Statute for Section 504; Compliance requirements for Section 504; and Identification and location of children and adults that may qualify for Section 504 protection.

Updates: 9/23/09: Tutorial uploaded.

### **Sexual Harassment**

This tutorial educates employees about the basics of sexual harassment (including how to prevent it in the workplace), what to do if you feel you have been sexually harassed, and what to do if you witness or are a victim of sexual harassment. Reviewed for accuracy and completeness by Dow, Lohnes and Albertson, the tutorial also provides several sexual harassment case scenarios.

Updates: Updated: 4/9/09

### **Sexual Harassment Spanish**

Updates: Updated: 4/9/09

### **Slip & Fall Prevention**

Slips and falls are the second leading cause of accidental death in the workplace and are one of the most costly types of workers' compensation and general liability claims. Written by Rick Villa of Villa Environmental, in this tutorial you will learn how slips occur; how trips and falls occur; about trips and falls on stairs; about various slip, trip and fall trouble zones; about cleaning spills; how to prevent slips, trips and falls; how to fall properly; what to do if a slip, trip or fall occurs; and about the employee role in preventing slips, trip and falls.

Updates: Uploaded: 4/9/09

### **St and Fed Laws K12**

Updates: Updated: 2005

### **Steroid Use Awareness**

Steroid use by high school students, especially by athletes, has become an issue of national concern, especially with the media attention on illicit steroid use by professional athletes. Students look to professional athletes as role models, admiring them for athletic abilities and record-setting feats. Students wishing to attain the same level of success may look to performance enhancing, non-prescription steroids as a shortcut to achieve the same results as star athletes. Written by Diane Schweitzer of the School City of Hammond, this tutorial describes what steroids are, how they are used by licensed physicians, how they may be used illegally for performance enhancing purposes, symptoms and side effects of steroid use, and what school administrator can do about steroid use.

Updates: Uploaded: 2/22/09

### **Student-to-Student Hazing and Harassment**

Schools today are faced with many issues regarding the education of its students. Among those many responsibilities, schools are entrusted with the safety of its students and staff. As a result of events such as the shootings at Columbine High School and other schools and post high school institutions around the nation, schools have exercised due diligence by installing security measures to keep those wishing to inflict harm out of school facilities. In their efforts to maintain a safe, orderly, civil and positive learning environment, schools continue to face what has come to be known as “internal terrorism” coming from students and even staff members. Internal terrorism includes such problems as hazing, harassment (including sexual harassment), bullying, cyber-bullying, and discrimination, especially concerning sexual orientation. All forms of “internal terrorism” deny a student a threat-free educational environment and should not be tolerated in any form. The participants of this tutorial will gain an understanding of the following: The definitions of “internal terrorism,” including hazing, harassment, bullying, cyber-bullying, and discrimination of students because of sexual orientation; The Ten Myths and characteristics of Internal Terrorists; Proactive procedures to combat internal terrorism; and The importance of character education programs.

Updates: 2/21/11: Changed slide 30 and 32. Added slide 31.

### **Suicide Prevention**

In 2006, suicide was ranked the 3rd leading cause of death in youth ages 15-24, according to the American Association of Suicidology. Suicide rates for a younger age group (10-14) increased 50% between 1981 and 2006. Furthermore, it is estimated that for every one completed suicide, there are 100-200 suicide attempts. Written by GCN's Researcher/Writer Brittany Gage, in this tutorial you will learn about Basic Suicide Facts, Risk Factors, Warning Signs: Early Signs, Warning Signs: Late Signs, Prevention Overview, Prevention: Protective Factors, Intervention, Resources for help, Handling an Attempt on School Premises, and Postvention.

Updates: 9/22/09: Uploaded Tutorial

### **Swine Flu (H1N1) General Overview**

Novel H1N1 (referred to as "swine flu" early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. This virus is spreading from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread. On June 11, 2009, the World Health Organization (WHO) signaled that a pandemic of novel H1N1 flu was underway. This tutorial provides a general overview of the swine flu. The content comes from the Centers for Disease Control and Prevention.

Updates: 10/27/09: Updated

### **Swine Flu (H1N1) School Action Plan**

Updates: 10/27/09: Updated

### **Telephone Etiquette**

The use of proper telephone etiquette leaves a favorable impression of you and your organization. Whether you are receiving calls or making calls, the tips provided in this tutorial will help you present a professional image and positively represent your organization. In this tutorial, you will learn how to properly answer a phone call; proper phone etiquette; how to handle frustrated callers; how to make a phone call; placing calls on hold; transferring calls; taking messages; ending conversation; and voice mail etiquette.

Updates:

### **Videoconferencing pt1**

Updates:

### **Videoconferencing pt2**

Updates:

### **Videoconferencing pt3**

Updates:

### **Videoconferencing pt4**

Updates:

### **Videoconferencing pt5**

Updates:

### **Videoconferencing pt6**

Updates:

### **Workplace Violence**

Employers and their staff must be diligent and have a degree of knowledge on how to deal with acts of violence in the workplace. In this tutorial written by Toni Talbot from Human Resource Management Services, LLC, you will learn about the types of violence both direct and implied; sources of violence; methods of prevention; policies and procedures for workplace violence; dealing with the aftermath; recognizing that you can not do everything to prevent violence; and the potential liability of workplace violence.

Updates: Uploaded: 5/4/08 2/21/11: Updated slides 11, 12, & 14. Removed the last sentence from slide 16.