

**City of St. Charles School District**

Employee verification of receipt of Board Policies, Guidelines, Handbooks and Videos  
2018-2019

PRINTED NAME \_\_\_\_\_

POSITION \_\_\_\_\_

BUILDING \_\_\_\_\_

All St. Charles School District Board Policies can be obtained from the following location:  
District website <http://www.stcharlessd.org>-About Us-Board of Education-Board Policies

Required employee training is located on the district website <http://www.stcharlessd.org> – Employees – Required Training. All employees are required to view the following trainings:

- **Bloodborne Pathogen Exposure Prevention (found on the Safe Schools website)**
- **Health Emergencies: Life-Threatening Allergies (found on the Safe Schools website)**
- **MUSIC Bullying: Recognition & Response (found on the Safe Schools website)**
- **Music Sexual Misconduct: Staff-to-Student (found on the Safe Schools website)**
- **Youth Suicide: Awareness and Prevention (found on the Safe Schools website)**
- **Board Policy Overview (found on our school district website)**
- **Run, Hide, Fight (found on our school district website)**
- **Isolation, Seclusion & Restraint Part 1 and 2 (found on our school district website)**
- **Computer Security Awareness (information will be emailed to all employees)**

- Staff Handbook-found on the district website-Employee-Required Training page
- Staff Conduct (GBCB)
- Student-Staff Relationships (GBH)
- Short-Term Leaves and Absences Policy (GCBDA/GDBDA)
- Staff Absences and Tardiness (GBCBC)
- Family and Medical Leave Act (GBBDA)
- Drug-Free Workplace (GBEBA)
- Employee References (GBLB)
- Staff Use of Communication Devices (GBCC)
- Prohibition Against Illegal Discrimination, Harassment and Retaliation (AC)
- Technology Usage (EHB)
- School Volunteers (IICC)
- Supervision of Students (JHFA)
- Isolation, Seclusion, and Restraint (JGGA)
- Bullying (JFCF)
- Corporal Punishment (JGA)
- Reporting and Investigating Child Abuse/Neglect (JHG)
- Universal Precautions
- Family Educational and Privacy Rights Act
- Code of Conduct (facilitated by building principal)
- Emergency Preparedness (facilitated by building principal)

\_\_\_\_\_  
Signature Date

**My signature indicates I have reviewed and understand all required staff policy documents and training videos. Also, I understand where to direct any additional questions I may have regarding any issues covered.**

*Please feel free to make a copy of this form for your files.*

**Submit signed form to building/department secretary to be forwarded to Human Resources for your personnel file.**