



Date: July 22nd, 2024

Introduction to Safety and Compliance Training

At the West Contra Costa Unified School District (WCCUSD), we hold ourselves to the highest standards of safety, compliance, and professional development. In alignment with this commitment, we require all employees to participate in our designated Keenan Mandatory Compliance Training. This training is crucial not only for meeting the operational standards expected within our district but also for ensuring compliance with both federal and state educational guidelines.

Keenan Mandatory Compliance Training Period: July 22nd, 2024 - October 1, 2024:

All staff and employees are required to complete the Keenan Mandatory Compliance Training within the specified period from July 22nd, 2024, to October 1, 2024. This time frame is established to ensure all staff meet the necessary compliance requirements efficiently and effectively.

The Keenan Mandatory Compliance Training covers various subjects that are pivotal to the daily safety and legal responsibilities of our staff. These training sessions are designed to equip our employees with the knowledge and skills necessary to uphold safety standards for themselves, their coworkers, and, most importantly, our students. By completing this training, you are playing a vital role in maintaining the integrity and safety of our educational environment. This is not just about meeting legal obligations our goal is to foster a culture of continuous improvement and awareness that enhances the educational experience for everyone in our community.

Online Training System and Notification Process:

In order to facilitate timely and effective training, the West Contra Costa Unified School District utilizes the Keenan Safe Schools online training system. All staff and employees will be promptly notified via email when trainings are assigned to them. These email notifications include reminders and direct links to the training courses, which can be accessed through our website at Keenan Safe Schools Training. This system ensures that each staff member can easily access their required training modules at any time.

Login Instructions for Accessing Training:

To access the training modules, follow these simple steps:

- 1.) Go to the login page: <https://wccusd-keenansafeschools.com/login>.
- 2.) Enter your username, which is your WCCUSD Employee ID.
- 3.) Click "Log me in!" to access your assigned training modules.

These steps will guide you through logging into the Keenan Safe Schools system where you can complete your compliance training at your convenience. If you encounter any issues during the login process or while navigating the system, assistance is readily available to ensure that you can access and complete your training effectively.



Legal Directive Regarding Non-Compliance:

Pursuant to the policies of the West Contra Costa Unified School District and in accordance with applicable California education codes and federal employment laws, completion of the Keenan Compliance Training is a mandatory requirement for all staff and employees. This training is essential for performing job functions within the district and for ensuring legal compliance.

Record of Non-Compliance:

1.) Removal of Access: After the deadline of October 1, 2024, the Keenan Compliance Training will be removed from the system. Staff and employees who fail to complete the training by this deadline will lose access to the training materials until the next fiscal year.

2.) Record of Non-Compliance: A formal letter will be issued to document instances of non-compliance with the training directive among staff and employees. This letter will list the specific individuals who have failed to meet the mandated training requirements. Attached will be the Keenan Compliance tracking spreadsheet, which provides a detailed record of non-compliance. Direct supervisors of the non-compliant staff or employees will be notified accordingly. This documentation will be maintained on file for 3 years and may be referenced during future performance evaluations and any potential disciplinary proceedings.

It is imperative that all employees adhere to this directive and complete the mandatory training within the designated period to avoid these consequences. Your proactive engagement is crucial to maintaining our standards of safety, legality, and professional integrity.

Thank you for your commitment to excellence and adherence to our safety and compliance standards. Together, we create a safer, more effective learning environment for all members of the West Contra Costa Unified School District.



Professional Development Course Outline Management Mandatory Training

Courses Overview

The West Contra Costa Unified School District (WCCUSD) mandates that all management to complete compulsory training courses. These training courses are designed to ensure that all staff members are aware of essential legal and regulatory requirements to maintain a safe, inclusive, and legally compliant educational environment for the well-being of both students and staff.

Course 1: Mandated Reporter Training Child Abuse & Neglect:

Course Time: 51 minutes

California Penal Code Section 11165.7: Identifies school district employees as mandated reporters who must report suspected child abuse or neglect. California Assembly Bill 1432: Requires annual training for all school district employees on child abuse and neglect reporting.

Course 2: Blood-borne Pathogens Exposure Training:

Course Time: 23 minutes

Cal/OSHA Bloodborne Pathogens Standard (CCR Title 8, Section 5193): Mandates training for employees at risk of exposure to bloodborne pathogens. California Assembly Bill 290: Ensures comprehensive training for all potentially exposed school personnel.

Course 3: Integrated Pest Management (IPM) Training:

Course Time: 60 minutes

Healthy Schools Act of 2000 (AB 2260): Requires schools to implement IPM and provide annual training to staff involved in pest management. California Education Code Section 17608-17614: Details training requirements for school staff regarding pesticide use and staff using disinfecting wipes.

Course 4: Title IX Compliance Overview - Updated:

Course Time: 48 minutes

Title IX of the Education Amendments of 1972: Prohibits sex-based discrimination in federally funded education programs. California Education Code Section 221.8: Mandates training on Title IX rights and responsibilities for school staff.

Course 5: Sexual Harassment - Sexual Misconduct: Staff-to-Student:

Course Time: 37 minutes

California Government Code Section 12950.1: Requires supervisors to receive at least two hours of sexual harassment training every two years. California Assembly Bill 1825: Established mandatory training for supervisory employees. This course educates staff on legal responsibilities, policies, and responses to prevent and address sexual harassment and misconduct in educational settings.

Course 6: Workplace Violence Prevention Training:

Course Time: 31 minutes

Cal/OSHA Workplace Violence Prevention Standard (Title 8 CCR, Section 3342): Requires employers to implement a workplace violence prevention plan and provide training. California Senate Bill 1299: Mandates workplace violence prevention training for specific high-risk sectors, including education.

Course 7: Human Trafficking Awareness Training:

Course Time: 60 minutes.

California Assembly Bill 1227: Mandates human trafficking prevention education and training for school staff. California Penal Code Section 236.1: Provides guidelines for training on recognizing and reporting human trafficking.



Professional Development Course Outline

WCCUSD Specific Policy Courses:

WCCUSD Employee Use of Technology Policy - Course Time: 3 minutes

WCCUSD Nondiscrimination, Harassment and Bullying - Course Time: 10 minutes

WCCUSD Immigration Enforcement Policy - Course Time: 5 minutes

WCCUSD Management of District Assets/Accounts Policy - Course Time: 2 minutes

WCCUSD Sexual and Gender-Based Harassment Policy and Acknowledgement - Course Time: 10 minutes

WCCUSD Statement of Mandated Reporter - Course Time: 5 minutes

WCCUSD K-12 Suicide Prevention Policy – Course Time: 3 minutes

WCCUSD Naloxone Prevention Training Policy – Course Time: 5 minutes

Mandatory Total Training Duration: 353 minutes (5.88 hours)

Suggested Optional Courses

Course 1: Youth Suicide: Awareness, Prevention and Postvention:

Course Time: 60 minutes

California Assembly Bill 1767: Extends the requirement for suicide prevention policies to grades K-6 in addition to grades 7-12. While specific personnel are not explicitly required to undergo training, comprehensive and accessible training is implied for all school staff who interact with students.

Course 2: Homelessness Awareness Training:

Course Time: 28 minutes

McKinney-Vento Homeless Assistance Act: Ensures educational rights and protections for homeless children and youth, requiring awareness training for school staff. California Education Code Section 48850-48859: Requires school districts to provide training on the educational rights of homeless students.

Each course is designed to ensure that the West Contra Costa Unified School District employees and upper management meet the legal requirements and are equipped with the necessary knowledge and skills to perform their duties effectively and safely.