

Required Annual Employee Videos

How to Access and Complete



from our partnership with . . .



Each school year, all employees are required to refresh their understanding of particular practices, policies, and procedures through the viewing of online videos that are housed on the SafeSchools Training platform. The specific videos will vary depending on your position with the District; however, you will have the opportunity to earn inservice points for viewing the videos assigned to you. Inservice points will be awarded by the PD Contact for your work site.

Follow these directions to access the SafeSchools Training platform:

1. Open an Internet Browser (we recommend Chrome or Firefox)
2. Go to the inside.stjohns Safeschools webpage: <https://inside.stjohns.k12.fl.us/hr/safeschools/>
3. Log in using your SJCS D single sign on credentials



4. Click on Login to SafeSchools Training on the right
5. Log in using your SJCS D single sign on



6. The required Employee Video Courses will appear
7. As you complete each Video Course, you will receive a message of: **Congratulations!** You've completed this course. and a green checkmark will note that you have completed that task. You may view and/or print your certificate of completion:



Understanding Cultural Diversity
Custom

Completed
3 Minutes

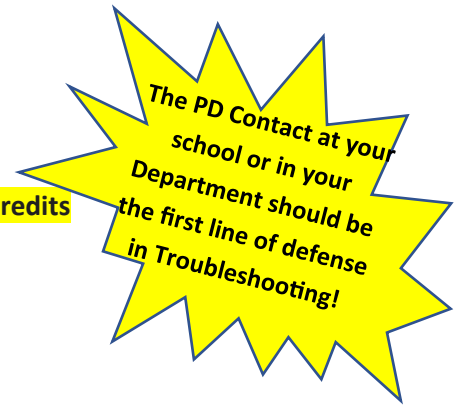


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Required Annual Employee Videos

How to Access and Complete

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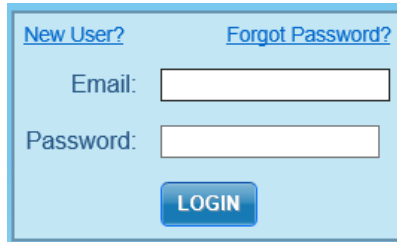


1. **Returning Employees must complete the following:** **3 Inservice Credits**
 - a. Sexual Harassment: Staff-to-Staff 34 minutes
 - b. Workplace Bullying: Awareness and Prevention 18 minutes
 - c. Ethics Awareness In and Out of the Workplace 22 minutes
 - d. Discrimination Awareness in the Workplace 22 minutes
 - e. Bloodborne Pathogen Exposure Prevention 22 minutes
 - f. Understanding Cultural Diversity 3 minutes
 - g. Identifying and Reporting Child Abuse (DCF)* 60 minutes
 - h. Mental Health Awareness 1 minute
 - i. Common Health Problems in the Classroom 14 minutes
 - j. IT Security Awareness Training 15 minutes
2. **New Employees must complete the following:** **3 Inservice Credits**
 - a. Sexual Harassment: Staff-to-Staff 34 minutes
 - b. Workplace Bullying: Awareness and Prevention 18 minutes
 - c. Bullying Prevention and Teen Dating Violence and Abuse 19 minutes
 - d. Discrimination Awareness in the Workplace 22 minutes
 - e. Effective Methods of Parent-Student Communication 2 minutes
 - f. Effective Classroom Management 20 minutes
 - g. Identifying and Reporting Child Abuse (DCF)* 60 minutes
 - h. Password Security Basics 10 minutes
 - i. Common Health Problems in the Classroom 14 minutes
 - j. IT Security Awareness Training* 15 minutes
 - k. The Culture of SJCS 20 minutes
3. **Adjunct Coaches must complete the following:** **2 Inservice Credits**
 - a. Sexual Harassment: Staff-to-Staff 34 minutes
 - b. Workplace Bullying: Awareness and Prevention 18 minutes
 - c. Discrimination Awareness in the Workplace 22 minutes
 - d. Bloodborne Pathogen Exposure Prevention 22 minutes
 - e. IT Security Awareness Training 15 minutes
4. Your ILC or School Secretary will track your progress. Please check to see if you need to present any certificates at your work site or if the ILC or Secretary will track using the Safeschools Reports.
5. Some job-types may find it difficult to view these courses due to limited access to technology. **In these situations, work sites may create group viewing opportunities and use one of the verification forms.**

*All Employees are required to ANNUALLY complete the DCF Course: **Identifying and Reporting Child Abuse and Neglect** as per F.S. 1012.98(12). PLEASE CAREFULLY FOLLOW THESE STEPS TO COMPLETE:

A. DCF Online Training– Follow these instructions:

- a. Click **Start** 
- b. Click **DCF Online Training**



*Please note that this is on an outside website on a new browser tab. Do Not close the other tabs.

B. You will come to a log in screen:

- a. If you have used this site before, then you can log in. If you are a new user, click [New User?](#) and create an account.
- b. Complete both modules on this site including the quizzes for each
- c. You will then see your new certificate added the list where you may view or print if you wish



Welcome Melinda, ([edit info](#)) ([Logout](#))

Congratulations! You completed the course on 7/24/2019

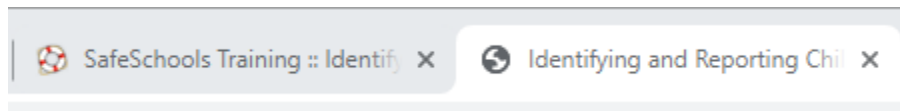
The Florida Department of Education shall require training for all employees provided by the Department of Children and Family Services. The Department of Education has provided guidance that this training has to be taken once, unless the school district state...

If your school district requires the course to be completed annually, you may retake the course to get a new certificate of completion.

[VIEW COURSE](#) [RETAKE COURSE](#)

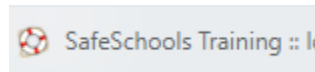
Your Certificates of Completion		
Started	Completed	
11/20/2015	11/20/2015	View Certificate
7/9/2019	7/23/2019	View Certificate
7/24/2019	7/25/2019	View Certificate

C. You should now see the following tabs across the top of your browser:

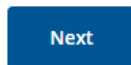


a. You are currently on the Identifying and Reporting Tab

b. Click on the Safeschools Training Tab



c. The **Next** button is now live on this page



d. Click the blue **Next** button



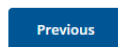

DCF Online Training

Please click the link below to view an online training presentation on the Florida Department of Children and Families website. If you do not already have an account on this website, you will need to create one in order to access the presentation.

[DCF Online Training](#)

After you've reviewed the policy, please come back here and advance to the next screen to complete the process.

e. Check the box on the screen Verifying that you have completed the DCF Course



Thank you for reviewing the DCF Online Training on Identifying and Reporting Child Abuse and Neglect. Please check the box below.

I have completed the Identifying and Reporting Child Abuse and Neglect presentation, and I have printed my Certificate of Completion and submitted a copy of the Certificate to the PD Contact* for my work location. (*this is usually the ILC or Executive Secretary)

f. Locate the **Finish**  button in the top right corner of the screen



g. Click Finish

h. You will return to the Safeschools page where you will see



DCF Online Training
60 Minutes Reading Completed

6. Your ILC or School Secretary will track your progress. Please check to see if you need to present any certificates at your work site or if the ILC or Secretary will track using the Safeschools Reports.
7. Some job-types may find it difficult to view these courses due to limited access to technology. **In these situations, work sites may create group viewing opportunities and use one of the following verification methods:**

**Addendum to
Required Annual Employee Videos
How to Access and Complete**



The following are additional instructions for completing the course titled:

IT Security Awareness Training

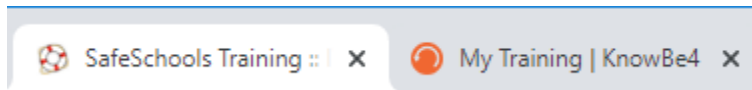
- A. Log in to Safeschools and Select the **IT Security Awareness Training Course**
- B. Click the link to go to: [KnowBe4 Online Training](#)
- C. This will take you to a third-party website, so you will now have two Internet Browser Windows Open:



- D. Enter your eMail address
- E. Watch the video and complete the embedded quizzes
- F. When you have completed, you will see the opportunity to print a certificate form the KnowBe4.com site

G. NOW DO THIS:

- a. **Click back on the Safeschools Browser Tab**

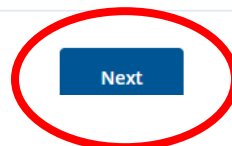


- b. **The NEXT button is now dark blue and "LIVE" Click the Next button**

IT Security Awareness Training by KnowBe4

Please click the link below to view an online training presentation on the KnowBe4 website. To get started with the training, you will be prompted to login using your firstname.lastname@stjohns.k12.fl.us email address and STJOHNS password to access the training.

[KnowBe4 Online Training](#)



a. Click to check the box verifying that you completed the IT Security Awareness Training

Previous

Thank you for completing the IT Security Awareness Training by KnowBe4. Please check the box below.

I have completed the KnowBe4 Security Awareness training.

Finish →

b. Click the FINISH button in the top right corner

c. You will return to the Safeschools page where you will see

Course Sections



IT Security Awareness Training by KnowBe4

⌚ 15 Minutes Reading Completed

View



d. Now you are ready to move on to your next course, and your PD Contact (ILC or Executive Secretary) will be able to pull your progress in the Safeschools Reports

St. Johns County School District
2020-2021
Acknowledgement Form for New Hires 2020-2021

I acknowledge I have viewed the items listed below: (please initial)

_____ applicable Training Presentations found at: <https://inside.stjohns.k12.fl.us/hr/safeschools/>

I have been made aware that failure to review the following presentations may result in some form of disciplinary action:

- Sexual Harassment: Staff-to-Staff
- Workplace Bullying: Awareness and Prevention
- Bullying Prevention and Teen Dating Violence and Abuse
- Discrimination Awareness in the Workplace
- Effective Methods of Parent-Student Communication
- Effective Classroom Management
- Identifying and Reporting Child Abuse (DCF)*
- Password Security Basics
- Common Health Problems in the Classroom
- IT Security Awareness Training
- The Culture of SJCS D

Please initial and date when presentation was viewed.

Date: _____ Sexual Harassment: Staff-to-Staff – 34 minutes

Date: _____ Workplace Bullying: Awareness and Prevention – 18 minutes

Date: _____ Bullying Prevention and Teen Dating Violence and Abuse – 19 minutes

Date: _____ Discrimination Awareness in the Workplace – 22 minutes

Date: _____ Effective Methods of Parent-Student Communication – 2 minutes

Date: _____ Effective Classroom Management – 20 minutes

Date: _____ Identifying and Reporting Child Abuse (DCF) – 60 minutes

Date: _____ Password Security Basics – 10 minutes

Date: _____ Common Health Problems in the Classroom – 15 minutes

Date: _____ IT Security Awareness Training – 14 minutes

Date: _____ The Culture of SJCS D – 20 minutes

Name: _____ Employee #: _____

Signature: _____

School/Facility: _____ Date: _____

Form due to your work site PD Contact by October 15, 2020

****Please note, this form is an alternative option to pulling the Compliance Report in SafeSchools to document the completion for each employee in order to award inservice points.***

****For employees hired after August 2020, all SafeSchools training should be completed within 60 days of the official start date.***

****Please Note**** This form is only an alternative method of verification for those who view the videos in a group setting or who have received prior approval to use this form from their supervisor due to extenuating circumstances. All others will be tracked via the reports in Safeschools.

2020-2021
Acknowledgement Form for Returning Employees 2020-2021

I acknowledge I have viewed the items listed below: (please initial)

_____ applicable Training Presentations found at: <https://inside.stjohns.k12.fl.us/hr/safeschools/>

I have been made aware that failure to review the following presentations may result in some form of disciplinary action:

- Sexual Harassment: Staff-to-Staff
- Workplace Bullying: Awareness and Prevention
- Ethics Awareness In and Out of the Workplace
- Discrimination Awareness in the Workplace
- Bloodborne Pathogen Exposure Prevention
- Understanding Cultural Diversity
- Identifying and Reporting Child Abuse and Neglect, F.S. 1012.98(12)
- Mental Health Awareness
- Common Health Problems in the Classroom
- IT Security Awareness Training

Please initial and date when presentation was viewed.

Date: _____ Sexual Harassment: Staff-to-Staff – 34 minutes

Date: _____ Workplace Bullying: Awareness and Prevention – 18 minutes

Date: _____ Ethics Awareness In and Out of the Workplace- 22 minutes

Date: _____ Discrimination Awareness in the Workplace – 22 minutes

Date: _____ Bloodborne Pathogen Exposure Prevention- 22 minutes

Date: _____ Understanding Cultural Diversity – 3 minutes

Date: _____ Identifying and Reporting Child Abuse (DCF) – 60 minutes

Date: _____ Mental Health Awareness- 1 minute

Date: _____ Common Health Problems in the Classroom – 15 minutes

Date: _____ IT Security Awareness Training – 14 minutes

Name: _____ Employee #: _____

Signature: _____

School/Facility: _____ Date: _____

Form due to your work site PD Contact by October 15, 2020

***Please note, this form is an alternative option to pulling the Compliance Report in SafeSchools to document the completion for each employee in order to award inservice points.**

***For employees hired after August 2020, all SafeSchools training should be completed within 60 days of the official start date.**

Please Note This form is only an alternative method of verification for those who view the videos in a group setting or who have received prior approval to use this form from their supervisor due to extenuating circumstances. All others will be tracked via the reports in Safeschools.

2020-2021
Acknowledgement Form for Adjunct Coaches 2020-2021

I acknowledge I have viewed the items listed below: (please initial)

_____ applicable Training Presentations found at: <https://inside.stjohns.k12.fl.us/hr/safeschools/>

I have been made aware that failure to review the following presentations may result in some form of disciplinary action:

- Sexual Harassment: Staff-to-Staff
- Workplace Bullying: Awareness and Prevention
- Discrimination Awareness in the Workplace
- Bloodborne Pathogen Exposure Prevention
- IT Security Awareness Training

Please initial and date when presentation was viewed.

Date: _____ Sexual Harassment: Staff-to-Staff – 34 minutes

Date: _____ Workplace Bullying: Awareness and Prevention – 18 minutes

Date: _____ Discrimination Awareness in the Workplace – 22 minutes

Date: _____ Bloodborne Pathogen Exposure Prevention- 22 minutes

Date: _____ IT Security Awareness Training – 14 minutes

Name: _____ Employee #: _____

Signature: _____

School/Facility: _____ Date: _____

Form due to your work site PD Contact by October 15, 2020

****Please note, this form is an alternative option to pulling the Compliance Report in SafeSchools to document the completion for each employee in order to award inservice points.***

****For employees hired after August 2020, all SafeSchools training should be completed within 60 days of the official start date.***

****Please Note**** This form is only an alternative method of verification for those who view the videos in a group setting or who have received prior approval to use this form from their supervisor due to extenuating circumstances. All others will be tracked via the reports in Safeschools.