

## WHO TAKES WHAT MOODLES ANNUALLY?

GROUP A	GROUP B	GROUP C	GROUP D
ALL SCHOOL BASED EMPLOYEES (All staff who work at schools for the majority of their day)	ALL NON-SCHOOL BASED EMPLOYEES (All staff who do not work at schools the majority of their day)	GROUP SPECIFIC (See list below)	ENRICHMENT (See list below)
<ol style="list-style-type: none"> <li>1. <b>Americans with Disabilities Act Amendments Act (ADAAA) and Family and Medical Leave Act (FMLA)</b></li> <li>2. <b>Basic Media Relations (NEW)</b> <ul style="list-style-type: none"> <li>• All School based Administration (Principals, Assistant Principals, Deans)</li> </ul> </li> <li>3. <b>Bullying Awareness (2)</b> <ul style="list-style-type: none"> <li>• Admin/Certified</li> <li>• Non-Certified</li> </ul> </li> <li>4. <b>Children’s Internet Protection Act (CIPA)</b></li> <li>5. <b>Conflict of Interest</b></li> <li>6. <b>Emergency Response Plan</b> <ul style="list-style-type: none"> <li>• School based</li> </ul> </li> <li>7. <b>Family Educational Rights and Privacy Act (FERPA)</b></li> <li>8. <b>Mandatory Reporting</b></li> <li>9. <b>McKinney Vento (3)</b> <ul style="list-style-type: none"> <li>• Admin</li> <li>• School-based Certified</li> <li>• School-based Non-Certified</li> </ul> </li> <li>10. <b>Section 504</b></li> <li>11. <b>Unlawful Harassment and Retaliation</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Americans with Disabilities Act Amendments Act (ADAAA) and Family and Medical Leave Act (FMLA)</b></li> <li>2. <b>Basic Media Relations (NEW)</b> <ul style="list-style-type: none"> <li>• All Non-School based Administration (Cabinet members, Executive Board and Department Heads/Directors)</li> </ul> </li> <li>3. <b>Children’s Internet Protection Act (CIPA)</b></li> <li>4. <b>Conflict of Interest</b></li> <li>5. <b>Emergency Response Plan</b> <ul style="list-style-type: none"> <li>• Non-School based</li> </ul> </li> <li>6. <b>Family Educational Rights and Privacy Act (FERPA)</b></li> <li>7. <b>Mandatory Reporting</b></li> <li>8. <b>Unlawful Harassment and Retaliation</b></li> </ol>	<ul style="list-style-type: none"> <li>• <b>Blood Borne Pathogens</b> <i>Nurse Assistants, Psychologists, Related Service Providers, School Paraprofessionals and Special Education Teachers</i></li> <li>• <b>Bullying Awareness Non-Certified Staff Version - School Bus Drivers and Aides</b></li> <li>• <b>Club Sponsor - Employees who work with students in clubs</b></li> <li>• <b>Crossing Guard - Take within 2 weeks of employment</b></li> <li>• <b>Facilitated Individual Education Plans (FIEP) AND</b></li> <li>• <b>Field Trip - Employees who work on field trips</b></li> <li>• <b>Heat Exhaustion - Employees who work outdoors</b></li> <li>• <b>Individual Education Plan (IEP) Compliance - All Special Education Teachers, Related Service Providers and Psychologists</b></li> <li>• <b>Playground Supervision - School Duty Aides/Kids Club (take within 2 weeks of employment)</b></li> <li>• <b>Special Education Ethics - School Para-Educators</b></li> <li>• <b>Technology Trainings (3) – New and returning Teachers</b></li> <li>• <b>Time and Effort - Federal Funded Employees</b></li> <li>• <b>Time Clock Plus – Employees who use the Time Clock Administration</b></li> <li>• <b>Translation and Interpretation - Employees who interface with parents</b></li> <li>• <b>Trip Reduction Program – Employees interested in alternatives to driving to work</b></li> <li>• <b>Visual Arts Safety (NEW) - Art Teachers</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Postsecondary Goals &amp; Coordinated Activities for Students with Disabilities</b></li> <li>• <b>Woodcock Johnson IV</b> <i>Special Education Teachers, Providers &amp; Psychologists</i></li> </ul> <p><b>Things to know:</b></p> <ul style="list-style-type: none"> <li>• Moodle courses are typically available on July 15th of each school year</li> <li>• Log in using your email username only (without “@susd.org”) and SSO password.</li> <li>• Classified employees complete their Moodle course requirements <i>during their work day</i></li> <li>• If you have any questions, please contact your Principal or Supervisor or 484-HELP (4357)</li> <li>• Unless otherwise specified, Moodle courses are to be completed no later than the Friday before Fall Break</li> </ul>