



Welcome to the 2018-19 School Year! Destination Graduation ... to Occupation!

Tuesday, September 4, 2018

All Staff – Montgomery C. Smith Elementary School

7:30 – 8:30 Morning Refreshments & Health Fair – MCSES Cafeteria

8:30 Proceed to Auditorium

8:35 Pledge of Allegiance & Opening Remarks

Theme: “A Very Good Place to Start”

- Dr. Maria Lagana Suttmeier - Superintendent

9:05 HTA members remain in Auditorium

- Mr. Jack Beyer, HTA President

HTAA members proceed to Band Room

- Mrs. Jane Blakeman, HTAA President

All other staff will be given a guided tour of the new building before reporting to assigned schools.

9:20 HTA & HTAA members will be given a guided tour of new building before reporting to assigned schools.

Right to Know/DASA/School Safety Training:

To allow adequate time for the setup of new classrooms and office spaces at MCSES, the District is offering the **mandatory training online** for the first time.

See reverse side for instructions.

We're Going Back To School



Instructions for **Mandatory** Hudson City School District
Web-based Online Safety and Health Training

**Please complete these mandatory online trainings
on (or before) opening day but no later than November 1, 2018**

To complete online training:

- Open a web browser to: <http://courses.theneedhamgroup.com>
- At the login page, enter your full name (this will be printed on your course completion certificate).
- If you have an email address, that may be entered as well.
- Select **Hudson City School District** from the dropdown menu.
- Enter the following password:

hcsd2015

- Select “instructional staff” or “non-instructional staff.”
- Click on the name of the course you need to complete.
- You will view a video presentation of the material and then take a quiz.
- After you have received a passing score, a completion certificate appears on the screen to be printed. If you entered an email address, a copy of the certificate will be emailed to you.

Here are the MANDATORY trainings ALL STAFF must take:

- [SAVE / School Emergency Procedure Training 2018-2019 \(Approx. 30 min.\)](#)
 - [Harassment in Schools and **DASA** Update Training \(Approx. 45 min.\)](#)
 - [Hazard Communications and **Right to Know** Training \(Approx. 25 min.\)](#)

You DO NOT need to take any other courses offered on the website.

**Once you have successfully completed each training,
you and the district will be notified.**

Additional training ONLY for REQUIRED staff*

*Health Office Personnel, Athletic Personnel including lifeguards, PE Instructors and coaches, Custodial/Maintenance, School Safety and selected Staff**.

**Selected staff, as determined by the health offices, is staff that will have contact with students with diagnosed blood disorders or special needs that increase the employee’s risk of exposure.

[Bloodborne Pathogens Awareness Training \(Approx. 30 min.\)](#)