

# **Pembroke Lakes Elementary**

## *Required Employee Documents*

### **Checklist of Required Beginning of the Year Videos/Documents**

- Faculty Handbook
- ETHICS
- Self-Reporting (signed statement only)
- Blood Borne Pathogens (Universal Precautions)
- Sexual Harassment
- Anti-Bullying
- Child Abuse

**Please sign forms in mailbox room and give all signature/acknowledgment/certificates to Ms. Cooper**

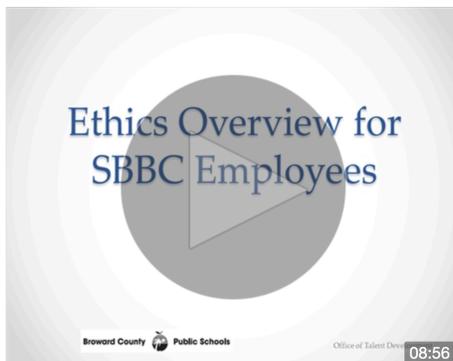
Directions to access videos/websites:

### **Faculty Handbook**

PLE Database **Staff Handbook 2017-18 sign sheet given in preplanning week folder and return**

### **Ethics Overview**

Click link to go to: [Ethics Overview Brainshark](#)



Or go to: [www.brainshark.com/browardschools](http://www.brainshark.com/browardschools) search for Ethics Overview

## **Blood Borne Pathogens (Universal Precautions)**

<http://www.broward.k12.fl.us/talentdevelopment/html/blood.html>

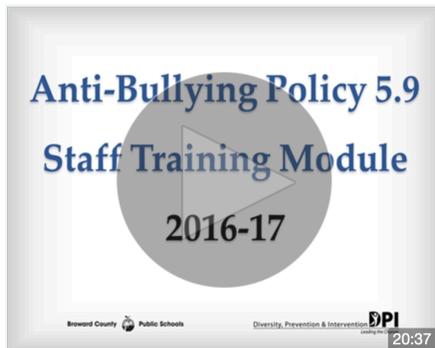
Please watch the video and sign the acknowledgment sheet in the front office mailroom.

## **Sexual Harassment**

Click link to go to: Sexual Harassment Video

<http://www.broward.k12.fl.us/eeo/videos.html> or <http://www.becon.tv/vod?vidID=31072>

## **Anti-Bullying**



Click link to go to: [Staff Anti-Bullying Training](#)

Or go to: [www.brainshark.com/browardschools](http://www.brainshark.com/browardschools) search for Anti-Bullying

**\*Print out certificate/acknowledgment form at the end**

### **Anti-Bullying Brainshark 2017- 18 *Staff* Training**

- Follow the steps to sign-in
- Answer the questions under **Test Your Knowledge**.
- The training takes about 20 minutes.
- After you have answered the multiple choice questions with 75% completion download to pdf or print your certificate.
- Send or give your certificate to: Mrs. Axel

## **Child Abuse**

Please see email from Mrs. Axel