



Sunrise School Division
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MEMORANDUM

TO: SALT
FROM: Trevor Reid, Superintendent/CEO
cc: Jody Thiessen, Lars Feilberg and Jason Lange
SUBJECT: Annual Training
DATE: August 21, 2024

This year, the following training modules will need to be completed by all staff at the beginning of the school year:

1. Cybersecurity <https://respectedwork.com/cybersecurity/sunrise/>
To be completed annually by all staff by October 18, 2024.
2. Whistleblower Act <http://www.accessibilityincanada.com/whistleblower/sunrise/>
To be completed annually by all staff by October 18, 2024.
3. Health and Safety Orientation
Both modules to be completed annually by all staff by October 18, 2024.
 - a. WSH Orientation <http://www.accessibilityincanada.com/orientation/sunrise2/>
 - b. Workplace Safety and Health Orientation Acknowledgement Form (*school administrator to review PP with staff, collect and submit acknowledgement forms*)

The following training modules will need to be completed by any new staff, staff returning from leaves or staff who have not yet completed these modules:

4. Respect in Schools <https://mbed-school.respectgroupinc.com/>
To be completed by all staff by February 28, 2025. Renewal dates required will be decided moving forward from this year's certification.
5. Respect in Sports (Coaches) <https://mbed-sport.respectgroupinc.com>
To be completed by all coaches this year to prior to any practices, games or gathering of student athletes.
6. Customer Service Accessibility <http://www.accessibilityincanada.com/acs/sunrise/>
To be completed 1 time only by all staff by October 18, 2024, at the start of employment in Sunrise.
7. Employment Accessibility <http://accessibilityincanada.com/workplace/sunrise/>
To be completed 1 time only by all staff by October 18, 2024, at the start of employment in Sunrise.

Tracking completion information is current and up-to-date in Atrieve. Please work with your staff to get the annual, new and missing modules done as soon as possible.

If you have any questions, please contact Jennifer Baker at jbaker@sunrisesd.ca.