

*From the Desk of ..... Michele Natali, Ed.D.*

*Assistant Superintendent, Personnel and Administration*

To: All LBCSD Employees  
Re: Mandatory Annual Training (GCN) & Staff Handbook  
Date: August 31, 2021

**MANDATORY TRAINING FOR ALL EMPLOYEES:**

GCN modules:

- Bloodborne Pathogens
- COVID-19 Workplace Guidelines
- Dignity for All Students Act
- Hazard Communications/Right-to-Know
- Sexual Harassment – NY Mandate
- Student Data Privacy (NY State Ed Law Section 2-d)

Access through GCN and then check the box indicating that you have read it:

- Sexual Harassment Policy
- Staff Use of Computerized information
- Staff Use of email
- STAFF HANDBOOK\*

\* Staff Handbooks are updated annually with new editions posted each year for every Long Beach Public Schools employee. All employees are responsible for reading and confirming that they have familiarized themselves with the material in the handbook each school year.

The Staff Handbook is also available for your reference all year on the district website under:  
[www.lbeach.org](http://www.lbeach.org) → Departments → Human Resources → Staff Handbook.

**GCN Training Modules**

[www.lbeach.org](http://www.lbeach.org) → Departments → Office of Human Resources → GCN → Login to View Training

**District / Organization ID# : 37455.**

**Personal ID: Your lbeach.org email address.** *(If you are unsure of your email address, please contact the Office of Technology via the Helpdesk portal available on all District computers, or call them at 516-897-2129)*

**DUE DATE: December 17, 2021**

**PLEASE DO NOT PRINT COMPLETION CERTIFICATES FOR HUMAN RESOURCES.  
WE MONITOR COMPLIANCE ELECTRONICALLY. THANK YOU.**

If you have any questions or concerns, please contact your building principal/program director or the Office of Human Resources at 516-897-2112.