

# Staff Development Workshop

## School Based Trainings Series

The Office of  
Equal  
Opportunity  
&  
Diversity  
Management

**BASIC EQUAL EMPLOYMENT OPPORTUNITY (EEO) TRAINING:** The workshop will provide an overview of EEO laws and policies, and will outline Chancellor’s Regulation A-830, DOE’s Anti-Discrimination Policy, including a general discussion of sexual harassment and workplace accommodations. Participants will become informed about their roles and responsibilities and be better equipped to identify and address EEO issues in the workplace. The workshop will also review the DOE’s EEO internal complaint process.

**Training Code: GS (staff only) / Training Code: GA (administrators only)**

**TITLE IX TRAINING:** The workshop will provide an overview of Title IX, which is a federal law that prohibits gender/sex discrimination in education programs and activities. Participants will receive in-depth information about what constitutes gender discrimination, sexual harassment, sexual violence, and gender-based harassment. The workshop will also review participants’ reporting responsibilities and the DOE’s internal procedures for Title IX related complaints.

**Training Code: T**

**DISABILITY ACCOMMODATION TRAINING:** The workshop is specifically designed for administrators and will provide an overview of disability related laws and policies, along with the DOE’s internal procedure for disability accommodations. The workshop will also cover other workplace accommodations (e.g., religious accommodations).

**Training Code: D**

**UNDERSTANDING DOE POLICIES RELATED TO RESPECT FOR ALL:** The workshop will provide an overview of the DOE policies related to New York State’s Dignity for All Students Act, with a focus on Chancellor’s Regulations A-832-Student to Student Discrimination, Harassment, Intimidation, and/or Bullying and A-831-Student to Student Sexual Harassment as well as the Staff to Student Discrimination and Sexual Harassment components of Chancellor’s Regulation A-830. Participants will also learn about their reporting responsibilities and under what circumstances off-school premises behavior is covered under Chancellor’s Regulations.

**Training Code: R**

Please Provide Three Proposed Training Dates & Corresponding Times

<u>DATE</u>	<u>TIME</u>

An EO Training Specialist will contact you to confirm a date and time.

*Sessions can be scheduled during PD days, extended days or regularly scheduled staff meetings. Trainings are approximately one hour in length and should not be scheduled during the staff lunch break.*

School Name	District Code
Address	
City, State, Zip	
Contact Name	
Title	
Phone	
Email	
Number of Attendees	Training Code

**SEND COMPLETED REQUEST FORMS VIA MAIL, FAX, OR EMAIL TO:**

**NYC Department of Education  
Office of Equal Opportunity &  
Diversity Management**

65 Court Street  
Suite 1102  
Brooklyn, NY 11201

Phone: 718-935-4979  
Fax: 718-935-2531

Email: [OEOTraining@schools.nyc.gov](mailto:OEOTraining@schools.nyc.gov)

Aida Lane  
Training Unit Chief  
718-935-2145  
[ALane@schools.nyc.gov](mailto:ALane@schools.nyc.gov)