

Training	Requirements	Contact	Due Date (if none listed, due w/in 30 days of start of school)	Training Resources
Evaluation	Evaluation Criteria, process, and appeals process	Director of District-Wide Services Frank Howatt	Within 30 days of reporting for work or hire.	Group training via various resources CEP and classified evaluation page on HR web page http://www.scott.kyschools.us/administration/38
Code of Ethics	Review Code of Ethics – Can be part of CEP orientation.	Director of District-Wide Services Frank Howatt		Code of Ethics: http://www.epsb.ky.gov/pluginfile.php/189/mod_resource/content/1/Code%20of%20Ethics%20Brochure.pdf Provide Training in Staff Meeting
Code of Conduct	Faculty/students/parents Signature sheet required for student/parent	Director of District-Wide Services Frank Howatt		2018-19 Student Discipline Code of Acceptable Behavior & Discipline
Bullying (Anti-Bullying Law)	Faculty/Students/Parents All via Code of Conduct review	Director of District-Wide Services Frank Howatt		Policy for Staff Training with reporting components (09.422) http://policy.ksba.org/Chapter.aspx?distid=121 Group Training in Staff Meeting Within Code of Conduct for Students Other Resources: -Staff: http://www.kycss.org/pdfs-docs/clearpdf/handouts/bullymythshandout.pdf -Students: http://www.kycss.org/pdfs-docs/hotpdfs/Student%20Bullying.pdf -Parents: http://www.kycss.org/pdfs-docs/clearpdf/handouts/parentbully.pdf
Harassment/ Discrimination	Required annually of all staff. Delivery method is principal's discretion – part of Code of Conduct review	Director of District-Wide Services Frank Howatt		Individual or Group Training. http://www.scott.kyschools.us/Content2/Training Sexual harassment presentation and Harassment & Discrimination policy orientation

Training	Requirements	Contact	Due Date (if none listed, due w/in 30 days of start of school)	Training Resources
PBIS-Positive Behavior	Required for ALL staff who interact with students prior to the staff member being with students. Delivery content is principal's discretion. Must be done face to face	Director of District-Wide Services Frank Howatt	Prior to first day with students	http://www.scott.kyschools.us/Content2/Training
Duty to Report and Child Abuse (Abuse & Reporting)	All staff - video and test is required (26 minute video)	Director of District-Wide Services Frank Howatt		KRS 156.095 Individual or Group Training http://education.ky.gov/teachers/PD/Pages/childabuseneglect.aspx http://www.scott.kyschools.us/Content2/Training
Acceptable use of Electronic Media	Orient to policy	Chief Information Officer Sheila Bernhardt		Access to Electronic Media Board Policy 08.2323
Online Board Policies	Orient to resources	Human Resources Billy Parker		Online policy manual is at policy.ksba.org http://policy.ksba.org/Chapter.aspx?distid=121
Confidentiality	All staff - Delivery method is principal's discretion.	Human Resources Billy Parker		Individual or Group Training. http://www.scott.kyschools.us/Content2/Training
Grievance Procedures	Orient to policy	Human Resources Billy Parker		Grievance Board Policy 03.16; Grievance Procedures 03.16 AP.1, 0316 AP.2
Worker's Compensation Training	Reporting Injury	Human Resources Billy Parker		Handout to be posted at all locations http://www.scott.kyschools.us/Content2/40736
Drug Free & Alcohol Free Workplace	Orient to policy	Human Resources Billy Parker		Drug-Free/Alcohol-Free Schools Board Policy 03.13251

Training	Requirements	Contact	Due Date (if none listed, due w/in 30 days of start of school)	Training Resources										
Safety Video (slip & fall)	All staff View from home option	Human Resources Billy Parker		Individual or Group Training http://www.scott.kyschools.us/Content2/Training										
Bloodborne Pathogens	All staff – Delivery method is principal’s discretion.	District Health Coordinator Coleen Rice	First 10 days	Individual or group training. On Website. http://www.scott.kyschools.us/Content2/Training										
Suicide Prevention	MS/HS certified staff one hour of training on prevention of suicide	District Health Coordinator Coleen Rice	September 15 for both MS/HS certified and for MS/HS students	Sample Online Training: http://jasonfoundation.com/ and/or http://education.ky.gov/school/sdfs/pages/suicide-prevention-and-awareness.aspx										
Medication Administration and Emergency Med training	All certified staff, up to all staff per principals. Complete module and take corresponding exam Check-out with district nursing staff	District Health Coordinator Coleen Rice		Directions for TRAIN KY for course number 1028202 http://www.scott.kyschools.us/Content2/Training Related Policies and Procedures/Forms: <table border="1" data-bbox="1264 756 2032 1084"> <tr> <td data-bbox="1264 756 1587 818">09.22-Student Health and Safety</td> <td data-bbox="1587 756 2032 818">09.244 AP.21-Enrollment/Emergency Information Form</td> </tr> <tr> <td data-bbox="1264 818 1587 880">09.244 Emergency Medical Treatment</td> <td data-bbox="1587 818 2032 880">09.2441 AP1-Guidelines for Distribution of Medication to Students</td> </tr> <tr> <td data-bbox="1264 880 1587 967">09.2241 Student Medication</td> <td data-bbox="1587 880 2032 967">09.2241 AP.21-Permission Form for Prescribed or Over-the-Counter Medication</td> </tr> <tr> <td data-bbox="1264 967 1587 1029">09.36 School-Related Student Trips</td> <td data-bbox="1587 967 2032 1029">09.2241 AP.22-Student Medication Logs</td> </tr> <tr> <td data-bbox="1264 1029 1587 1084">09.244 AP.1-Emergency Medical Care Procedures</td> <td data-bbox="1587 1029 2032 1084">09.2241 AP.23-Medication Administration Incident Report</td> </tr> </table>	09.22-Student Health and Safety	09.244 AP.21-Enrollment/Emergency Information Form	09.244 Emergency Medical Treatment	09.2441 AP1-Guidelines for Distribution of Medication to Students	09.2241 Student Medication	09.2241 AP.21-Permission Form for Prescribed or Over-the-Counter Medication	09.36 School-Related Student Trips	09.2241 AP.22-Student Medication Logs	09.244 AP.1-Emergency Medical Care Procedures	09.2241 AP.23-Medication Administration Incident Report
09.22-Student Health and Safety	09.244 AP.21-Enrollment/Emergency Information Form													
09.244 Emergency Medical Treatment	09.2441 AP1-Guidelines for Distribution of Medication to Students													
09.2241 Student Medication	09.2241 AP.21-Permission Form for Prescribed or Over-the-Counter Medication													
09.36 School-Related Student Trips	09.2241 AP.22-Student Medication Logs													
09.244 AP.1-Emergency Medical Care Procedures	09.2241 AP.23-Medication Administration Incident Report													
CPR	All coaches Minimum 2 staff per building—one must always be at the school.	District Health Coordinator Coleen Rice		Available trainers: EMS: 502) 863-7841 Red Cross: (859) 253-1331 Scott County Fire Department: (502) 863-7853 Georgetown Fire Department: (502) 863-7831										
Safety Plan	Review plans for fire, weather, lock down.	Director of Maintenance Dwayne Ellison	Prior to first day with students	School Safety Plan										
Restraint & Seclusion	2 staff per building Annual Update following initial training	Director of Special Education Tammy Bisotti		Trainer										

Training	Requirements	Contact	Due Date (if none listed, due w/in 30 days of start of school)	Training Resources

Other Required Training (Not to be Completed at the Beginning of School)

Assessment Regulations Training	All staff involved in state assessment Sign-In Sheet	DAC Robin Taylor	Annually; prior to giving any assessment Robin Taylor	http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx
Inclusions Regulation Training	All staff involved in administering state assessment to students that receive accommodations.	DAC Robin Taylor	Annually; prior to giving any assessment Robin Taylor	http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx