

# All BPS Staff Required Trainings

## BPS Staff Required Trainings DRAFT (SY25-26)

### JUNE (expected time/opportunities to complete) \*June Early Release days

Hours	Who?	Description/Resources	Why is this required?	Deadline	A
2 hours	ALL BPS Staff	Outline our commitment to fostering respect and dignity within our school community and provide guidance on how to report any incidents to ensure prompt and thorough resolution.  <b>Resource:</b> <a href="#">Priority Circulars Overview SLIDES DRAFT (SY25-26)</a> <i>*course will be updated/available by Thursday, 6/19 on BPSLearns</i>	<a href="#">EQT-01 to EQT-08</a>	September 29, 2025	bp OH Rig
2 hours	ALL School staff	This asynchronous self-paced training fulfills the District's obligation under <a href="#">MGL c.71, s. 37O(e)(2)</a> : "The faculty and staff at each school shall be trained annually on the plan applicable to the school."  <b>Resource:</b> <a href="#">BPS Learns - Bullying Prevention</a> (available by 6/19)	<a href="#">SSS-18</a>  <a href="#">MGL c.71, s. 37O(e)(2)</a>	October 1, 2025	Jo jely

### SEPTEMBER (expected time/opportunities to complete)

Hours	Who?	Description/Resources	Why is this required?	Deadline	A
1 hour	BTU Educators	Contractually required to review the evaluation process and standards with BTU Educators. SLs may use the pre-made module from PMT or conduct their own meeting and save the attendance sheet and agenda. <b>Resource(s):</b> <a href="#">PMT One-Pager SY24-25</a>	<a href="#">BTU Contract (pages 60-73)</a>	September 29, 2025	ev Off Re
1 hour	ALL BPS Staff	Every student-facing BPS employee is required to complete de-escalation training as stated in the <a href="#">Massachusetts DESE restraint regulations</a> .  <b>Resource:</b> <a href="#">BPS Learns - De-Escalation Training</a>	<a href="#">SUP-19</a>	October 1, 2025 <i>**or within first month of employment</i>	An aa
1 hour	ALL BPS Staff	See additional details <a href="#">here</a>  <b>Resource:</b> <a href="#">BPS Learns D2L Brightspace Platform</a>		October 1, 2025	he Inc Nu

### ROLLING COMPLETION (based on completion cadence, on start date, need for refresher, etc.)

Hours	Who?	Description/Resources	Why is this required?	Deadline	A
1 hour	All Municipal employees	How to enroll: <a href="#">How to Enroll</a> <i>**part of initial orientation</i>  <b>Resource:</b> <a href="#">BPS Learns - Conflict of Interest Course</a>		Every 2 years	Off Re Ha
1 hour	ALL BPS Staff	Required training for all staff who interact with student data to ensure that there is appropriate storage, management, presentation, and destruction of files and data that can be considered student education records. <b>Resource:</b> <a href="#">BPS Learns - FERPA Course</a>		October 1, 2025 <i>**or within first month of employment</i>	fer

12 hours	BTU Teachers & Coaches	All teachers who provide academic instruction and coaches complete (either through central office or at school, as determined by the school's ILT). Paraprofessionals, related service providers, nurses, social workers, and counselors are not required to complete these courses <b>Resource(s):</b> <a href="#">Instructional Expectations Memo</a> and <a href="#">video link</a> how to put 12-hour PD course in Vector if doing a "school based" course. <a href="#">SY25-26 12-Hour Course Catalog</a>		June 22, 2026	Ni nb Ch cc
1 hour	School Leaders & Designees	<b>Resource: BPSLearns - will be available expected August 2025</b>		Every 3 years	bp
12 hours	All School Leaders	<b>**In Person</b> <b>Resource:</b> <a href="#">Safety Care Sign Up (Sched)</a>	<a href="#">SUP-19</a>	Rolling offerings	Z
6 hours	All School Leaders	<b>**In Person</b> <b>Resource:</b> <a href="#">Safety Care Sign Up (Sched)</a>	<a href="#">SUP-19</a>	15 months from last training	Z
TBD	Nurses, Athletic Coaches	For staff interested in CPR training, contact Dennis Mahoney at <a href="#">CPRBOSTON.ORG</a> . In each school's Safety Plan, schools list any/all staff trained in AED (see <a href="#">SHS-22: Automatic External Defibrillator Policy</a> - p. 3)		Biannual	Off Ma Ch
2 hours	Custodians	All custodial staff are required to receive this asbestos awareness training.		May 2026	Ma

# OEM Trainings

## **Office of Emergency Management Trainings**

**Mandatory SAFE MODE drills:** Safe Mode drills are to be planned, conducted and reviewed TWO times each year during September and January. See [FSE-08 Safe Mode and Internal Threat Procedures](#). A report on each safe mode drill must be documented on the [Google form](#).

→ Questions: [BPS Office of Emergency Management](#)

**Active Shooter Training - Avoid, Deny, Defend (Refresher)** The Director of OEM is working with BPD to coordinate Active Shooter Training for BPS; scheduling information will be forthcoming.

→ **September & January - Safe Mode Required Months**

→ **Active Shooter Training Offerings (ZOOM):**

◆ **August:** Tuesday, 8/26 or Wednesday, 8/27

◆ **September:** Tuesday, 9/23 or Wednesday, 9/24

◆ **October:** Tuesday, 10/28 or Wednesday, 10/29

◆ **November:** Tuesday, 11/18 or Wednesday, 11/19

→ **What this will look like:**

◆ 60 min: BPD Required Presentation (State Policy)

◆ 30 min: Q&A/Debrief/Support (invite SW team)

→ Questions: [BPS Office of Emergency Management](#)