



Beginning of Year Training

DISTRICT POLICIES TRAINING

2025-2026

[Staff Signature page for verification - forced copy](#) (click here)

Section 1: Staff Items Covered In Person with Supervisor	These specific training sessions will be completed <i>in person by your direct supervisor.</i>
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1. CONFIDENTIALITY - (BCBOE Policy 09.14)

(Contacts: Christa Middleton/Michael Davis/DPP)

- Read the District Policy of Confidentiality of Records
- [CLICK HERE](#) to open document

2. EVALUATION POLICY & TRAINING (BCBOE Policy 3.18, 3.28) (Updated July 2025)–

(Contacts: DPP - Classified / Scott Harper - Certified)

- Evaluation forms can be located on the District's Forms & Document web page - [CLICK HERE](#)
- [Certified Evaluation Plan](#) (July 2025) [Classified Evaluation Plan](#) (Aug 2025)

**3. BARREN COUNTY SCHOOLS' EMPLOYEE HANDBOOK &
STUDENT HANDBOOK AND CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

(Contacts: Scott Harper/Building Principals)

- Review the student **and** employee handbooks for the current school year at the links to the right of the page. When you sign your training form you are acknowledging receipt of them both.
 - [Employee Handbook](#) and [Employee Handbook Signature Sheet](#)
 - [Student Handbook & Code of Acceptable Behavior and Discipline](#) Updated Link

4. HARASSMENT/DISCRIMINATION (BCBOE Policy 3.162, 3.262, 9.42811) -

(Contacts - Anthony Frazier/Christa Middleton/DPP)

- District Policies included in Employee Handbook - [CLICK HERE](#)
 - note section for Certified Employees (03.162), Classified Employees (03.262)

5. TITLE IX SEXUAL HARASSMENT (BCBOE 03.1621, 03.2621, 09.428111)

(Contacts - Anthony Frazier/Christa Middleton)

This training presentation will be conducted by your building administrators.

- Title IX Sexual Harassment Training Document - [CLICK HERE](#)

6. SCHOOL SPECIFIC EMERGENCY PROCEDURES AND PLANNING –

(Contacts: Building Principals/DPP/Lori Downs/Christa Middleton)

- Information specific to each building is provided by the direct supervisor.
- Review school specific Cardiac Emergency Response Plan to include AED locations in the building and persons trained. (BC 05.4) - [CLICK HERE](#)

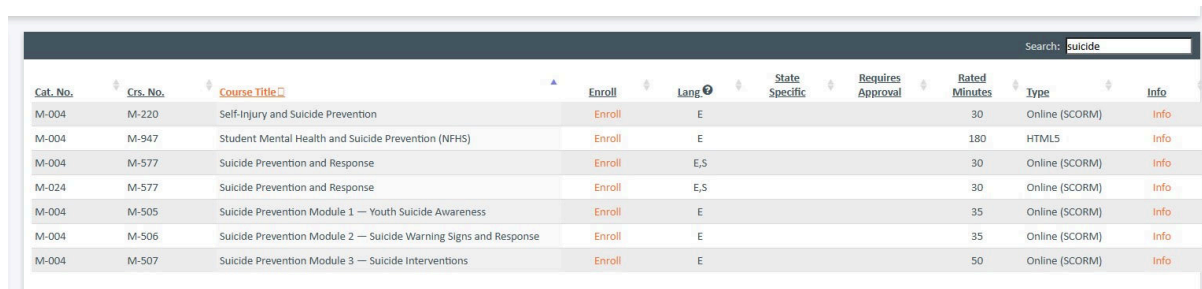
7. SUICIDE PREVENTION TRAINING (Grades 4-12) & ANONYMOUS REPORTING TOOL (BCBOE Policy 09.22)

(Contacts: Chele Gillon/Shawna Shartzter/School Counselors)

All Barren County Staff that come in contact with students in 4th-12th grade should complete suicide prevention training. The school counseling staff will conduct annual trainings for this area at each site.

For reference to use with your school specific training materials-

- Anonymous Reporting Tool - [CLICK HERE](#)
- Additional Resources are available in PSW for Counselors & Administrators to utilize in this training - Please contact Chele Gillon for additional information.



The screenshot shows a search results table for the keyword 'suicide'. The table has columns for Cat. No., Crs. No., Course Title, Enroll, Lang, State Specific, Requires Approval, Rated Minutes, Type, and Info. There are 8 rows of results, all with 'Enroll' status and 'Online (SCORM)' type.

Cat. No.	Crs. No.	Course Title	Enroll	Lang	State Specific	Requires Approval	Rated Minutes	Type	Info
M-004	M-220	Self-Injury and Suicide Prevention	Enroll	E			30	Online (SCORM)	Info
M-004	M-947	Student Mental Health and Suicide Prevention (NFHS)	Enroll	E			180	HTML5	Info
M-004	M-577	Suicide Prevention and Response	Enroll	E,S			30	Online (SCORM)	Info
M-024	M-577	Suicide Prevention and Response	Enroll	E,S			30	Online (SCORM)	Info
M-004	M-505	Suicide Prevention Module 1 — Youth Suicide Awareness	Enroll	E			35	Online (SCORM)	Info
M-004	M-506	Suicide Prevention Module 2 — Suicide Warning Signs and Response	Enroll	E			35	Online (SCORM)	Info
M-004	M-507	Suicide Prevention Module 3 — Suicide Interventions	Enroll	E			50	Online (SCORM)	Info

8. WELLNESS POLICY UPDATE - (BCBOE Policy 09.2)

(Contacts: CheyAnne Fant/Christa Middleton)

- Review Revised District Wellness Policy - [CLICK HERE](#) to review the policy

9. ACTIVE SHOOTER TRAINING - For all staff - certified, classified or paraprofessional -

(Contacts: Lori Downs/DPP)

- 2025-2026 - in person sessions with Sheriff Keen - scheduled by site
- Additional Resource - include for late hires (after your fall event) or as needed -

State School Security Marshal's updated "Response to Active Shooter" video for the 2025-2026 school year: <https://vimeo.com/521104815?share=copy#t=0>

Section 2: Completed on-line via PublicSchoolWorks

The information is an overview of the assigned portions of **PublicSchoolWorks** for annual updates/trainings. Click [HERE](#) to access the PSW site
Click the link to log in with Google SSO
Use your school email address and password to log in.

1. **DRUG/ALCOHOL POLICY** - (BCBOE Policies 03.13251 and 03.23251)

Custom Course in PSW - Review documents below and acknowledgement

- Read the District Policy for Drug/Alcohol - Certified [HERE](#) Classified [HERE](#)
- Barren County Drug & Alcohol Policy Statement - [CLICK HERE](#)

2. **DATA PRIVACY & SECURITY and Staff AUP** (KRS 61.931, et seq. (HB 5) -

Assign PSW - M701 Email Safety: Phishing, Malware and Ransomware Awareness -

Complete course and Review documents below and acknowledgement

*** You do NOT need to print and sign the AUP, just acknowledge that you have read it.

- Review Staff AUP Document [CLICK HERE](#)
- Read Data Security Document [CLICK HERE](#)

3. **COPYRIGHT NOTICE** – (BCBOE Policy 08.2321)

Custom Course in PSW - Review documents below and acknowledgement

- Barren Co Copyright Policy and Administrative Procedure - [CLICK HERE](#)
- For additional information reference this Copyright Chart - [CLICK HERE](#)

4. **BLOODBORNE PATHOGENS TRAINING** – (OSHA 29 C.F.R. 1910.1030)

Assign PSW - M-026 Bloodborne Pathogens for School Employees

5. **ABUSE & NEGLECT** - (BCBOE Policy 09.227; KRS 620.030)

Assign PSW - M -777 Recognizing and Reporting Child Abuse and Neglect in KY

Includes KY Specific information -

- **Child Abuse and Neglect:** Prevention, Recognition, and Reporting
- **Human Trafficking hotline:** [1-888-373-7888](tel:1-888-373-7888)
- **Child Abuse Hotline:** [1-800-422-4453](tel:1-800-422-4453) (1-800-4-A-CHILD)

6. **TRAUMA-INFORMED APPROACH** (BCBOE Policy 09.43; KRS 158.4416)

Assign PSW -M742 Trauma Informed Care & Response

Complete course and Review documents below and acknowledgement

- Barren Co Board Policy 9.43 [CLICK HERE](#)
- Additional optional training materials available - [CLICK HERE](#).

7. **RESTRAINT/SECLUSION/PBIS Training** (704 KAR 7:160)

Assign PSW - M -504 Restraint & Seclusion

8. **HOMELESS INFORMATION** -

Assign PSW - M -163 Homeless Education - Serving Students under McKinney-Vento

Complete course and Review documents below and acknowledgement

- **Common Signs of Homelessness** - [CLICK HERE](#)

- **Legal Definition of Homelessness - [CLICK HERE](#)**

9. ENGLISH LEARNERS TRAINING - (District Lau Plan)

Custom Course in PSW - Review documents below and acknowledgement

Please review the content to support English Learners - [CLICK HERE](#)

Specialized Targeted Groups only:

10. SEIZURE DISORDER TRAINING - For all principals, school counselors, & teachers

Assign PSW - M776 Seizure Training for Educators - Kentucky (60 minutes) **New Hires only**

11. KDE MEDICATION ADMINISTRATION FOR UNLICENSED SCHOOL PERSONNEL (5 Modules) **Principal Designated Personnel Only**

Upcoming Staff Training
Barren County School District



Smarter Solutions. Safer Schools.

INTRODUCTION

Barren County School District is fully committed to the health and safety of all faculty, staff, students, and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system and can be completed at the convenience of the employees.

To begin, employees will need to complete online courses, beginning July 23rd 2025. Those employees with a district email address will receive an email notice regarding the training on July 23rd. For convenience, the email will contain an Internet link to start training.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

1. Login to your email account.
2. Open the email from "Barren County School District" with the subject of "Training – New Enrollment."
3. Click on the link "Click here to start your training". You will be brought to PublicSchoolWORKS.
4. If you have a district email address, you will login by clicking the "Sign in with Google" button. Then use your existing district credentials to login and will be redirected back to PSW. If you do not have a district email, you will create/reset a password through the "Click here" link. Then use the Username and Password fields to login into the system.

Training - New Enrollment

US PSW TEST DISTRICT - do not reply: b5p573@apmail.publicschoolworks.com

Click here to start your training. If the link does not work, copy and paste the following address in a browser: <https://www.publicschoolworks.com/Training.aspx?Site=2462&path=277201&doc=008>

Your Assignments

No.	Course Title	Due Date
1	National School Lunch Program (NSLP) - Lunch Meal Patterns	11/20/24

Your Account Information

Site	Elementary
PC Occupation	Food Services
Dist Occupation	Cafeteria - Staff - Other

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time. Please don't hesitate to reach out if you have any questions.

Thank you.

*** This is an automated message. (US) ***

5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed to your Occupation or Site and then click on the button: "Click here when correct."
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Start."
8. After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**

Confidential

PUBLIC SCHOOL WORKS

1.866.724.6650 – Opt. 4 | support@publicschoolworks.com



Web Application [Log In \(Click Here\)](#)

Click the link to log in with Google SSO

Use your school email address and password to log in.