

Training	Requirements	Contact	Due Date (if none listed, due w/in 30 days of start of school)	Training Resources <b>Use your SCS account to access Google Docs</b>
<p><b>All Scott County policies can be accessed through this link: <a href="#">Scott County Online Policy Manual</a></b>  <b>All KRS and KAR can be accessed through Legislative Research Commission Link: <a href="#">KY LRC</a></b></p>				
Evaluation	Evaluation Criteria, process, and appeals process	Director of Human Resources Crystal Hord	Within 30 days of reporting for work or hire.	Policy 03.28 KRS 160.180; KRS 156.557; 702 KAR 1:115; 701 KAR 8:020 <a href="#">HR Evaluation page</a> CEP will be on district web by July 1
Confidentiality	All staff - Delivery method and resource is principal's discretion.	Director of Human Resources Crystal Hord		Policy 09.14 Provide Training in Staff Meeting: two options – <a href="#">Staff Required Trainings Page</a> OR - <a href="#">YouTube Confidentiality, 7.5 minutes</a>
Student Discipline Code of Acceptable Behavior and Discipline (a.k.a. Code of Conduct)	All staff/students/parents Signature sheet required for student/parent  Several other requirements are satisfied through review of this.	District-Wide Services Coordinator Keith Griesser	An updated document will be available in August	Policy 09.438 KRS 158.148, 158.156, 158.444, 525.070, 525.080 2022-23 Student Discipline Code of Acceptable Behavior & Discipline Updated version available in <b>August</b> : <a href="#">Staff Required Trainings Page</a>
Bullying (Anti-Bullying Law)	Faculty/Students/Parents All via Code Of Conduct review	District-Wide Services Coordinator Keith Griesser		Policy for Staff Training with reporting components 09.422 The Code of Conduct Book should be used as the source document for orienting both staff and students. Additional supplemental support resources: <a href="#">KY Center for School Safety Presentation</a>
Harassment/ Discrimination –required reporting	Required annually of all staff. Delivery method is principal's discretion – part of Code of Conduct review	District-Wide Services Coordinator Keith Griesser		Policy 03.162/03.262 (employees) 09.42811; Individual or Group Training. Harassment & Discrimination policy orientation
Title IX Sexual Harassment	Required annually of all staff. Delivery method for returning staff is principal's discretion – part of Code of Conduct review. New staff need to view the video	District-Wide Services Coordinator Keith Griesser		Policy 09.428111 Individual or Group Training Training video (18 minutes) <a href="#">Staff Required Trainings Page</a>

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PBIS-Positive Behavior	Required for ALL staff annually, prior to the staff member being with students. Delivery is principal's discretion. Can be in person or web-based.	District-Wide Services Coordinator Keith Griesser	Prior to first day with students	Policy 09.2212 <a href="#">704 KAR 007:160</a>  <a href="#">PBIS Tier 1, 8 short videos</a>
Restraint & Seclusion Orientation	Minimum of 3 staff per building Annual Update following initial training.  All familiar with policy	Director of Special Education Harper Rowlett	Policy orientation due prior to first student day	Policy 09.2212 704 KAR 7:160 <a href="#">Selected Policies and Resources</a>
Duty to Report and Child Abuse (Abuse & Reporting)	New school based classified, coaches, activity sponsors - video and test is required. (22-minute video) - turn in completed quiz to supervisor <b>Training required only for newly hired staff for 2026-27.</b>	Dir of Student Services and Community Schools Liz Yandell	Within 90 days of hire, then once every 4 years. For those trained 24-25 or earlier, training is due 2027-28	Policy 09.227 KRS 156.095 <a href="#">Link to video and quiz</a>
Suicide Prevention / Code Red	All employees with job duties requiring direct contact with students grades 4-12: 1 hour <b>Training required only for newly hired staff for 2026-27.</b>	Julie Biddle Homeless and Mental Health Coordinator	September 15, then once every 4 years For those trained 24-25 or earlier, training is due 2027-28	Policy 09.22 KRS 156.095, KRS 158.070 Code Red face to face training, schedule through Julie Biddle
Trauma Informed Care	All <b>new</b> staff who interact with students. Classified have a recorded version 45 min runtime.	Director of Special Education Harper Rowlett	Within the first half of the school year	Policy 09.43 School Safety and Resiliency Act 2019 Video link for Classified <a href="#">Training Library</a>
Digital Safety and AUP	Staff view the 20 minutes video	Chief Information Officer Maria Bennett		Video: <a href="#">YouTube Digital Safety video (20.75 minutes)</a> Access to Electronic Media Board Policy 08.2323 <a href="https://drive.google.com/open?id=1vCp4P8AjLuUDqBpbEDo-9-nFhMPb_R5N">https://drive.google.com/open?id=1vCp4P8AjLuUDqBpbEDo-9-nFhMPb_R5N</a>
Grievance Procedures	Briefly orient all staff to policy	Director of Human Resources Crystal Hord		Grievance Board Policy 03.16; Grievance Procedures 03.16 AP.1, 0316 AP.2 <a href="#">Selected Policies and Resources</a>

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Worker's Compensation Training	Reporting Injury – brief review for all staff	Director of Human Resources Crystal Hord		Handout to be posted at all locations Check in with HR to assure posting compliance
Drug Free & Alcohol Free Workplace	Briefly orient all staff to policy	Director of Human Resources Crystal Hord		Drug-Free/Alcohol-Free Schools Board Policy 03.13251 <a href="#">Selected Policies and Resources</a>
Civility Policy	Briefly orient all staff to policy	District-Wide Services Coordinator Keith Griesser		Policy 10.21 <a href="#">Selected Policies and Resources</a>
Reports of Criminal Activity	Briefly orient all staff to policy	District-Wide Services Coordinator Keith Griesser		Policy 09.2211; <a href="#">Selected Policies and Resources</a> KRS 158.154, KRS 158.155, KRS 158.156, KRS 209A.100, KRS 209A.110, KRS 620.030
Bloodborne Pathogens	All staff – Delivery method is principal's discretion. Consider shortening the linked presentation to meet the needs of most staff	District Health Coordinator Coleen Rice	First 10 days	Policy 03.14/03.24 Individual or group training. On Website. <a href="#">SCS Training Links Page</a>
AED/Cardiac Emergency	Minimum of 3 people per school, one time	District Health Coordinator Coleen Rice		Policy 03.14/03.24 Individual or group training. On Website. <a href="#">SCS Training Links Page</a>
Regular and Emergency Medication Administration training	All classified staff identified by their principal to complete.  Complete module and take corresponding exam Check-out with district nursing staff for practical test	District Health Coordinator Coleen Rice		KRS 158.838, 156.502, 702 KAR 1:160 <b>Full Course Link</b> – Regular and Emergency Medication Presentation: <a href="#">Course LINK</a> <b>EXAM Link</b> - <a href="#">Exam LINK</a>

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Emergency Medication Administration	<p><b>Limited to Transportation and Nutrition staff</b></p> <p>Complete module and take corresponding exam Check-out with district nursing staff for practical test</p>	District Health Coordinator Coleen Rice		<p>KRS 158.838, 156.502, 702 KAR 1:160 <b>ER Medication Course Link</b> – Regular and Emergency Medication and ER Medication <b>Exam Link:</b> <a href="#">Emergency Medication COURSE LINK to Emergency medical EXAM</a></p>
CPR	All coaches Minimum 3 staff per building - one must always be at the school.	District Health Coordinator Coleen Rice		<p>Available trainers: EMS: (502) 863-7841 Red Cross: (859) 253-1331 Scott County Fire Department: (502) 863-7853 Georgetown Fire Department: (502) 863-7831</p>
Active Shooter Situations	1 hour annual, all employees with direct student contact. Face-to-face, livestreaming, or KDE provided video recording. All staff with student contact.	Director of Safety D.T. Wells	November 1	<p>Policy 03.19/03.29 KRS 156.095(7) Video Link (55 minutes): <a href="#">LINK to State provided training</a></p>
FASTPATH System	One time or as needed, as determined by the principal	Director of Safety D.T. Wells		Link: <a href="#">SCS Training Links Page</a>
Safety Plan	Review plans for fire, weather, Earthquake, lock down.	Director of Safety D.T. Wells	Prior to first day with students	Policy 05.4/05.41/05.411/05.42/05.47 School Safety Plan

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Assessment Regulations Training	All staff involved in state assessment Sign-In Sheet	DAC Wendy Holbrook	Annually; prior to giving any assessment	<a href="#">KDE Assessment Regulations page</a>
Inclusions Regulation Training	All staff involved in administering state assessment to students that receive accommodations.	DAC Wendy Holbrook	Annually; prior to giving any assessment	<a href="#">KDE Assessment Regulations page</a>
<b>LINK TO TRAINING VERIFICATION GOOGLE FORM</b>	<b>The electronic verification form is currently disabled. The hard-copy verification maintained by your supervisor is your training documentation. A new format for an electronic verification form may be introduced at a later time.</b>			
	<b><u>Principals/Supervisors:</u> Verification of staff training MUST be maintained with a physical copy by the school principal or department leader. The Paper Verification Form is linked <a href="#">HERE</a>.</b>			