



Kutztown Area School District

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~ *Maximize potential, embrace change, create the future* ~

New Hire SafeSchools Training Information

Kutztown Area School District's training organization is called **SafeSchools Training**. This organization is dedicated to meeting the training needs for school districts.

As a KASD employee/coach, there are mandatory trainings that must be completed prior to working for our district. You will not be able to work for our district until all of the assigned Mandatory trainings are complete. Permanent employees may contact their building principal/supervisor to schedule a time to take the trainings during work hours. You may also take the trainings at home, but will not be compensated for that time. Coaches will need to take the trainings at home and on their own time.

The **Mandatory Training Modules** will be emailed to you as soon as we have your email address. There may be additional training requirements throughout the school year. There will also be Suggested Training Modules for your review. We encourage you to take advantage of the additional modules offered by SafeSchools at your leisure. If you'd like, you may print out the certificates and send them to the HR office to be filed in your personnel file; however this is not necessary.

If you have already completed the Act 126 (3 hour) training through another district, please provide a hard copy of the certificate(s) and we will credit your Safe Schools account as completed.

NOTE: Every permanent employee in the school district will be given a district email address ending in @kasd.org. Example: jsmith@kasd.org.

Look for your SafeSchools email in your personal account until your district account has been created.

Coaches will receive an email sent to their personal email account.

Please check your Spam/Junk mail folder if you do not receive the Safe Schools email in your Inbox.

<http://www.kasd.pa.safeschools.com>

