



# Critical Policies Read & Sign

## Education Support Professionals (ESP)

### (2020-2021)

The following is a list of Canyons School District policies, USBE Board Rules, Federal Laws, and Utah State Laws critical for all District employees to understand and observe. By initialing the agreements/disclosures and signing this form, you certify that you understand and will observe the District policies, USBE Board Rules, Federal Laws, and Utah State Laws listed herein.

**This completed form must be submitted to the employee's supervisor no later than Friday, August 21, 2020**

**MODULE ONE** (53:35) – Completed with employee's supervisor on: \_\_\_\_\_

400.01 Employee Conduct and Professionalism

\_\_\_\_\_ Initial *I understand that all Canyons School District employees are role models and as such conduct must be professional and befitting a Canyons District employee; must follow the directives of their supervisors; must keep all protected information confidential (e.g. FERPA, HIPAA) and must adhere to and follow District policies.*

*I have read District Policy 400.01 Employee Conduct and Professionalism and understand that an employee may not solicit, encourage, or consummate an inappropriate relationship of a sexual nature, whether written, verbal or physical, with a student or minor. An employee may not engage in grooming of a student or minor nor may they participate in sexual, physical, or emotional harassment towards any public school age student or colleague.*

500.02 Student Conduct and Disciplinary Process

400.02/500.01 Nondiscrimination

500.04 Reporting Child Abuse / Child Protection

SP Suicide Prevention

400.08 Technology Resources: Network Acceptable Use (Employees)

\_\_\_\_\_ Initial *I have read District Policy 400.08—Technology Resources: Network Acceptable Use (Employees), and agree to abide by its terms and conditions. I understand that violation of the provisions stated in the policy may result in limitation, suspension or revocation of network privileges, and/or other disciplinary action by the school, by Canyons School District, UPPAC, or by legal authorities, including the possibility of employment termination and loss of licensure.*

400.03 Drug Free Workplace

500.09 Publications (Speech and Manners)

400.04 Criminal Background Checks

400.05 Employee Health and Immunization

500.31 School Admission – Homeless Children and Youth and Unaccompanied Minors

500.08 Student Records, Privacy Rights, and Release of Information (FERPA)

\_\_\_\_\_ Initial *I have completed the Family Education Rights & Privacy Act (FERPA) student privacy law training and agree to preserve the privacy of student information and not to disclose those records, without written consent, or as allowed under law, (20 U.S.C. § 1232g; 34 CFR Part 99; and UT 53E-9-204 (3)).*

UPO&EEA Utah Public Officers' and Employees' Ethics Act

400.30 Evaluation of ESP Personnel

**MODULE TWO** (19:05) – To be completed on line by **August 21, 2020**

500.03 Section 504 of the Rehabilitation Act

ADA-IP ADA Interactive Process

500.42 Administering Medications to Students

300.08 Service Animals in Schools

300.04 Copyright

420.03 Hours of Work (ESP)

400.210 Workers Compensation

410.06/420.06 Personal Security and Safety

700.04 School Volunteers

EV Employee Volunteers

400.50 Resignation

**MODULE THREE** (12:40) – To be completed on line by **August 21, 2020**

- 400.20 Benefit Eligibility (ESP)
- 420.04 Employee Leave (ESP)
- 400.23 Vacation Leave
- 400.28 Military Leave
- 400.26 Family Medical Leave
- 420.05 Fringe Benefits (ESP) (Not available for 2020-21)
- EAP Employee Assistance Program

**MODULE FOUR** (5:00) – Completed with employee’s supervisor on: \_\_\_\_\_  
JCES Orientation

**MODULE FIVE** (5:30) – To be completed on line by **August 21, 2020**  
Blood-borne Pathogen Training

**MODULE SIX** (16:50) – To be completed on line by **August 21, 2020**  
Health Care Issues

**MODULE SEVEN** (5:45) – Completed with employee’s supervisor on: \_\_\_\_\_  
COVID-19 Employee Training

\_\_\_\_\_ I have been trained on the symptoms of COVID-19, how to access FFCRA Leave, and the directive to wear appropriate  
Initial PPE (e.g. a face covering/shield) when social distancing (ideally 6+ feet) is not possible. I understand that if I am showing  
symptoms of COVID-19, I should NOT be at work and should be tested.

By initialing the agreements/disclosures and signing this form, I certify that I know of my responsibility to comply with all District policies, USBE Board Rules, Federal Laws, and Utah State Laws. I have had time to ask questions relating to the information listed herein and have been made aware that District policies are available online at: [policy.canyonsdistrict.org](http://policy.canyonsdistrict.org).

\_\_\_\_\_  
Employee Name - PRINTED

\_\_\_\_\_  
School/Department Name - PRINTED

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date - PRINTED