



# Critical Policies Read & Sign

Substitutes  
(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 Human Resources Substitute Office PRIOR to substituting.**

## MODULE ONE (1:00:45)

### 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

### 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

### 600.02 Curriculum Adoption

### 400.210 Workers Compensation

### 410.06/420.06 Personal Security and Safety

### 700.04 School Volunteers

## MODULE TWO (5:30)

Blood-borne Pathogen Training

## MODULE THREE (16:50)

Health Care Issues

**MODULE FOUR** (5:45)

COVID-19 Employee Training

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Initial

*I have been trained on the symptoms of COVID-19, how to access FFCRA Leave, and the directive to wear appropriate 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).

I understand that violation of Canyons School District's policy may result in me being excluded (not retained) from a single teacher's classroom, an entire school, or Canyons School District. I also understand that my actions will be reported to legal authorities when appropriate.

I will not use my personal laptop/cell phone or other electronic devices during class time and I will abide by the same rules on my personal laptop/cell phone or other electronic devices as describe in the above District policy 400.8.

I also understand that my substitute status will only be activated upon receipt of this agreement with the substitute office.

\_\_\_\_\_  
Substitute Name - PRINTED

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Substitute E-mail - PRINTED

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