



# Critical Policies Read & Sign

## Education Support Professionals (ESP)

### (2021-2022)

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 20, 2021**

**MODULE ONE** (36:00) – Completed with employee's supervisor on: \_\_\_\_\_

400.01 Employee Conduct and Professionalism

\_\_\_\_\_ *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.*

Initial

*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

400.08 Technology Resources: Network Acceptable Use (Employees)

\_\_\_\_\_ *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.*

Initial

400.03 Drug Free Workplace

500.09 Publications (Speech and Manners)

400.04 Criminal Background Checks

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

\_\_\_\_\_ *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)).*

Initial

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

**MODULE TWO** (9:30) – To be completed on line by **August 20, 2021**

300.04 Copyright

300.08 Service Animals in Schools

500.03 Section 504 of the Rehabilitation Act

SP Suicide Prevention

500.31 School Admission – Homeless Children and Youth and Unaccompanied Minors

500.42 Administering Medications to Students

700.04 School Volunteers

EV Employee Volunteers

**MODULE THREE** (9:40) – To be completed on line by **August 20, 2021**

ADA-IP ADA Interactive Process

420.03 Hours of Work (ESP)

400.210 Workers Compensation

410.06/420.06 Personal Security and Safety

400.05 Employee Health and Immunization

EAP Employee Assistance Program  
400.50 Resignation

**MODULE FOUR** (9:30) – To be completed on line by **August 20, 2021**

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 2021-22)

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

**MODULE SIX** (5:30) – To be completed on line by **August 20, 2021**  
Blood-borne Pathogen Training

**MODULE SEVEN** (16:50) – To be completed on line by **August 20, 2021**  
Health Care Issues

**MODULE EIGHT** (50:00) – To be completed online by **August 20, 2021**  
Child Abuse Prevention - <https://training.pcautah.org/login/pcau/>

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