



Critical Policies Read & Sign

Administration
(2022-2023)

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 Director of Human Resources no later than **Friday, August 12, 2022**

MODULE ONE (39:00) – **Completed with Human Resources 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.

500.22 School Fees

500.24 Student Educational Travel

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 (14:20) – **To be completed on line by **August 12, 2022****

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

500.35 Student Attendance

500.42 Administering Medications to Students

600.02 Instructional Material

600.15 Research Approval Process & Surveys

700.04 School Volunteers

EV Employee Volunteers

MODULE THREE (12:00) – To be completed online by **August 12, 2022**

- ADA-IP ADA Interactive Process
- 400.212 Local Professional Improvement Committee
- 410.03 Hours of Work (Licensed)
- 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 (13:25) – To be completed online by **August 12, 2022**

- 400.20 Benefit Eligibility (ESP)
- 400.21 Benefit Eligibility (Licensed)
- 400.22 Benefit Eligibility (Administrators)
- 410.04 Employee Leave (Licensed)
- 420.04 Employee Leave (ESP)
- 400.23 Vacation Leave
- 400.28 Military Leave
- 400.26 Family Medical Leave
- 410.05 Fringe Benefits (Licensed)
- 420.05 Fringe Benefits (ESP)

MODULE FIVE (11:45/8:20) – Completed with Human Resources on: _____
CLASS/CLASS-D CESPE Orientation & Supervisor Training

MODULE SIX (5:30) – To be completed online by **August 12, 2022**
Blood-borne Pathogen Training

MODULE SEVEN (16:50) – To be completed online by **August 12, 2022**
Health Care Issues

MODULE EIGHT (60:00) – To be completed online by **August 12, 2022**
Human Trafficking Prevention – bit.ly/ProtectUtah-Canyons

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.

Employee Name - PRINTED

School/Department Name - PRINTED

Signature

Date - PRINTED