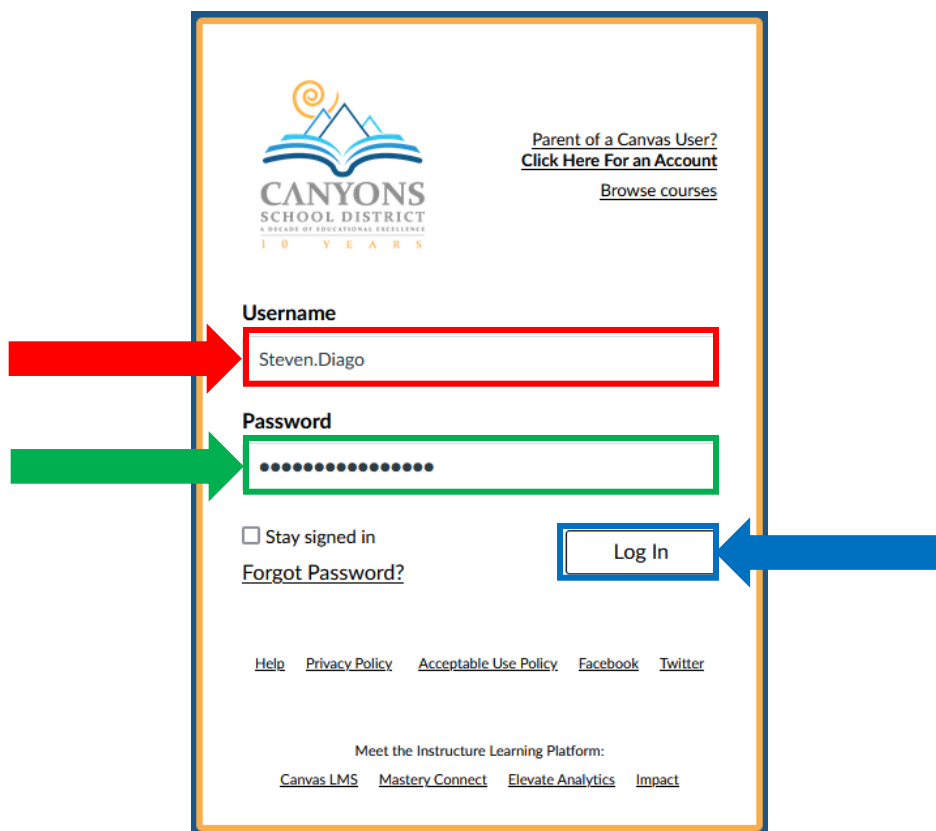


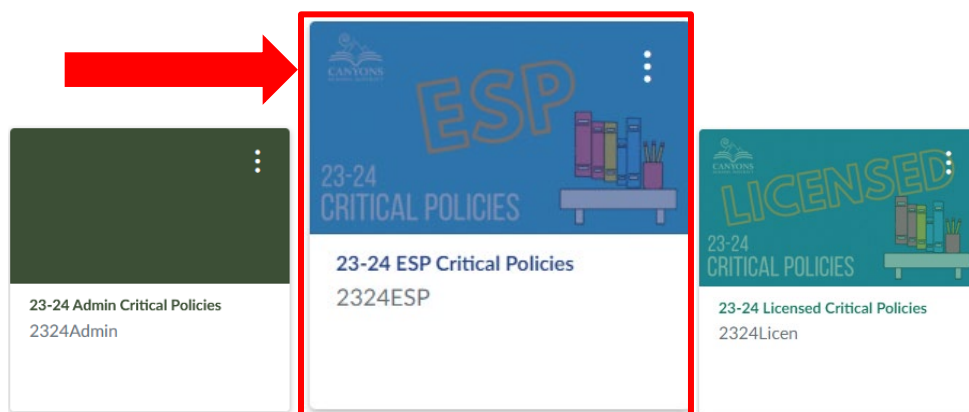
This school year, Canyons School District's annual Critical Policy Training will be completed through the online platform, CANVAS by Instructure. To begin the training, click the following link, or key in the following URL: <https://canyons.instructure.com/login/ldap>

Input your District **Username** and **Password**. This is the same username and password that you use to access your District email and/or SKYWARD account. Then click the **Log In** button.

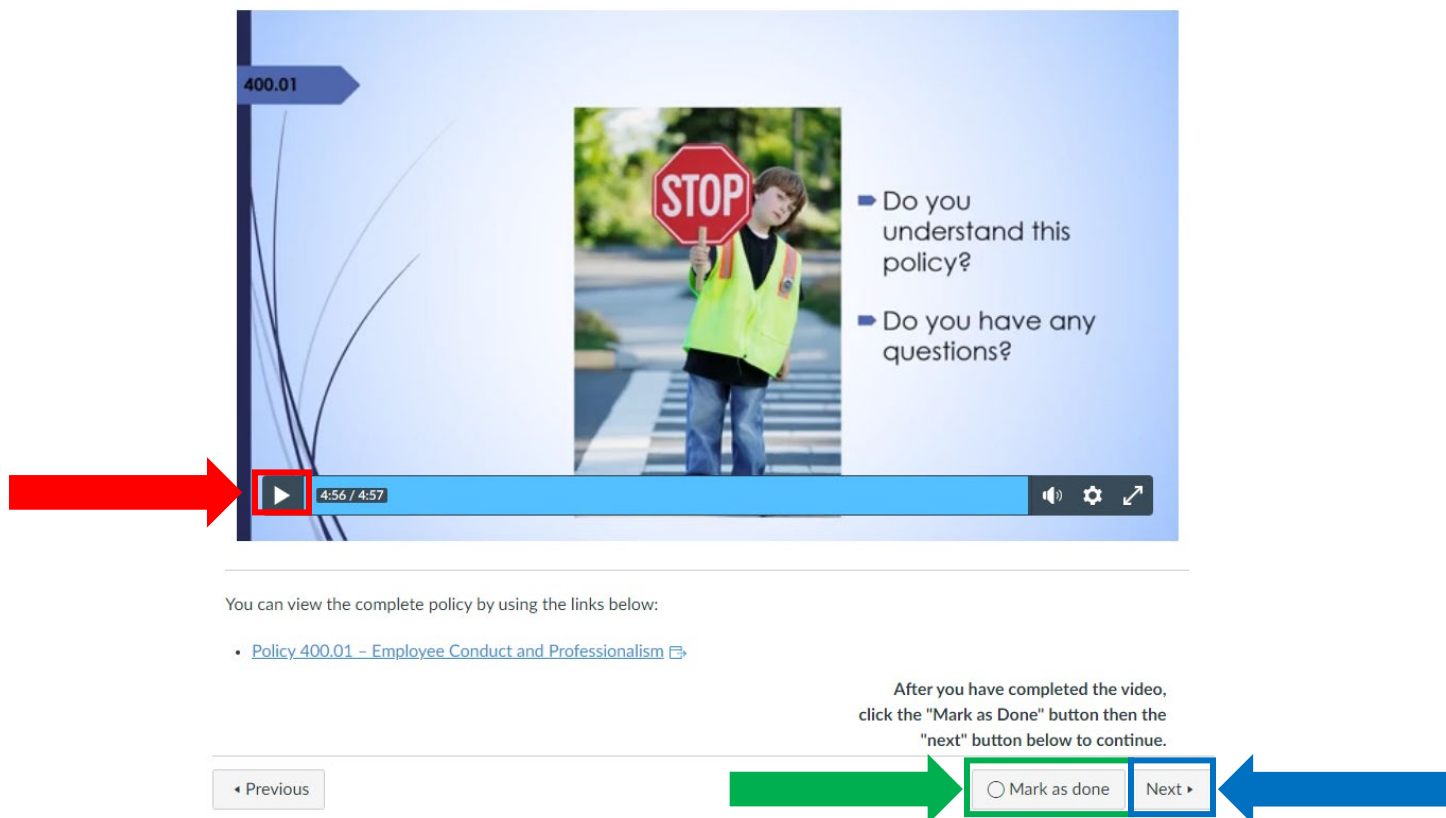


The screenshot shows the login page for Canyons School District. At the top left is the district logo. To the right, there are links: "Parent of a Canvas User? Click Here For an Account" and "Browse courses". The main section contains a "Username" field with the text "Steven.Diago" and a "Password" field with masked characters. A red arrow points to the Username field, and a green arrow points to the Password field. Below the password field is a checkbox for "Stay signed in" and a link for "Forgot Password?". A blue arrow points to the "Log In" button. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter". Further down, it says "Meet the Instructure Learning Platform:" followed by links for "Canvas LMS", "Mastery Connect", "Elevate Analytics", and "Impact".

On the Dashboard, click the **23-24 (i.e., Admin, ESP, Licensed, or Misc.) Critical Policies** course tile that corresponds to your position:



Within the course there are multiple modules that you must complete. Each module is divided into individual segments/policies. To watch a segment, click on the **Play** button. After watching the segment, click the **Mark as done** button and then the **Next** button to advance to the next segment/policy.



400.01

Do you understand this policy?

Do you have any questions?

4:56 / 4:57

You can view the complete policy by using the links below:

- [Policy 400.01 – Employee Conduct and Professionalism](#)

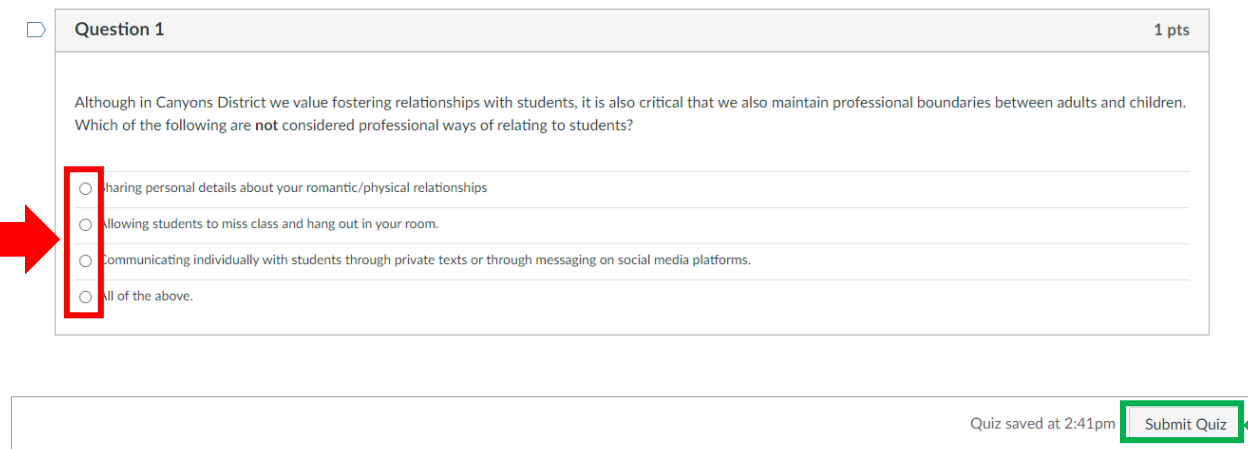
After you have completed the video, click the "Mark as Done" button then the "next" button below to continue.

◀ Previous

○ Mark as done

Next ▶

During the training, you will be asked to answer questions related to the information presented. Answer the questions by clicking the **Radio Button(s)** next to the correct answer. Click the **Submit Quiz** button and follow the provided instructions. Note: If you answer incorrectly, the information will be retaught. Click the **Take the Quiz Again** button to retake the quiz answering the question correctly.



Question 1 1 pts

Although in Canyons District we value fostering relationships with students, it is also critical that we also maintain professional boundaries between adults and children. Which of the following are **not** considered professional ways of relating to students?

- ☐ Sharing personal details about your romantic/physical relationships
- ☐ Allowing students to miss class and hang out in your room.
- ☐ Communicating individually with students through private texts or through messaging on social media platforms.
- ☐ All of the above.

Quiz saved at 2:41pm

Submit Quiz


During the training, all employees are reminded of their “Duty to Report” the following concerns/issues:

1. Boundary Violations / Grooming
2. Child abuse
3. Drug, alcohol, or tobacco use
4. Hazing and or Bullying
5. Harassment
6. Suicidal Ideation
7. Misuse of District technology
8. Convictions or Diversion Agreements

Employees are also required, after watching particular segments/modules, to indicate they understand and agree to adhere to District policy and specified agreements/acknowledgements by clicking the **Radio Button**.

Question 1	1 pts
<p>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.</p>	
<p><input type="radio"/> understand and agree</p>	

After you have completed all of the required modules for the 2023-24 Critical Policies Read & Sign training, print the Critical Policies Read and Sign form, if you don't already have a copy, initialing and signing in the **indicated spots**. Submit the completed/signed form to your supervisor.

 Critical Policies Read & Sign Education Support Professionals (ESP) (2023-2024)	
<p>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.</p> <p>This completed form must be submitted to the employee's supervisor no later than Friday, August 25, 2023</p>	
MODULE ONE (34.30) – 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.
_____	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	No discrimination
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.
400.03	Drug Free Workplace
500.09	Publications (Speech and Manners)
400.04	Criminal Background Checks
500.06	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. § 1220g; 34 CFR Part 99 and UT 536-9-204 (3))
UPO&EEA	Utah Public Officers' and Employees' Ethics Act
MODULE TWO (6.35) – To be completed on line by August 25, 2023	
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 (9.30) – To be completed on line by August 25, 2023	
ADA-IP	ADA Interactive Process
420.03	Hours of Work (ESP)
410.210	Workers Compensation
410.06/420.06	Personal Security and Safety
400.05	Employee Health and Immunization
MODULE FOUR (11.55) – To be completed on line by August 25, 2023	
400.20	Benefit Eligibility (ESP)
420.04	Employee Leave (ESP)
400.23	Vacation Leave
400.26	Military Leave
400.26	Family Medical Leave
420.05	Fringe Benefits (ESP)
MODULE FIVE (5.35) – Completed with employee's supervisor on: _____	
CESPE Orientation	
MODULE SIX (9.30) – To be completed on line by August 25, 2023	
Blood-borne Pathogen Training	
MODULE SEVEN (16.50) – To be completed on line by August 25, 2023	
Health Care Issues	
MODULE EIGHT (88.35) – To be completed online by August 25, 2023	
Prevent Child Abuse - http://educators.pcash.org	
<p>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.</p>	
Employee Name - PRINTED _____ School/Department Name - PRINTED _____	
Signature _____ Date - PRINTED _____	