

**Required Training for District Employees
Updated May 2013**

TOPIC	AUDIENCE	FREQUENCY	SUMMARY – REQUIRED BY	Notes/Dates/Participants
Ethical Conduct of Education Employees	All employees	Upon initial hire and every three years thereafter	<p>2HR-204 Ethical Conduct of District Employees Standards governing the ethical conduct of school district employees. Includes guidance on the following: 1) Utah Public Officers' and Employees' Ethics Act; 2) Ethical Conduct for Education Employees; 3) Meeting with students outside normal school day; 4) Educational Services Outside of Educator's Regular Employment; and 5) Illegal activities in accordance with the Utah Procurement Code.</p>	
Acceptable Use Agreement	All students and employees accessing district information systems or internet	Students - Annual Employees - upon initial hire and every three years thereafter	<p>7SS-003 Technology Resources and Internet Safety All employees, students and their parents should read and sign the appropriate acceptable use agreement prior to using District technology services which includes computers, servers, internet, voice-mail and Email systems.</p>	
Workers Compensation	All employees	Upon initial hire and every three years thereafter	<p>3RM-101 Workers Compensation All employees should be reminded of the requirement to seek necessary medical attention at designated providers for any workplace injury and provided a list of providers.</p>	
Legal Liability Protections	All employees	Upon initial hire and every three years thereafter	<p>3RM-100 Legal Defense of District Employees Requires informing employees of legal defense provided by district for acts done as part of job duties - flyer should be distributed annually.</p>	
Sexual Harassment	All students and employees	Periodically	<p>2HR-206 Employee Sexual Harassment Policy 5S-102 Student Sexual Harassment Policy All students and employees shall be informed of the terms of this policy including the procedures established for investigation and resolution of complaints.</p>	
Personnel Records	All employees	Periodically	<p>2HR-300 Personnel Records All employees shall be trained in appropriate procedures regarding personnel records privacy and confidentiality, District records policies and relevant statutes.</p>	
Professional Evaluation and Dismissal	All employees	Annually	<p>All employees shall receive an orientation on the evaluation program they will be evaluated under and procedures for dismissal.</p>	

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Safety Issues	All employees	Upon initial hire and as needed thereafter	3RM-001 Safety Issues in the Workplace New employees must take online orientation. Periodic training on safety issues should be conducted, Risk Management Dept. will direct.	
Blood borne Pathogens	Staff at risk of exposure from regular duties	Annually	3RM-002 Blood Borne Pathogens Exposure Control State and Federal law regarding Occupational Health and Safety requires annual training in the response to blood borne pathogens.	
Emergency Preparedness	All employees	Annually	3RM-004 Emergency Preparedness Plan Mandates review of and training drills regarding the Emergency preparedness and Incident Response Plan for each school or work site.	
Driver Training	Any employee driving district vehicle or personal vehicle for District purposes	Prior to driving for District purposes and then as directed by department	3RM-005 Vehicle and Equipment Use Policy Utah State Risk Management Insurance requires any employee driving a District vehicle or using a personal vehicle for District purposes to have completed the Utah Risk Management Defensive Driving Course.	
Drug Free Workplace	All employees	Periodically	3RM-006 Substance Abuse and Drug Free Workplace All employees should be provided a copy of the policy and informed of how to access the policy online.	
Implementation of SEP/SEOP	Employees involved in implementing SEP/SEOP	Periodically	4I-001 Student Education Plan and Student Education/Occupation Plan The District will offer SEP training to teachers as requested at the elementary level. On the secondary level counselors will instruct the teachers on the SEOP process and the role teachers should assume.	
Parent Notification of failing grade or pending loss of citizenship credit	Employees involved in instruction of students	Annually	4I-002 Graduation Requirements/School Credits Earnest and persistent effort will be made to provide notice to the parent of a student receiving a failing grade or pending loss of citizenship credit, allowing time to remediate the grade or citizenship problem.	
Testing Protocol and Security	Employees involved in standardized testing	Annually	4I-005 Standardized Testing Procedures Mandates protocol and security procedures which must be followed in handling and administering standardized tests.	

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Hazing and Bullying	Employees and students involved in extracurricular activities (sports and clubs)	Annually	5S-100 Student Conduct and Discipline Students participating in extracurricular activities must be informed at the beginning of the school year and prior to beginning of season each year and must sign a statement agreeing to comply with policy.	
Safe Schools	All employees and students	Students – Annually Employees – Upon initial hire and as needed thereafter	5S-100 Student Conduct and Discipline All new employees upon hire and all other employees on a periodic basis must receive training on safe and orderly schools procedures. Should inform them of commitment to safe schools, prohibited conduct, required response, investigation, resolution of violations, due process, etc. Students should be informed annually.	
Classroom disclosure	Employees involved in instruction of students	Annually	5S-100 Student Conduct and Discipline Administrators shall instruct classroom educators of the requirement to provide a classroom disclosure to parents which clearly states academic, citizenship, and behavioral expectations.	
Administration of Medication	Employees who may be asked to assist a student in taking medication	Annually	5S-300 Authorization of School Personnel to Administer Medication Establishes procedures for administration of over-the-counter or prescription medication to a student.	
Medical Recommendations by School Employees	Employees working with students and parents	Periodically	5S-301 Medical Recommendations by School Personnel to Parents Provides guidelines regarding making medical recommendations to parents about a student while still allowing a teacher or employee to share concerns or observations.	

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Concussions and Traumatic Head Injuries	Employees responsible for supervising students participating in sporting events and parents of students participating in sporting events	Parents – Annually notified of policy Employees – periodically	<p>5S-303 Athlete & Student Concussion and Traumatic Head Injury Employees shall receive appropriate training about recognizing and responding to concussions and traumatic head injuries, consistent with the employee's responsibilities for supervising student participating in sporting events. Schools shall provide a written copy of this policy to parents of students participating in sporting events and obtain a signed statement from the parent.</p>
Crisis Intervention	Employees working with students	Periodically	<p>5S-401 Crisis Intervention Under the direction of the Crisis Team leader training will be provided for intervention team members, administrators, counselors, social workers, psychologists and other personnel as needed.</p>
Child Abuse Reporting	All employees working with students	Annually	<p>5S-402 Child Abuse Reporting Any employee with reason to believe a child has been abused or neglected must report the suspicion to DCFS or Law Enforcement. A copy of the reporting form should be sent to Student Services and the site administrator must be made aware of the report.</p>
School Fees	Employees working with students and parents	Periodically	<p>6F-101 School Fees, Fee Waivers No fees may be charged for any activity or program during the school day in grades K-6. Only fees approved by the Board may be charged in grades 7-12 for any class, program, or activity whether during the school day or extracurricular. Fees must be waived for eligible students.</p>
Nondiscrimination Complaint Procedures	All employees and students	Annually	<p>11IR-100 Nondiscrimination Policy and Complaint Procedures The nondiscrimination complaint procedures shall be provided to each student and to each employee in other appropriate school publications as directed by the District Compliance Officer.</p>
Protection of Pupil Rights Amendment (PPRA)	Employees having access to students	Annually	<p>11IR-110 Family Educational Rights and Privacy Act Restricts employees from eliciting information from students about private issues, even if anonymously, unless written parental permission is obtained.</p>

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Family Educational Rights and Privacy Act	Employees and volunteers having access to student records and parents	Parents – Annually notify of rights Employees and Volunteers – Annually	11IR-110 Family Educational Rights and Privacy Act Must inform parents of their rights; provide appropriate access to parents upon request. Must train employees and volunteers on their responsibility to protect confidential student information and access records only as necessary for their assignment. Must train employees on proper disclosure of student records.	
Constitutional Freedoms in School	Employees and volunteer working with students	Periodically	11IR-107 Recognizing Constitutional Freedoms in Schools Employees and volunteers should be informed of the legal boundaries between public education and religion and the requirement to honor individual student's constitutional freedoms.	
Administrator Training Program	School administrators	Periodically	Utah Code Ann. §53A-3-402 (1)(F) and Utah Administrative Code R277-108-5 (10) The local school board shall implement a training program for school administrators, including basic management training, best practices in instructional methods, budget training, staff management, managing for learning results and continuous improvement, and how to help every child achieve optimal learning in core academics.	