

# All Employees – Digital Documents File

Updated September 2020

Digital Documents each employee must read and accept can be found in ENCORE

Topic	Audience	Frequency	Summary - Required By	Responsible for Document
<b>Ethical Conduct of Education Employees and Avoiding Conflicts of Interest</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">2HR-204 Ethical Conduct of District Employees</a> Includes the following: 1) Utah Public Officers' and Employees' Ethics Act; 2) Ethical Conduct for Education Employees; 3) Self-Reporting of Arrests; 4) Educational Services Outside of Educator's Regular Employment; and 5) Illegal activities under the Utah Procurement Code.	Policy/Law
<b>Acceptable Use Agreement</b>	All employees accessing District information systems or internet	1. Initial hire. 2. Every year.	<a href="#">7SS-003 Technology Resources and Internet Safety</a> All employees must read and sign the Acceptable Use Agreement prior to accessing District Technology Services including internet, computers, servers, voicemail, and Email systems.	Policy/Law
<b>Bullying and Hazing Policy (UCA §53G-9-605(3)(h))</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">5S-100 Student Conduct and Discipline Policy</a> District employees who become aware of bullying, cyber-bullying, hazing, sexual harassment, retaliation, or abusive conduct shall report such incidents immediately to school administrators.	Policy/Law
<b>Workers Compensation</b>	All employees	3. Initial hire. 4. Every year.	<a href="#">3RM-101 Workers' Compensation</a> Employees experiencing a workplace injury must seek necessary medical attention at designated providers.	Policy/Law through Risk Management
<b>Legal Liability Protections</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">3RM-100 Legal Defense of District Employees</a> Inform employees of legal defense provided by District for acts done as part of job duties.	Policy/Law through State Risk Management
<b>Privacy of Student Information</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">11IR-110 Student Data and Family Privacy Protection</a> Parent right to access records and the legal and ethical obligation to protect confidential student information.	Policy/Law
<b>Board Policy and Negotiated Agreements</b>	All employees	1. Initial hire. 2. Every year.	Applicable Negotiated Agreement required to be reviewed by each employee annually as well as any substantial changes to Board policy.	Policy/Law

**All Employees**  
**School Site and Off Site Support Staff**  
**DRAFT OCTOBER 2020**

Topic	Audience	Frequency	Summary - Required By	Responsible for Training
<b>Safety Issues</b>	Employees as needed related to work done.	Upon initial hire and as needed	<a href="#">3RM-001 Safety Issues in the Workplace</a> New employees must take online orientation. Periodic training on safety issues should be conducted, Risk Management Dept. will direct.	Principal or site administrator provide or arrange for necessary safety training related to work done by employee.
<b>Blood borne Pathogens</b>	Staff at risk of exposure in the course of regular duties	Upon initial hire and then annually	<a href="#">3RM-002 Blood Borne Pathogens Exposure Control</a> State and Federal law regarding Occupational Health and Safety Requires annual training in the response to blood borne pathogens.	Custodial Services
<b>Driver Training</b>	Employee driving: 1. District vehicle 2. Personal vehicle for official District purpose	Prior to driving and then every 2 years	<a href="#">3RM-005 Vehicle and Equipment Use Policy</a> State Risk Management requires any employee driving a District vehicle to complete the Utah Risk Management Defensive Driving Course.	State Risk Management Training <a href="#">Course Link</a>
<b>Drug Free Workplace</b>	Employees in positions requiring a CDL	Periodically	<a href="#">3RM-006 Substance Abuse and Drug Free Workplace</a> Provide employees a copy of the policy and instruct how to access the policy online.	Transportation
<b>Emergency Preparedness</b>	All employees	Annual	<a href="#">3RM-004 Emergency Preparedness Plan</a> Review site or school plan and conduct training drills.	Risk Management Principal or site administrator
<b>Safe Schools</b>	All employees	Upon initial hire and periodically	<a href="#">5S-100 Student Conduct and Discipline</a> Inform employees of commitment to safe schools, prohibited conduct, required response, investigation, resolution of violations.	Student & Family Resources School administrator
<b>Sexual Harassment</b>	All employees	Upon initial hire and periodically	<a href="#">2HR-206 Employee Sexual Harassment Under the Jurisdiction of Title VII</a> <a href="#">5S-102 Sexual Harassment Under the Jurisdiction of Title IX</a> Inform students and staff of the terms of these policies, including procedure for investigation and resolution of complaints. Administrative employees who have specific responsibilities for investigating and resolving complaints shall receive training on a regular basis and related legal developments.	Policy/Law Employee Course <a href="#">Administrative Course Title IX</a>

# All Employees

School Site and Off Site Support Staff  
DRAFT OCTOBER 2020

Topic	Audience	Frequency	Summary - Required By	Responsible for Training
<b>Implicit Bias Training</b>	All employees	Periodically	Examines how unconscious thoughts, beliefs, and actions are activated involuntarily.	Educational Equity
<b>Nondiscrimination and Complaint Process</b>	Nondiscrimination and Complaint Process	Upon initial hire and periodically	<a href="#">11R-100 Nondiscrimination Policy and Complaint Procedure</a> This policy clearly state the District's prohibition on illegal discrimination and identify the individuals to whom a Complaint must be submitted.	
<b>Code of Conduct Ethics</b>	All employees	Periodically	<a href="#">2HR-204 Ethical Conduct of District Employees</a> District employees shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.	Policy/Law <a href="#">Course Link</a> Digital Document

# School Based Employees / Those Directly Serving Students

## DRAFT OCTOBER 2020

Topic	Audience	Frequency	Summary - Required By	Responsible for Training
<b>Testing Protocol and Security</b>	Employees involved in standardized testing	Annual	<a href="#">4I-005 Assessments of Student Achievement</a> Mandatory assessment procedures.	Assessment
<b>Student Data and Family Privacy Protections</b>	Employees having access to student records	Annual	<a href="#">11IR-110 Student Data and Family Privacy Protection</a> Parent right to access records and proper disclosure of student records. Employees may not elicit information from students regarding private issues, even if anonymous, without written parental consent. (PPRA)	Policy/Law <a href="#">Course Link</a>
<b>Religion in Education</b>	Employees working with students	Periodically	<a href="#">11IR-107 Recognizing Constitutional Freedoms</a> Employees and volunteers should be informed of the legal boundaries between public education and religion and honor individual student's constitutional freedoms.	Policy/Law
<b>Fees</b>	Employees working with students and parents	Periodically	<a href="#">6F-101 School Fees, Fee Waivers</a> No fees for any activity or program during the school day in grades K-6. Only Board approved fees in grades 7-12 for any class, program, or activity whether during the school day or extra-curricular. Fees must be waived for eligible students	Policy/Law
<b>Hazing and Bullying</b>	Employees involved in extracurricular activities (sports and clubs)	Annual	<a href="#">5S-200 Eligibility for Extracurricular Participation</a> Employee must assure all students participating in extracurricular activities are trained 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.	Student & Family Resources Tim Best – Teaching & Learning Digital Documents
<b>Athlete &amp; Student Concussion and Traumatic Head Injury</b>	Employees that manage student activities	Periodically	<a href="#">5S-303 Athlete &amp; Student Concussion and Traumatic Head Injury.</a> Training about recognizing and responding to concussions and traumatic injuries	Tim Best – Teaching & Learning
<b>Student Activities Management</b>	Administrators and employees that manage student activities.	Annual	<a href="#">Student Activity Handbook</a> Provides guidelines for the management of camps, clinics, athletic programs, and other extracurricular activities to protect against errors that could result in harm to individual employees, students, or the District.	Business Administrator Policy/Law <a href="#">Course Link</a>

## School Based Employees / Those Directly Serving Students

### DRAFT OCTOBER 2020

<b>Medical Recommendations by Employees</b>	Employees and volunteer working with students and parents	Periodically	<a href="#">5S-301 Medical Recommendations by School Personnel</a> Provides guidelines regarding making medical recommendations to parents about a student.	School Nurse
<b>Administration of Medication</b>	Employees asked to assist student in taking medication	Annual	<a href="#">5S-300 Authorization of School Personnel to Administer Medication</a> Establishes procedures for administration of over-the-counter or prescription medication to a student.	School Nurse
<b>Child Abuse Reporting</b> (UCA §53G-9-207)	Employees who work with students	Every other year	<a href="#">Required Course provided through Prevent Child Abuse Utah</a> Training for school personnel in elementary and secondary school teaches how to protect children from abuse, how to recognize signs that abuse is occurring and prevent it, how to receive abuse disclosures and who disclosures or concerns should be reported to.	Student & Family Resources
<b>Human Trafficking Prevention and Awareness</b> (UCA §53G-9-207)	Employees who work with students	Every other year	<a href="#">Required Course provided through PROTECT Utah</a> Training provided on identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation, along with mandatory reporting requirements.	Student & Family Resources
<b>Youth Suicide Prevention</b> (UCA §53G-9-704)	Licensed employees	Every three years	The District requires each licensed employee to complete two hours of professional development on youth suicide prevention every three years.	Student & Family Resources <a href="#">Course Link</a>

# NOTIFICATION OF STUDENTS AND PARENTS

## DRAFT OCTOBER 2020

Topic	Audience	Frequency	Summary - Required By	Responsible for Training
<b>Extracurricular and Co-Curricular Activities</b>	Parents of and students participating in extra-curricular activities	Annual	Activity Disclosure Statement Random Drug Testing Written Consent Concussion and Head Injury agrees to abide by the concussion and traumatic head injury policy Register My Athlete Hazing a Bullying	Health Lifestyles Tim Best
<b>Safe Schools</b>	All students	Annual	<a href="#">5S-100 Student Conduct and Discipline</a> Inform employees of commitment to safe schools, prohibited conduct, required response, investigation, resolution of violations.	Student & Family Resources School Administrators
<b>Child Sexual Abuse Prevention</b>	Parents of elementary school students	Every other year	<a href="#">Utah Code §53G-9-207 Child sexual abuse prevention</a> Training on recognizing warning signs of a child who is being sexually abused and effective, age-appropriate methods for discussing topic with a child.	Student & Family Resources
<b>As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and its schools need to publish notice of important policies that affect the rights of students and parents.</b>	All parents and students	Annual	Notice of Non-Discrimination Accommodations for Individual with Disabilities Compulsory Education Requirement Family Educational Rights and Privacy Act Rights Under the Protection of Pupil Rights Amendments Pledge of Allegiance Religious Expression in Public Schools Parental Rights in Public Education Meal Charges in Schools Safe & Orderly Schools Weapons and Explosives – Automatic One Year Expulsion Drugs/Controlled Substances Serious Violations Disruption of School Operations Due Process Authority to Suspend or Expel Bullying/Cyber-Bullying/Hazing/Retaliation/ Abusive Conduct Search and Seizure Extracurricular Activity Participation	Policy/Law Administrative Memo School Handbook or registration materials
<b>Directory Information (FERPA)</b>	All parents	Annual	<a href="#">11IR-110 Student Data and Family Privacy Protection</a> Parent shall be notified annual for their right to request that directory information not be released. A new form for non-release must be completed each school year and may be submitted at any point in the school year.	Policy/Law Registration Material

# NOTIFICATION OF STUDENTS AND PARENTS

## DRAFT OCTOBER 2020

<b>Student Data and Family Privacy Protection Directory Information</b> (UCA §53E-9-305)	All parents	Annual	<a href="#">Student Data Collection Notice</a> States the student data the LEA collects and student data it will not collect; how data will be used, shared and protected.	Policy/Law Student Data Manager Digital Document Files
<b>Acceptable Use Agreement</b> (CIPA)	All parents and students	Annual	<a href="#">7SS-003 Technology Resources and Internet Safety</a> Parents and students must sign the applicable AUA educating minors about appropriate online behavior each school year in order for the student to access the district computer system.	Digital Document File Policy/Law
<b>Bullying and Hazing Policy</b> (UCA §53G-9-605(3)(h))	All parents and students grades 3-12	Annual	<a href="#">5S-100 Student Conduct and Discipline Policy</a> Students who are least eight years old shall sign statement they are aware of the District policy on bullying, cyber-bullying, hazing, sexual harassment, retaliation, or abusive conduct shall report such incidents immediately to school administrators..	Digital Document File Policy/law
<b>Device Permission Form</b>	All parents	Annual	Agreement Terms to assume full responsibility for device and peripherals and comply with the Davis School District AUA.	Digital Document File IT Department
<b>Student Busing Acceptable Use Agreement</b>	Parents of students being transported on a District school bus	Annual	Students and parent provided a notice of the regulations governing students riding school buses.	Digital Document File IT Department

# Miscellaneous

Updated October 2020

Topic	Audience	Frequency	Summary - Required By	Responsible for Training
<b>School Community Council</b>	Members of School Community Councils	Annual	<a href="#">10CR-004 School Community Council</a> Training for chair and vice-chair on responsibilities; resources available on School LAND Trust website; and school community council responsibilities..	Assessment
<b>School LAND Trust Program</b>	Members of the Board of Education	Annual	<a href="#">10CR-004 School Community Council</a> Annual training on the requirements of the School LAND Trust Program.	Assessment
<b>Open Meetings</b> (UCA §52-4-104)	Members of the Board of Education	Annual	<a href="#">1B-030 School Board Meetings</a> Presiding officer shall ensure members of Bard are provided with training on the Open and Public Meetings Act.	Policy/Law
<b>Government Records Access and Management Act (GRAMA)</b>	Records Officer	Annual	<a href="#">10CR-101 Governmental Records Access &amp; Management Act (GRAMA)</a> Each records officer shall successfully complete online training and obtain certification from state archives.	Online training course (UCA §63A-12-110)
<b>Student Loan Forgiveness</b> (UCA §34-54-203)	Licensed employees	Annual	Requires each LEA to annually provide an electronic copy of the public Service Loan Forgiveness Program information materials and to each newly hired teacher within 14 days after the day on which the teacher begins work for the LEA	Human Resources <a href="#">Labor Commission</a>