



WHAT EVERY EMPLOYEE SHOULD KNOW

Idaho Falls School District 91

Staff Training 2021

WELCOME

- Each slide contains information for public school employees.
- These slides reinforce the personal and professional responsibilities we all have in order to provide a nurturing environment for our students to learn.
- This training provides all employees reasonable knowledge and adequate notice of acceptable and unacceptable behaviors. This training is not meant to be all inclusive. Good judgment is always necessary. If you are unsure if a certain behavior is appropriate, ask your supervisor.
- This training will provide all employees with up-to-date information regarding some district policies.

DEAR EMPLOYEE :

- Thank you for choosing to work at Idaho Falls School District 91. As employees with educational institutions, our job is to prepare students to live, learn, and work as productive citizens in the 21st century.
- As the providers of education to our diverse students, we have a responsibility to model and uphold the highest levels of professionalism. Our schools are places of learning for students and work places for staff. Institutions that fail to ensure that the teaching, learning, and working environment of employees and students is free of employee misconduct risk not only unlawful practices, but a betrayal of trust.
- Our goal is to keep both students and employees safe and avoid behaviors that put them at risk. School districts must educate their patrons, and employees need to understand their responsibilities while interacting with both students and staff. This training is an essential resource for understanding our obligations. It provides an overview of what is expected, thus ensuring an environment where all students can learn, thrive, and prosper.

THE OUTSTANDING EMPLOYEE

In addition to having the knowledge, skills, and abilities to be successful in the workplace, an **OUTSTANDING** employee:

- Has a clear understanding of his/her **role** within the organization,
- Embraces the **policies, culture, and values** of the institution,
- Demonstrates a **commitment** to address the unique needs of students and employees, and
- Possesses **personal characteristics** that earn respect as a professional.

CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

<http://www.sde.idaho.gov/cert-psc/shared/ethics/code-of-ethics-for-professional-educators.pdf>

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship, and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles.

Principles:

- Abides by all federal, state and local education laws and statutes
- Maintains a professional relationship with all students both inside and outside the physical and virtual classroom
- Refrains from the abuse of alcohol and drugs
- Exemplifies honesty and integrity
- While entrusted with public funds and property, honors that trust with a high level of honesty, accuracy and responsibility
- Maintains integrity with students, colleagues, parents, patrons or business personnel when accepting gifts, gratuities, favors, and additional compensation
- Complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records
- Fulfills all terms and obligations detailed in their contract
- Reports breaches of the code of ethics
- Ensures just and equitable treatment for all members of the profession

PERSONNEL CONDUCT (BOARD POLICY 813.1)

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of district business and are required to comply with and conform to the Idaho Law and the Code of Ethics of the Idaho teaching profession.

District employees who are contacted by the media should direct such inquiries to either the individual in question or to the superintendent, his or her designee, or to communications & community engagement director.

Personnel conflict of interest - it is not uncommon for a district to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions of employment (i.e. Salary, hours worked, shifts, evaluation, etc.).

In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor. If one family member or romantic partner has influence over another family member or romantic partner's conditions of employment, the following should occur:

1. In collaboration with the supervisor, the involved employees will be provided 30 days to make a decision regarding a change. Options include, but are not limited to:
 - a. One employee applying to transfer to another area; or,
 - B. Revising the reporting structure in the department so that one employee no longer has direct influence over the other employee's conditions of employment; or
2. If a decision is not reached by the end of the thirty-day period, the department head, or next level of administrator, will resolve the situation.

Nothing in this policy shall require the superintendent or board, in the case when the conflict of interest directly relates to the superintendent, to transfer an employee to a different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the district.

PERSONNEL CONDUCT (CONT.)

Insubordinate conduct:

In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators, students, and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Examples of improper conduct include, but are not limited to:

- Disobeying an appropriate order, instruction or directive of a supervising employee or administrator;
- Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
- Disputing or ridiculing authority;
- Exceeding authority; and/or
- Using vulgar or profane language to a supervising employee or administrator.

TITLE IX – POLICY

Idaho Falls School District 91 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the district prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process. (See Board Policy 118) ([118 Sexual Harassment, Discrimination and Retaliation Policy](#))

How to report or file a complaint:

- Students, employees, or other members of the district community who believe that they have witnessed an incident or that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator at 690 John Adams Parkway, Idaho Falls, ID 83401, 208-525-7500.

TITLE IX – GRIEVANCE PROCEDURE

This Title IX grievance process applies to all members of Idaho Falls School District 91's community, including students, employees, and board members as well as district patrons, guests, visitors, volunteers, and invitees.

Reporting and supportive measures:

- Upon receipt of a complaint, report, or information alleging sexual harassment the Title IX Coordinator or Deputy Title IX Coordinator will contact the complainant to discuss the availability of supportive measures and explain the process for filing an informal or formal complaint.

Notice of allegations and investigation:

- Upon receipt of a written formal complaint the Title IX Coordinator, Deputy Title IX Coordinator or investigator will provide a written notice of allegations to all complainants and respondents. The investigator will then conduct an investigation into the formal complaint.

Resolution:

- The decision maker will review the investigation and issue a written determination of responsibility.

Appeal:

- Any party may file a request for appeal in writing with the Title IX Coordinator or Deputy Title IX Coordinator within three (3) days of the delivery of the notice of a final decision.

FRAUD, WASTE & ABUSE DEFINED

- **Fraud** –A dishonest and deliberate course of action that results in the obtaining of money, property or an advantage to which the person committing the action would not normally be entitled. Intentional misleading or deceitful conduct that deprives another of his/her resources or rights. Fraud always involves intent and some violation of trust.
- **Waste** - waste occurs when someone makes careless or extravagant expenditures, incurs unnecessary expenses, or grossly mismanages resources. This activity results in unnecessary costs. It may or may not provide the person with personal gain. Waste is almost always the result of poor management decisions and practices or poor accounting controls.
- **Abuse** - abuse most often involves an employee exploiting “loopholes” in policies and procedures for personal benefit. Abuse is very close to fraud, but often is not prosecutable as such. Abuse includes, but is not limited to the misuse or destruction of resources, using the powers of an official position inappropriately, or any other seriously improper practice that cannot be prosecuted as a fraud or other illegal act.

EXAMPLES OF FRAUD, WASTE & ABUSE

- An employee purchases a meal for a meeting which has a valid business purpose. The meal meets district policy, all receipts are provided and the proper form is completed. (Acceptable)
- The employee has a meeting with a valid business purpose. A meal is purchased, receipts are provided and required forms are completed. However, the meeting could have taken place without a meal. (Waste)
- The employee purchases a meal over a casual meeting with colleagues. The business purpose and necessity of the meeting is questionable. (Abuse)
- The employee purchases lunch for himself/herself and friends using district funds. (Fraud)

THE AT-WILL EMPLOYEE

- Non-certified (Classified) Employees are considered at-will employees with no property rights associated with their employment.
- Both the classified employee and the district remain free to terminate the employment relationship at any time, for any reason, with or without cause or prior notice.
- At the time of initial employment, and annually thereafter, all classified employees will have a personal action form (PAF) created that lists their position and other information relevant to their position. The PAF does not alter the at-will status.
- Nothing in this training is intended to express or imply any rights or privileges on the part of classified employees.
- No policy, practice or procedure described in this training is intended to create legally enforceable rights even though it has been strictly adhered to by the district or its employees in the past.
- The completion of any probationary period does not endow the successful employee with any further legally enforceable rights.

STUDENT SAFETY

Schools have a duty to protect students from dangers that are known or should have been known. Dangers come from:

- Activity
- Environment
- Other students
- Other adults (volunteers, contractors, chaperones, partnerships)
- Even before education, a school's primary responsibility is the safety of students. Every school district employee is required to be vigilant of student safety and to take actions to safeguard the student and to report student safety concerns to appropriate supervisors and administrators.

DO NOT allow students to leave school without parent permission.

Consider student safety when going off campus. Ask yourself, "What is the purpose and relationship to the curriculum? Is the activity covered by insurance? Is it board approved? Are there known dangers? Where is the nearest medical facility? Mode of transportation? Are there enough chaperones? Are chaperone expectations clear? Do any students need special accommodations?"

CHILD ABUSE REPORTING

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor.

Procedure:

- When in doubt, report
- Report within 24 hours to Health & Welfare at 1-855-552-5437 or 1-208-528-5900
- Complete written statement that includes:
 - Time
 - Date
 - Reasons for the belief
 - Agencies contacted
 - Names of individuals you spoke with at the agency
- Give report to building administrator

Be sure to notify the building administrator as soon as possible. Employees may ask the building administrator to call the agency on their behalf.

FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA is federal legislation that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18.

Parents or eligible students have:

- The right to inspect and review student's education records.
- The right to request that a school correct records they believe to be inaccurate or misleading.
- The right to consent to disclosure of personally identifiable information contained in the student's education records.

Educational records include, but are not limited to:

- Family information
- Personal information
- Grades and test scores
- Disciplinary records
- Medical records
- Documentation of schools attended
- Videotape recordings of individuals or groups of students

FERPA (CONTINUED)

Directory Information: information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

- Student name
- Physical address
- Telephone listing

OPT OUT: A parent can choose to have NONE of the student's information disclosed to the public by marking the "do NOT release directory information regarding my child" on the registration form.

FERPA (CONTINUED)

Employee responsibilities:

- Before including any pictures, names or other student directory information on a website or any other means by which it is made public, ensure that each student **does not** have a “do NOT release” marked on their registration form.
- Your school secretary has access to the registration forms of students who have “do not release” on file. Please check all names.
- Direct FERPA questions to the Director of Communications & Community Engagement.

Note: when discussing students in emails it is good practice to use initials. **NEVER** use a student’s name in the subject line of an email.

Confidentiality is important when discussing students in a school setting. Discussions should be limited to those with a need to know. Student information should never be shared with members of the community.

ACTS OF SOCIAL VIOLENCE

BULLYING, CYBER BULLYING, INTIMIDATION, HAZING AND HARASSMENT - BOARD POLICY 1005.8.2

- It is the policy of Idaho Falls School District 91 Board of Trustees to maintain a safe school environment for all students, employees, and visitors while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations.
- Acts of social violence include but are not limited to: Bullying, cyber bullying, intimidation, hazing, and harassment (peer, racial, color, and national origin, sexual orientation, religious, disability, and sexual), regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.
- It shall be a violation of this policy for any district student, employee, or visitor to bully, haze, intimidate, or harass another individual, while on any school premises or at any school sponsored activity, regardless of location. Violation of this policy may be subject to school disciplinary action even if the threat is not substantial, direct, or specific enough to constitute a violation of state or federal law.
- Reporting: it is everyone's responsibility to eliminate the behavior prohibited by this policy. Anyone who believes he/she has knowledge of a person or persons affected by a violation of this policy should immediately report it to a district official. District personnel receiving a report of a violation of this policy shall report the matter to the building principal, supervisor or designee immediately. If the complaint involves the principal, supervisor or designee, district personnel must immediately report the matter to the superintendent. If the complaint involves the superintendent, district personnel must immediately report the matter to the School Board Chair.

Please see Board Policy 1005.8.2 for the definitions related to this policy.

SEXUAL MISCONDUCT

BY SCHOOL EMPLOYEES

Grooming behaviors:

- Granting special privileges
- Meeting privately in unsupervised or off-campus settings
- Providing rides home
- Offering additional, unneeded assistance
- Making personal, flattering comments
- Writing letters, emails
- Giving gifts
- Moving closer and closer physically (i.e. Sitting next to student, touching student, putting hand on shoulder, putting affectionate arm around the back)

PAY ATTENTION to these “red flags.” Recognize that perception of others is crucial. If you notice these grooming behaviors in others, do something about it and inform your supervisor or building administrator.

BOUNDARIES

School employees are expected and required to maintain proper boundaries between themselves and students. Employees who interact with students outside of the school district place themselves in an extremely vulnerable position regarding complaints of inappropriate behavior. Outside of school contact is outside your scope of duty.

- Don't put yourself at risk...even with parent permission.
- Don't transport students unless it's in the job description.
- Don't invite students to your home or give them personal gifts.
- Don't take students on private excursions as rewards.
- Don't use cell phones and personal communication devices to create an inappropriate relationship that could be viewed as grooming and boundary violations.

BOUNDARIES & COACHING

Coaches are placed in situations that place them at greater risk of committing an act of misconduct with a student or creating the perception and allegation of an act of misconduct. Reasons include both “settings” and “interactions.”

SETTINGS include trips, off-hours, one-on-one coaching, athletic medicine, locker rooms, camaraderie activities, closed rooms and closed facilities.

INTERACTIONS include buddies, hero worship, engagement in personal life, more casual conversation, power position, sense of special relationship.

Be vigilant of such situations and exercise great care not to behave in a manner that leads to misconduct or the perception of misconduct. Avoid being alone with students; be especially guarded in physical contact; and keep professional boundaries in conversations and relationships. **Be the coach, not the buddy!**



SOCIAL MEDIA GUIDELINES

FOR TEACHERS, STAFF, VOLUNTEERS & STUDENTS IN IDAHO FALLS SCHOOL DISTRICT 91

- Idaho Falls School District 91 recognizes that social media and other online tools can be a powerful way to connect and engage with students, parents and patrons. The purpose of these guidelines is to help teachers and staff use these tools in a respectful, relevant way that protects their reputation and the reputation of Idaho Falls School District 91.
- For these purposes, social media and online tools include, but are not limited to, social networking and media sharing sites such as Facebook, twitter, LinkedIn, google+, Flickr, Tumblr, YouTube and Instagram. It also includes blogs, comments on websites, discussion forums and other online activity.

SOCIAL MEDIA (CONTINUED)

These guidelines are intended to complement, not replace, Idaho Falls School District 91's existing policies and procedures. They also are designed to support the professional code of ethics.

- **Your online behavior should reflect the same standards of honesty, respect and consideration you live everyday offline.**
- **Social media forums are very public** so we ask you carefully consider your remarks to ensure they properly represent your professional reputation. Before you post or share content, ask yourself:
 - Would I want this on the evening news, on the front page of the newspaper or shared at a neighborhood barbecue?
 - Would I feel comfortable if my colleagues, students, parents or principal read this content?
 - If your answer is “no,” you may want to reconsider the post.
- **Express your ideas and opinions in a respectful manner.**
- **Be thoughtful** and avoid the use of racial slurs, innuendos, obscenities or other inappropriate content. And, do not share content that could be considered obscene or inappropriate.
- **Use common sense**, and understand social media blurs the lines between public and private. While teachers and staff are private citizens, derogatory comments about students, colleagues or schools can do considerable damage to their professional reputations. Such comments are not constitutionally protected speech and can result in disciplinary action. As a result, we:
 - Encourage staff to post information that helps build support for the school community.
 - Discourage staff from commenting on or perpetuating rumors and other unsupported information.

SOCIAL MEDIA (CONTINUED)

- **Respect the privacy and rights of both colleagues and students.** Confidential student or personnel information should not be posted online. Photos or video with clearly identifiable students should not be posted without prior parental or student permission, and staff should be vigilant not to violate any provisions of the family educational rights and privacy act.
- **You are responsible for all content you publish,** including personal comments, links, photographs, audio or video files. In addition, you are responsible for any content created by others that you choose to share or repost.
- **You also are responsible for understanding and controlling privacy settings** on the social media you use. Always assume that default settings will make your profile and any content you share publicly accessible. Even with maximum privacy settings your content could still find its ways into the public domain.
- **Be mindful that once you post something online, you really cannot take it back.** You may delete it, but others may have already taken a screen shot, reposted the information or shared it with a wide audience.
- **Before you create any social media account,** blog or website intended to represent your school, any school organization or Idaho Falls School District 91 be sure to receive prior approval from your supervisor or the superintendent.
 - In addition, teachers and staff should not claim to be speaking or issuing opinions on behalf of Idaho Falls School District 91 or their school unless they have received prior approval from an administrator or the superintendent.
 - In some cases, staff may want to add a disclaimer stating their views and content are exclusively their own and do not represent their school or Idaho Falls School District 91.
- If you create a social media account, blog or website for a school or an organization affiliated with your school, please register the site so it can be included in the district's social media directory. (To register the site, log into the district's Employee Website -- click on the "Teachers" tab --click on the "Social Media Guidelines" -- click on "register the site" to complete the form. This form is a Laserfiche form and can also be accessed through Laserfiche Start Process --Social Media Registration.)

SELF REPORTING OF A CRIMINAL OFFENSE

- All employees shall have the continuing duty to notify the district of any arrest or criminal conviction that occurs subsequent to being hired by the district.
- If **ANY** employee is arrested, charged or indicted for a criminal violation of any kind, whether misdemeanor or felony, except for minor traffic infractions, he/she is required to report this to his/her supervisor within one (1) business day unless mitigating circumstances exist.
- This applies regardless of whether the arrest occurred on-duty or off-duty.
- Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

VOLUNTEERS

Volunteer badge **MUST BE WORN AT ALL TIMES** – school should collect this badge when volunteer is done for the year.

One-on-one (i.e. Coaches):

Before a volunteer IS ALLOWED to work independently with any student he/she must complete a district volunteer agreement and complete a background check with the state department of education.

- Obtain and complete a district office volunteer agreement from building secretary or administrator.
- The volunteer must contact human resources to schedule fingerprinting, paperwork completion, and creation of a volunteer badge.

Note: a volunteer may not work alone with a student until the background check is completed.

Classroom:

Before you allow a parent/family volunteer to work in a classroom with a teacher, the school volunteer agreement and a check against the sex offenders registry must be completed.

- Obtain and complete a school specific volunteer agreement from building secretary.
- School will check the volunteer against the sex offenders registry.
- Secretary will then take a picture of the volunteer and email it to Administrative Assistant To Secondary Education.
- Administrative Assistant To Secondary Education will create a volunteer badge and send it over to the school.

KEY CARD RESPONSIBILITIES

- Employees issued key cards shall at all times take reasonable precautions to prevent loss or theft.
- In the event of a suspected or known loss or theft of the key card the employee must **immediately** notify their principal and submit an IT Help Ticket. The key card will be inactivated upon notification. If the key card is found, it is possible to re-activate the key card. If the key card is not found, another key card will be issued.
- Loaning of keys or key cards is expressly prohibited as stated in Board Policy 310.2

EMPLOYEE SAFETY

Employee safety is important

- Always be aware of your surroundings
- Please immediately report any hazard that is likely to cause injury.
- Be sure to use required safety devices and safeguards.
- Be aware of policies and procedures that are in place to protect the life, safety and health of employees.
- Immediately report any acts of violence or threats of acts of violence to your supervisor.

INJURY AT WORK

- Report accidents immediately to your supervisor. An Accident/Incident Report must be completed.
- If employee requires medical attention for work-related injury, he/she must visit Ammon Medical & Urgent Care at 3456 E 17th St. Suite 125, Ammon ID 83406.
- After the initial contact, employees may seek medical services using the provider of their choice with the approval from the State Insurance Fund.
- Before returning to work, the HR Department must be given a return to work release authorized by a physician.
- Employees not following the initial service procedures may be held responsible for initial visit fees.

NON-WORK RELATED MEDICAL CONDITIONS – RETURN TO WORK

The scope of the non-work related medical conditions for purposes of this guideline include, but are not limited to: injuries, in-patient surgeries, contagious illnesses. It is not intended to cover minor or “routine” illnesses such as: the common cold, stomach flu, or other short-term, non threatening condition that likely does not include work restrictions.

The employee must:

- Immediately notify their supervisor when they may need to be gone from work for a non-work related medical condition that **affects their ability to perform their essential job duties**. The non-work related medical condition may qualify as a leave of absence under the Family Medical Leave Act.
- If the absence qualifies under FMLA, the employee must make a request in writing to the Human Resources Office.
- Immediately notify their supervisor when their medical provider supports their ability to return to work whether with or without restrictions.
- Employees will be allowed to return to work if the employee has documentation from a medical professional about work restrictions and the **restrictions do not interfere with their essential job duties**.

These guidelines do not apply for workers’ compensation injuries.

FMLA – FAMILY & MEDICAL LEAVE ACT

Family & Medical Leave Act:

- Protects the jobs of certain employees for up to 12 weeks (paid or unpaid) leave.
- Ensures continuation of health benefits during the 12 weeks.
- Ensures job restoration when the employee is able to return.

The employee must:

- Have worked at least 1,250 hours in the 12 months immediately preceding the date leave is to be taken.
- Have a serious health condition, or
- Be absent due to pregnancy or prenatal care, or
- Be caring for spouse, parent, or child with a serious health condition.
- Requests for FMLA must be made in writing to human resources at least 30 days in advance when leave is planned or foreseeable. When leave is unplanned or unforeseen, the notice should be reasonable and practical.

TAKING LEAVE

- Full-time employees are granted 3 personal days per year and may carry over the equivalent of 4 days personal leave at the end of the school or employment year.
- Full-time employees are granted sick leave dependent upon their scheduled calendar days. Sick leave allotment starts at 13 days per year and is granted at the beginning of the work period for the current employment year. Sick leave may be used for absences caused by personal or immediate family illness (as defined by FMLA), accident, injury, preventative treatment, or health assessment. Special circumstance related to illness and/or injury, outside of FMLA can be submitted for the superintendent's approval.
- If all personal and sick leave is exhausted, an employee may request permission of their immediate supervisor to be absent from work without pay **for a period of time not to exceed five (5) days in any employment year**. Unpaid leave may be granted by the superintendent for greater periods of time if necessary. When the need is for medical purposes, a doctor's verification may be required. The Skyward leave request should be entered as LOP. A full-time employee may submit a request to the Payroll Department to disburse the loss of pay over several month's paychecks. **At no time will an employee be paid more than he/she has earned.**
- 3 bereavement leave days are available for the death of an immediate family member. The term "immediate family" is defined as the employee's father, mother, spouse, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent and grandchild.
- Excessive tardiness or unexcused absences from work (absences without prior notification to an employee's supervisor will be considered to be unexcused, absent exigent circumstances.) May lead to disciplinary action up to termination.

READYSUB AND REQUESTING LEAVE

– CERTIFIED STAFF

- Skyward is our absence recording system.
- **ALL** absences must be entered into Skyward even if you don't require a sub.
- The requesting leave through Skyward instructions can be found on the employee website in the HR/Payroll section>>Payroll under Skyward information.
- When entering leave you can opt for the sub request button if needed. This will take you to the ReadySub page.
- You must also notify your supervisor of your absence.
- Contact Heather Jensen at subdisp@sd91.org for additional information.

TRUE TIME AND TIMECARDS

- CLASSIFIED STAFF

Classified employees that are required to use True Time must:

- Submit time cards weekly.
- Leave requests must be approved before submitting timecards.
- Use True Time to record time accurately by clocking in and out in “real time”. Editing days and times at the end of the workweek is **NOT** an appropriate use of True Time.
- Falsifying a timecard or deliberately misrepresenting time worked for the district may lead to disciplinary action up to termination.

SMOKE FREE BUILDINGS AND VEHICLES

BOARD POLICY 120.0

- **Board prohibition against employee and student use:** smoking and the use of tobacco products shall be prohibited in all school buildings and all district-owned vehicles. Possession and use of tobacco products by students on school property or in district-owned vehicles is also prohibited. This policy is binding upon all district employees and students enrolled in District 91 schools.
- **Prohibition of use by others in school buildings:** citizens who are observed smoking or using tobacco products while in school buildings, or traveling in district-owned vehicles, shall be asked to refrain from such use. If the individual fails to comply, his or her violation will be reported to the appropriate building principal or administrator. The principal or administrator shall make a decision on what further action to take with the individual, and may include a directive to leave the school building. Repeated violations may result in a recommendation to the superintendent that the individual be prohibited from entering district buildings or traveling in district-owned vehicles.
- **Definition:** for the purposes of this policy, tobacco use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco in any form and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems or vaporized smoking devices.

TECHNOLOGY USE AGREEMENT

- Use resources for educational purposes.
- Keep passwords confidential and log off before leaving unattended.
- Protect the security, integrity and availability of the network and all other technology systems. Do not tamper with or bypass physical or virtual technology systems including but not limited to cabling, equipment, antivirus and other software.
- Use only approved standard technology equipment and software systems.
- Do not intentionally access content that is illegal, sexually oriented, abusive, etc.

CYBER SECURITY

Cybercrime is increasing and employees must be vigilant to protect their personal information, student data and district computers.

Why is there an increase in cybercrime?

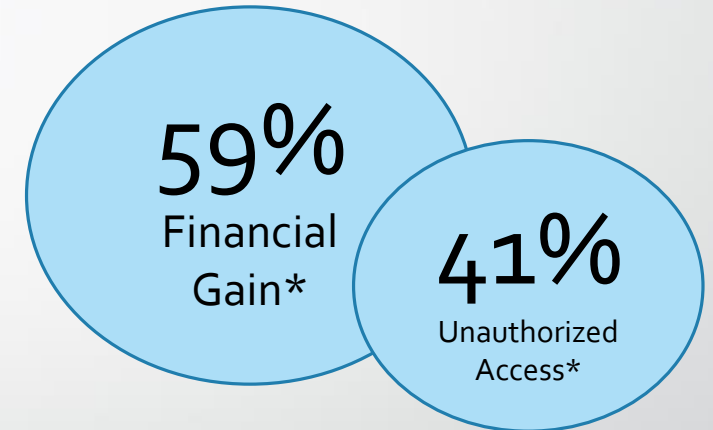
- Low cost of entry and low risk of being caught.
- Advancement in technology. Criminals don't need to be technologically advanced anymore.
- Cybercrime-as-a-service. Criminals have expanded their business by providing services and infrastructure to other cybercriminals that ethical businesses wouldn't provide.
- The internet of things (IOT) increases the attack surface. Anything connected to the internet such as printers, phones, HVAC, etc. can be an entry point if the item isn't protected.
- Email scams are increasingly more sophisticated and it is easier to hack a person than a system. (Phishing)

WHY ARE SCHOOL DISTRICTS TARGETS FOR CYBERCRIMINALS?

- Employee emails addresses are publicly available on school and district websites.
- Hundreds of employees increase the number of targets for phishing emails.
- Dozens of critical servers can be targeted for ransom attacks.
- Employee and student identity can be stolen and used fraudulently.

Phishing Attacks at D91

- Phishing is when a scammer uses **fraudulent** emails to get you to share valuable personal information.
- Perpetrators use social engineering tactics to trick employees into providing sensitive information such as usernames and passwords by masquerading as a trustworthy person.
- Criminals gain information about our employees from our websites and use the information to send an email that appears to be from a co-worker.
- Your network password can also be used to access skyward (our payroll software). Protect your identify from being stolen by keeping your network password secure.



** Verizon 2018 Data Breach Investigation Report*

D91 STAFF EMAIL STANDARD EMAIL ADDRESS "ENDINGS"

"Ending"	Platform	Who has an account/Information
@cloud.ifschools.org	G suite for Education (Google)	All K-12 students, employees, and substitute teachers (Gmail has been discontinued as of 8/13/2021)
@d91.k12.id.us	Microsoft Exchange	This account auto-redirects to the @sd91.org account
@sd91.org NEW last year! This is now the primary email address ending for all staff and students.	Microsoft Exchange	All employees including subs, and students. Outlook for students was made available on 8/13/2021. Access via D91 Single Sign On

- Overall Mailbox size is 50GB. A single email size including attachments is 25MB.
- Gmail for all staff and students was discontinued as of 8/13/2021. All email going to a staff/student's @cloud.ifschools email account is now auto redirected to their Microsoft @sd91.org account. The Google family of applications, other than Gmail, is not going away. The @cloud.ifschools.org account is still valid and used to login to the Google suite for education.

D91 STAFF EMAIL CONTINUED...

How to review emails that are older than 6 months

- Email messages and calendar items older than 6 months are automatically shifted to a different 'mailbox' called 'online archive'. It is easy to access and folders such as 'inbox', 'sent items' and 'deleted items' remain intact and searchable for an additional 2 ½ years. As each item reaches it's 3rd birthday it is automatically removed from the system.
- Can't find an important message you've received or sent in the past three years? Put in a ticket with details that would help us find it like timeframe, possible subject keywords, and sender email address. IT will attempt to locate the item in our Mimecast email journaling system. Mailbox items are retained there, including those that are deleted by the sender/receiver.
- For additional information please visit the D91 [IT FAQ page](#)

HOW TO SPOT PHISHING EMAIL

- If an email looks odd, trust your instinct. Delete it.
- Do not respond to any emails or webpages that request personal information.
- “Verify your account” – always question why you are being asked for verification. This is a common trick to attempt to steal your credentials.
- Sense of urgency or threatening phrases such as “*your account will be suspended*”. Thieves use this technique hoping you will fall for their scam.
- Be suspicious of emails that appear to be from your principal or other D91 administrators that aren’t from their D91 email account.
- D91 email accounts can be compromised and used to trick other employees.
- Be cautious about opening attachments or clicking on links in emails. Be wary of a zip file from someone you know. Employees have received malware from someone they knew because the sender's email was infected.
- Not sure if it is legitimate email? Forward it to cybersecurity@sd91.org

STRONGER PASSWORDS: 12 CHARACTERS

- A password-cracking tool can try every password until it discovers the correct one. An 8 characters password with an upper case, a lower case, a number, and special character can be cracked in 4 hours. It would take about 3 thousand years to crack a 12 character password.
- **D91 requires 12-character passwords** along with the requirement of three of the following conditions; an upper case, a lower case, a number, or a special character. Your password will expire every 12 months.
- You can reset your password using Single Sign-On portal on the district webpage.
- **Use passphrase-- -a short sentence or random words will help you create a secure password.** <https://howsecureismypassword.net/> Examples:
 - 2bluesuedeshoes!
 - 99redballoons
 - Dontworrybhappy3

Questions? Send them to cybersecurity@sd91.org

HIPAA

- The privacy regulations of the Health Insurance Portability And Accountability Act (HIPAA) became effective on April 14, 2003. The regulations deal with the handling of Protected Health Information (PHI) of staff members or students. PHI is defined as any health information in any form that is created or received by a covered entity that can be used to identify an individual. It includes physician's notes, Medicaid billing information, etc.
- As with all confidential information, care must be taken in handling PHI.
- PHI must not be left out on your desk where a casual passerby may view it. If you are not working with this information, turn it face down on your desk or file it in a locked cabinet.
- If leaving PHI for someone who is away from his/her desk, enclose the PHI in a sealed envelope.
- PHI must be stored in a locked cabinet at night or whenever you will be away from your desk for an extended period of time.
- PHI should not be discussed with those not directly involved. When discussing PHI with the appropriate staff members, care should be taken to protect the privacy of the individual. Use a low voice and secure your surroundings. Look to see if others are in the vicinity where they may overhear your discussion. You may want to step into an office or room where the information may be discussed privately.
- Use caution when storing PHI on your computer. Store it on the network server, not on your hard drive. Lock or log off from your computer whenever it will be left unattended for an extended period of time. Monitor failed attempts at logging on to your account. If you suspect that someone else has attempted to log on to your account, contact the technology center. Change your password regularly and keep it secure.
- If faxing PHI, notify the person to whom you are sending the information, so he/she may watch for the fax and pick it up immediately from the fax machine.
- **Confidentiality in a school setting is very important. These same guidelines can also apply to other confidential information you may receive in the course of your employment.**

POLICIES OF NON-DISCRIMINATION IN THE WORKPLACE & EQUAL EDUCATIONAL OPPORTUNITIES

BOARD POLICY 118.0 & 119.0

- General statement on non-discrimination: the district shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.
- Specific areas covered by non-discrimination statement: in keeping with the requirements of federal and state law, this school district will strive toward non-discrimination in any employment assignment and promotion of personnel, in educational opportunities and services offered students, in their assignment to schools and classes, in their discipline, in location and use of facilities, and in educational offerings and materials.
- Encouragement to improve relationships: the board encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human relations concerns to the administration and the board.
- General statement on equal educational opportunities: unlawful discrimination against students on the basis of race, gender, color, national origin, religion, creed, marital status or disability in educational programs and activities is prohibited. The district will not discriminate against a student on the basis of sexual orientation.

AMERICANS WITH DISABILITIES ACT

What you need to know.....

This district will not discriminate against employees and/or candidates for employment on the basis of a disability. All employees must be able to perform the essential functions of the position for which they are employed.

In the event an employee believes that reasonable accommodations are necessary:

- He or she must submit the request in writing to the superintendent or designee.
- In considering the requested accommodation, the district may require that the employee submit medical and/or other information to substantiate the request and may require that the employee undergo an independent medical examination.
- The district may deny a request for an accommodation if it is unreasonable and/or it poses an undue hardship on the district.

CIVIL RIGHTS TRAINING FOR FRONTLINE STAFF

Per FNS Instruction 113-1, Local agencies are responsible for training their subrecipients, including “frontline staff.” “Frontline staff” who interact with program applicants or participants, and those persons who supervise “frontline staff,” must be provided civil rights training on an annual basis.

By completing this SafeSchools training it means you have read this civil rights training its entirety and understand your civil rights responsibilities as frontline staff.

PURPOSE OF CIVIL RIGHTS TRAINING

Civil rights training upholds compliance, enforcement, and prohibition of discrimination in USDA-funded Child Nutrition Programs, like the School Breakfast Program operating in the classroom. **Training all frontline staff and volunteers in Civil Rights ensures that program recipients are given equal access and treated without discrimination while participating in the USDA Meal programs.** Civil rights training must occur before staff and volunteers assume their duties in USDA Meal programs, and annually thereafter.

Civil rights are in place to protect children and families from being discriminated against while participating in USDA meal programs.

DISCRIMINATION

Discrimination occurs when participants are:

- **DENIED** benefits or services that others receive.
- **DELAYED** in receiving benefits or services that others receive.
- Treated **DIFFERENTLY** than others, resulting in a disadvantage.

Examples of discrimination:

- Refusing a person's enrollment in a program based on disability.
- Failure to provide reasonable accommodation to disabled individuals.
- Serving meals at a time, place or in a manner that is discriminatory.
- Failing to provide materials that give non-English speaking persons full and equal opportunity to receive benefits.

PROTECTED CLASSES

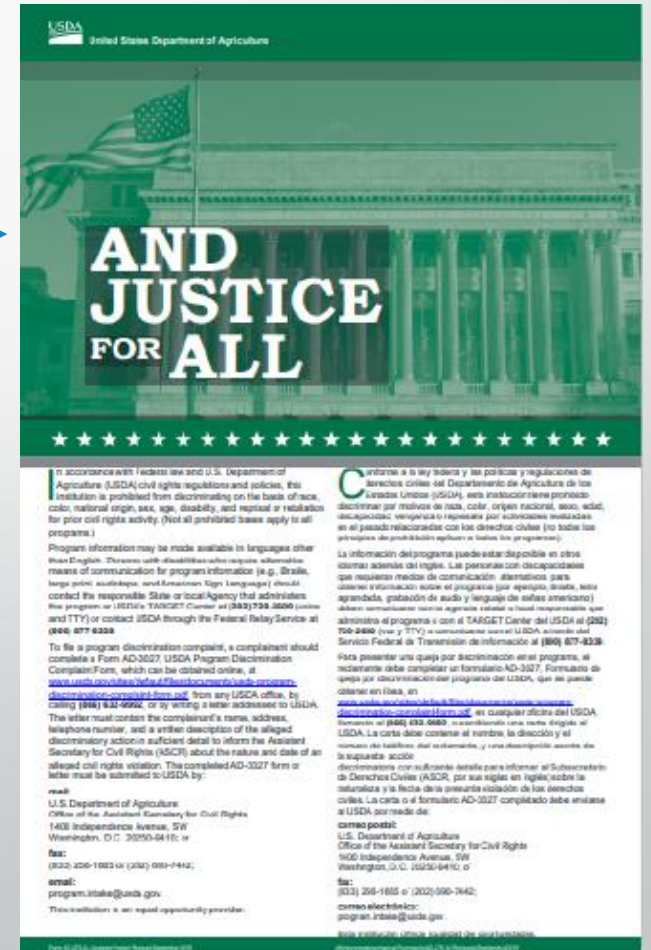
A protected class is a group of people with a common characteristic who are legally protected from discrimination on the basis of that characteristic. **The six protected classes recognized in the USDA programs are race, color, national origin, age, sex and disability.**



PUBLIC NOTIFICATION SYSTEMS

Sponsors of the USDA meal programs are required to notify the public about the availability of their program in the following ways:

- Prominently displaying the “And Justice for All” poster in all offices where there is a USDA presence and where it may be read by customers.
- Including non-discrimination statements on all media mentioning USDA meal programs, including menus, flyers, internet pages and other food related program announcements.
- Providing information in other formats for those with disabilities. An example of this may be providing large print or braille menus for those who are visually impaired.
- Conveying equal opportunity when using photographs to include a good representation of various ages, races, genders, etc.



COLLECTION AND USE OF DATA

Sponsors of the USDA Programs are required to collect participant data by ethnic and racial category one time per program year to help determine areas of potential need and help prevent any discrimination of the participants. **Frontline staff will not be involved with this data collection.**

NO ONE MAY ASK A CHILD HIS OR HER RACE OR ETHNICITY.

LANGUAGE ASSISTANCE

Civil rights requirements state that provisions must be made for non-English speaking program participants.

Examples of language assistance:

- Translating enrollment forms or menus into Spanish in areas where Spanish is necessary for families to comprehend the information.
- Providing braille or large print for visually impaired program participants.



REASONABLE ACCOMMODATIONS

Each entity that receives federal financial assistance must designate at least one employee to coordinate compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973. Their responsibility is to prevent discrimination against students, employees, and others on the basis of disability; and to handle all accommodation requests.

Know your section 504/ADA Coordinator at your facility/district to assist you to comply with Civil Rights requirements.

Civil rights requirements state that reasonable accommodation must be made for persons with disabilities.

Examples of reasonable accommodations for person with disabilities in USDA programs:

- Serving meals in a location that has ramps to allow for those in wheelchairs to have access to the site.
- Having food component substitutions available for those with medically documented food allergies.

For further questions, review the *[Modifications to Accommodate Disabilities in School Meals Programs](https://youtu.be/LZjrTL7ClmE)* video here <https://youtu.be/LZjrTL7ClmE> . USDA Western Regional Civil Rights Officer contact: JOE TORRES, REGIONAL CIVIL RIGHTS DIRECTOR, Food And Nutrition Services-USDA Western Region, 90 Seventh Street, Suite 10-100, San Francisco, CA. 94103.

COMPLIANCE REVIEW TECHNIQUES AND RESOLUTION OF NONCOMPLIANCE

The following list represents the flow of information for civil rights compliance:

- USDA regional office is responsible for the review of State agencies
- State agency is responsible for review of local agencies
- State agency must report any significant finding(s) to the regional USDA office
- State and local agencies must receive a pre-approval visit for civil rights compliance determination before receiving funds
- If State agency reports a finding, corrective action will be put in place until noncompliance is resolved
- All reports must be maintained as part of records for future review

CONFLICT RESOLUTION & CUSTOMER SERVICE

The process for **CONFLICT RESOLUTION** includes making sure all complaints alleging discrimination on the basis of race, age, color, national origin, sex, or disability are forwarded to the State agency within three days and must be processed by USDA within ninety days.

CUSTOMER SERVICE involves treating all program participants and their families fairly and equally. All staff should be enabled to provide the best customer service possible to families and recipients of meals. **Awareness of discrimination, and accountability, is a key component to good customer service.**

CIVIL RIGHTS COMPLAINT PROCEDURES

All USDA meal program sites must keep a civil rights binder with the following required civil rights complaint documents:

- A written civil rights complaint procedure.
- An annually dated civil rights complaint log.
- Copies of the civil rights complaint form in appropriate languages.

All frontline staff should know where the binder is located and what to do if they receive a complaint. In most cases all staff should immediately contact the food service supervisor if they are made aware of a complaint in USDA programs.

This institution is an equal opportunity provider.



POLICIES AND HANDBOOKS

- Board Policy is available on the district website at <https://www.d91.k12.id.us/administration/14>
- Classified employees should refer to the classified employee handbook on the district's employee website at <https://www.d91.k12.id.us/userfiles/5322/my%20files/2021%20classified%20handbook.pdf?id=8170>
- Certified employees should refer to the negotiated master contract on the district's website at <https://www.d91.k12.id.us/userfiles/5323/my%20files/2021-2022%20negotiated%20master%20contract.pdf?id=7770>

THANK YOU

- Thank you for completing this Annual Review.
- By completing this training you are verifying that you have read and understand the information presented.
- Thank you for all that you do for the students of our district.