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LOGAN CITY SCHOOL DISTRICT ANNUAL ESP EMPLOYEE ORIENTATION



PRESENTATION #1



The board of Education and District Administration thank you for the service you provide to the students and patrons of our schools.



District Mission

“Ensure all students leave our schools ready to create a positive future for themselves and their community.”



T.E.A.M. LOGAN **(Team Effort Always Matters)**



Verification Form sign-off

In order to support the team effort required to achieve the mission of the District, this presentation outlines key policies and procedures that will facilitate your success as an employee.

If you have any questions regarding a specific policy, please contact your building principal.

After viewing presentations 1 and 2 of the employee orientation, you will be asked to sign an electronic form verifying completion. Verification forms are to be submitted by **September 1, 2023**. This electronic form is available at this link: [ESP Annual Orientation Completion Form](#)

Personnel Policies

Department of Human Resources

Communication of Concerns

We recognize, that in the case of normal district operations there will be concerns that arise between employees.

In such cases, employees of the District adhere to the following means to appropriately communicate and resolve concerns.

Direct communication between the individuals involved

Communication with building level administration

Monthly School Advisory (SAC) meetings

Communication of concerns to Logan Education Association (LEA)

Leadership through use of the LEA Concern Form

Monthly LEA leadership meetings with District administration

Association representation in conversations with administration when desired



Employees as Role Models

District employees should be aware that trust in the profession depends on a level of professional conduct and responsibility that may be higher than what is required by law. This trust entails holding oneself and one's colleagues to the same high ethical standards.

District employees are role models of civic and societal responsibility and, as such, must demonstrate professional conduct that:

- Is befitting a Logan City School District employee;
- Aligns with District and school policies and procedures;
- Complies with federal, state, and local laws;
- Reflects professional ethics and standards outlined in state rules and regulations.

Professional Boundaries & Relationships

District employees shall recognize and maintain appropriate personal boundaries in teaching, supervising, and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to an appearance of impropriety.

Guidelines for maintaining professional boundaries include:

- Educators **shall not** touch a student in a way that makes a reasonably objective student feel uncomfortable
- Educators **shall not** provide gifts, special favors, or preferential treatment to a student or group of students
- Educators **shall not** discriminate against a student on the basis of sex, race, religion, and or any other protected class
- Educators **shall not** engage in any sexual conduct with a student including the sharing of sexually explicit or lewd communication, images,

Boundary Violations

A boundary violation means “crossing verbal, physical, emotional, and social lines that an educator must maintain in order to ensure structure, security, and predictability in an educational environment.” These may include, but are not limited to:

- Isolated one-on-one interactions with students, out of the line of sight of others
- Telling risqué jokes to or in the presence of a student
- Giving gifts to individual students
- Exchanging personal email or phone numbers with a student for non-educational purposes
- Discussing an educator’s personal life or personal issues with a student
- Meeting with a student in rooms with covered or blocked windows
- Communicating with individual students using social media platforms

Professional Electronic Communications

Employees communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.

Although texting and/or e-mailing students is not prohibited, such means of communication should be limited to group conversations related to class/school requirements only.

Employees should not interact privately with individual students through social media, such as Facebook, Instagram, Snapchat, Twitter, etc., whether through a computer or handheld device.



Professional Electronic Communication, cont.

In all forms of communication with students, minors, and colleagues...

- Educators **MAY NOT** make inappropriate contact in any communication including written, verbal, or electronic with a minor, student, or colleague, regardless of age or location.
- Educators **MAY NOT** solicit, encourage, or consummate a



Responsibility to Report

- A staff member who has reason to believe there has been a violation of these standards shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.
- Failing to follow the guidelines regarding interactions with students, or failure to report suspected misconduct as required is a violation of District policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary action.

Professional Ethics & Standards

Professional ethics are principles designed to promote student safety and welfare, guide employee decision-making, foster public confidence in the profession, and advance the profession's ability to withstand public scrutiny.

State Rule outlines specific professional ethics, standards, and responsibilities Utah employees must comply with such as:

- Maintaining a positive and safe learning environment for students
- Expressing personal opinions professionally and responsibly in the community served by the District
- Communicating and/or resolving a grievance with a student, colleague, school community member, or parent professionally, with civility, and in accordance with District policy
- Complying with directives from supervisors



Leave Provisions

Leave provisions are referenced in Article 7 of ESP negotiated agreement. Education Support Professionals who are contracted to regularly work 28.75 or more hours per week in a single capacity are leave eligible.

Family and Medical Leave Act (FMLA) Eligible ESP employees shall utilize Family and Medical Leave Act (FMLA) in accordance with Article 7-3.3 for any extended absence due to the following events:

- the birth of a son or daughter of the Educator and to care for that newborn son or daughter;
- an expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work;
- the placement of a son or daughter with the Educator for adoption or foster care;
- a father, as well as a mother, can take family leave for the birth, placement for adoption or foster care of a child;



- a spouse, son, daughter or parent who has a serious health condition; or

Leave Provisions, cont.

Absence Beyond Available Leave (Article 7-11). Recent changes to negotiated agreement includes:

- Only to be taken when vacation leave is exhausted
- Requires prior written authorization from the superintendent or designee within 24 hours of being requested
 - If the Employee has an accrued sick leave balance, two (2) days of sick leave will be converted to one (1) day of additional vacation leave.
 - If the Employee's request for Absence Beyond Available Leave exhausts all categories of accrued leave, the absence is without pay and the Employee's daily rate of pay and equivalent insurance premiums are deducted from the salary.

Public Relations

District employees promote positive relationships and effective interactions with members of the school community, while maintaining professional boundaries.

- All media contact with students or school personnel should be channeled through the administration, who will then notify the employee/student. If employees receive media requests without having heard from the administration, those requests should be referred to their building principal.
- Media personnel should not be allowed access to students without authorization from school administration and parents.



Substitutes

Employees in schools are responsible for the proper supervision of their students at all times. When employees are to be absent, they are to adhere to Leave provisions outlined in the ESP Negotiated Agreement including the following:

- Employees are to properly report absence from the building to the building principal, regardless of the need for a substitute
- Employees who are leave eligible are to secure substitutes through Kelly Education Services
- Employees may not arrange for a relative as a substitute



ESP Negotiated Agreement

The Logan City School District's Education Support Professionals Negotiated Agreement establishes rules and regulations related to state law and District policy. **This agreement can be located on the District's webpage.** It is incumbent upon each educator to know the rules and regulations contained in the negotiated agreement. These rules and regulations include such things as:

- Contract Provisions
- Resignation
- Breach of Contract Penalty
- Attendance at Meetings
- Wage/Salary Provisions
- Leave
- Transfer Requests



Discrimination & Harassment

The Logan City School District is committed to providing an environment free from discrimination and illegal harassment.

Accordingly...



- Employees take prompt and appropriate action to prevent discriminatory conduct or harassment toward a student or District employee that may result in a hostile, intimidating, abusive, offensive, or oppressive learning and/or work environment
- Any staff member who knows of or even suspects any conduct that is sexual in nature occurring at school and/or the work environment **MUST** immediately report such to Susanne Kuresa, Director of Human Resources, or Melisa

Discrimination & Harassment, cont.

A person who believes he/she has been the victim of discrimination or harassment by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute illegal harassment, should submit a report of the alleged actions immediately to Susanne Kuresa, Director of Human Resources, or Melisa Richardson, Director of Student Services and Title IX Coordinator.

- The reporting party or complainant is encouraged to use the “Report Bullying, Harassment, Discrimination, or Hazing” link at www.loganschools.org

The District’s ***Discrimination and Harassment Policy, Title IX Policy, and Bullying, Harassment, Discrimination, Hazing or***



Reporting Arrests & Convictions

Reporting Arrests

An employee must notify his/her principal or Director of Human Resources if arrested* for any of the following:

- an alleged sex offense;
- an alleged drug-related offense;
- an alleged alcohol-related offense;
- an alleged offense against a person (domestic violence, assault, violation of protective orders, abuse/neglect of a child, etc.);
- any matters involving an alleged felony offense.

Arrests must be reported within 48 hours.

**Arrested means any detention that involves fingerprinting at the initial interaction with police OR at a later time.*

Reporting Convictions

In addition to the legal requirement to report arrests, an employee must also report to his/her principal or Director of Human Resources the following:

- ANY CONVICTION, regardless of the offense:




Drug Free Workplace

Substance abuse among employees can impair job performance and threaten the safety of the employee and others, including students.

- For that reason, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district workplace.
- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is a violation of District policy, the Utah Educator Standards, and state law, and may result in disciplinary action up to and including termination of employment.

Additionally, employees may not use or be under the influence of alcohol, tobacco, electronic cigarettes, or illegal substances during work hours on

Curriculum & Instruction Policies

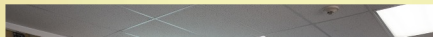
A white speaker icon with sound waves, positioned over the word "Instruction" in the main title.

Department of Teaching, Learning, and Assessment

Maintaining a Safe Learning Environment

Employees maintain a positive and safe learning environment for students, and work toward meeting educational standards required by law. Their actions include, but are not limited to:

- Supervising students appropriately at school and school-related activities
- Demonstrating honesty and integrity by strictly adhering to all state and district instructions and protocols
- Following policies and directives regarding teaching and supervising students
- Refraining from promoting personal opinions, personal issues, or political positions as part of the instructional process in a manner inconsistent with law



Video Policy

The appropriate use of video materials in classroom instruction can enrich a student's level of understanding when used in relation to course objectives.

Employees are encouraged to use video material in the classroom that is suitable to the maturity level of students and that relates to predetermined instructional objectives.

Video materials must be:

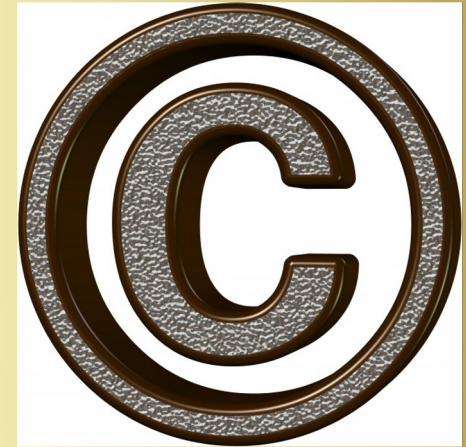
- Used for instructional purposes
- Tied to curriculum
- Part of the systematic teaching activities of the class



Copyright Laws & Publisher Licensing Agreements

Employees must adhere to federal/state copyright laws and publisher licensing agreements, as outlined in the *Instructional Resources-Copyrighted Materials* section of district policy.

This [policy](#) is located on the



Student Services Policies

Department of Student Services

Confidentiality/FERPA/HIPAA

Employees must keep all protected and personally identifiable information confidential (e.g. FERPA, HIPAA).



“Personally identifiable” means information that includes:

- student’s name, the student's parent(s), or other family member(s);
- student’s address;
- a personal identifier such as the student's social security number or student number; or
- a list of personal characteristics or other information which

Confidentiality/FERPA/HIPAA, cont.

Student information is the property of the student and the parent or guardian.

Student information should not be shared with any outside entities, except as identified in district policy

FED Student Data Protection

Please contact your building administrator if you have any questions



Confidentiality & Student Images

Student images may not be distributed or published, unless authorized by the student's parent/guardian, as indicated on the **LCSD Student Media Release Form**.



This includes:

- Student images being used for school publicity materials, including on social media
- Student images shared with outside media outlets

Employees should not publish student images on

Employee Involvement in Medical Discussions

School employees may provide information and observations to a student's parents/guardians about the student's

- progress
- health and wellness
- social interactions

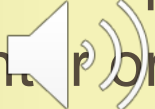


School employees may complete a behavior health evaluation form if requested by the parent/guardian to

Employee Involvement in Medical Discussions, cont.

- A school employee may communicate information and observations between school personnel regarding a student.
- School employees may also refer a student to other appropriate school personnel and agents, including referrals and communication with a school counselor or other mental health professionals working within the school.

Employee Involvement in Medical Discussions, cont.

- School employees may not require that a student take or continue to take a specific medication whether over-the-counter  or prescription medicine, as a condition for attending school.
- This policy does not include immunizations against communicable diseases as required by the Department of Health as a prerequisite to school attendance.

Employee Involvement in Medical Discussions, cont.

School employees may not:

- Recommend to a parent/guardian that a student take or continue to take a psychotropic medication;
- Require that a student take or continue to take a psychotropic medication as a condition for attending school;
- Recommend that a parent/guardian seek or use a type of psychiatric or psychological treatment for a

Employee Involvement in Medical Discussions, cont.

School employees may not:

- Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a student, except when necessitated to meet the requirements of the Individuals with Disabilities Education Act (IDEA), also known as Special Education.

Employee Involvement in Medical Discussions, cont.

School employees may not:

- Make a child abuse or neglect report to authorities, including the Division of Child and Family Services, solely or primarily on the basis that a parent/guardian refuses to consent to:
 - A psychiatric, psychological, or behavioral treatment for a student, including the administration of a psychotropic medication to a student;

Medical Recommendations by School Personnel to Parents

School employees may make a report that would otherwise be prohibited if failure to take action would present a serious, imminent risk to the student's safety or the safety of others.



Student Discipline

Student discipline shall be carried out according to state and federal law, school board policy, and local building procedures.

In an effort to provide a safe, positive environment for staff and students, the Logan City School District promotes the practices and principles commonly known as **Positive Behavior Interventions and Supports (PBIS)**. These practices include:

- Clear, specific rules and expectations
- Explicit teaching of rules and expectations
- Systematic reinforcement of rules and expectations
- Consistent correction of behavioral errors



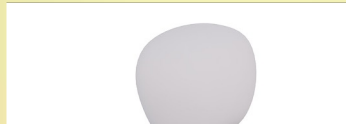
All educators are responsible for actively promoting a safe, positive

Corporal Punishment

"Corporal punishment" means the intentional infliction of physical pain upon the body of a minor child as a disciplinary measure.

It is the intention of LCSD to provide a safe, secure environment for learning.

School employees **MAY NOT** inflict or cause the infliction of corporal punishment upon a student receiving services from the school.



Safe Learning Environment

Logan City School District is committed to providing a learning environment free from bullying, cyberbullying, hazing, harassment, and other forms of discrimination based upon sex, race, color, ethnicity, religion, citizenship, sexual preference, and/or disability.

Employees within the school community have a responsibility to model and advocate appropriate behavior and interactions.

Employees and students are prohibited from engaging in bullying, cyberbullying, hazing, harassment and/or discrimination of a student or school employee on school property, at a school related or sponsored event, on a school bus, at a school bus stop, or while the student is traveling to or from a school location or school related or sponsored event.



Bullying

“Bullying” means intentionally committing a written, physical, or verbal act that a reasonable person should reasonably foresee will have one of the following effects:

- physical or emotional harm to the student or school employee
- damage to the student or school employee’s property
- placing the student or school employee in reasonable fear of harm or damage to their property
- creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - the pervasiveness, persistence, or severity of the actions; or
 - a power differential between the bully and the target
 - substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits

Cyber-Bullying

“Cyber-Bullying” means:

- Using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the content will hurt, embarrass, or threaten an individual, regardless of whether the individual directed or consented to the conduct, or voluntarily accessed the electronic communication.
- In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyber-bullying.

Hazing

- "Hazing" includes behavior that is committed for the purpose of initiation into, affiliation with, or as a condition for membership in any school or school sponsored team, organization, program, club, or event
- The conduct described next constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Hazing, cont.

- "Hazing" means a school employee or student intentionally, knowingly, or recklessly commits an act that meets one of the following:
- endangers the mental or physical health or safety of a school employee or student
- involves any brutality of a physical nature
- involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student
- involves any activity that would subject a school employee or student to extreme mental stress or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation

Harassment & Discrimination

Harassment and Discrimination mean:

- Repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual
- Unwelcome conduct that is demeaning or derisive or occurs substantially because of an individual's race, color, ethnic background, national origin, religion, creed, age, citizenship or disability, and which creates a hostile learning or work environment
- Conduct, including words or gestures and other actions, which illegally disadvantages an individual
- Any unwelcome treatment that is sexual in nature or occurs substantially because of the gender of the victim, which creates a hostile learning or work environment.

Educators' Responsibilities

Educators are expected to take prompt and appropriate actions to prevent bullying, cyberbullying, hazing, harassment, and discrimination including:

- Quickly intervening whenever such behavior is observed or whenever they are made aware of bullying, cyberbullying, hazing, harassment, or discrimination
- Immediately reporting such information to the principal

The District's ***Discrimination and Harassment Policy*** can be located on the District's webpage.

Child Abuse Reporting

Any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused shall immediately notify the nearest peace officer, law enforcement agency, or office of the State Division of Family Services.

Employees must also notify the building principal of suspected abuse.

Any person, official, or institution required to report a case of suspected child abuse, child sexual abuse, or neglect and fails to do so is guilty of a **Class B Misdemeanor**.

It is not the responsibility of school employees to prove that the child has been abused or neglected, or determine whether the child is in need of protection.

Student Mental/Emotional Well-Being

If a school employee believes a student is at risk of

- attempting suicide
- physical self-harm
- harming others

The employee may question the student in order to refer the student to appropriate prevention services and to inform the student's parent or guardian.

The questioning shall be limited to that which is necessary for referral to prevention services or to make the parent or guardian aware of the perceived risk.

Student Mental Well-Being

- If a school employee believes that a situation exists which presents a serious threat to the well-being of a student, that employee shall notify the student's parent/guardian and the building principal without delay.
- The school shall notify the parent/guardian of a student who threatens to commit suicide or is involved in an incident of bullying, hazing, abusive conduct, cyber-bullying, or retaliation (whether as a victim or as a perpetrator).

Student Mental Well-Being, cont.

The process for notifying the parent/guardian in cases where a student's well-being is in danger shall consist of:

- The school principal or designee, and a witness, shall attempt to make personal contact with a parent/guardian
 - If personal contact is not possible, the parent or guardian may be contacted by phone.

The contact must be documented on a “Verification of Parent or Guardian Contact Regarding Threat or Incident” form, available from the building principal

Title IX

The provisions of Title IX protect students and employees from discrimination based on sex.

All employees are responsible to promptly report knowledge of discrimination or sexual harassment of any kind, including:

- student-student
- student-employee
- employee-employee

Complaints should be filed with the individual's principal or supervisor and/or the Title IX Coordinator in person, by mail,

Title IX Coordinator

The District's Title IX Coordinator may be reached at the following address, telephone number, or email:

Address:

Logan City School District

Title IX Coordinator

Melisa Richardson

101 W. Center, Logan, UT

Phone: (435) 755-2300

Email: Melisa.Richardson@loganschools.org

Thank you!!

Please contact your building principal if you
have questions