SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 22, 2015

To: All District Managers

Subject: ANNUAL EMPLOYEE NOTIFICATIONS

**Department and/or
Persons Concerned:**   All Departments

Due Date: October 31, 2015

Reference: Administrative Procedure 6370, Child Abuse or Neglect
                         Board Policy A-3550 and Administrative Procedure 6381, Anti-Bullying and Intimidation (student-to-student, adult-to-student)
                         Administrative Procedure 0114-Nondiscrimination of Transgender Students
                         Board Policy A-3700, Prohibition of Sexual Harassment
                         Board Policy A-3000, Nondiscrimination
                         Board Policy I-1450, Drug- Free Workplace
                         Administrative Procedure 7071, Health and Safety School Inservice Training
                         Administrative Procedure 7039, Staff Use of District Data Communications Networks and the Internet

Action Requested: All District principals/department heads will be required to provide an annual training within the first six weeks of school and obtain signatures from all employees by October 31, 2015. These forms must be returned to the Human Resource Services Division, Annex 9.

Brief Explanation:

On an annual basis, the District is required to notify all employees of the following topics:
- Legal obligation to report known or suspected instances of child abuse or neglect
- Prohibition of bullying and intimidation
- Nondiscrimination of Transgender students
- Prohibition of sexual harassment
- Nondiscrimination in employment
- Drug-Free Workplace Policy
- Universal Precautions (Blood Borne Pathogens)
- Minor First Aid Procedures
- Automated External Defibrillator (AED) Locations
- Staff use of District data communications networks and the Internet

All District employees must be notified of their obligations in relation to these topics and acknowledge their receipt of this information. In the past, these notifications were only required of certain school personnel; the District now will be mandating this training for all employees of the San Diego Unified School District.

On an annual basis, all District principals and department heads are required to ensure all employees attend a training (in person or online) within the first six weeks of school and that they acknowledge (via signature) that they have received and understand the information in the notifications by October 31, 2015. Now that all employees must be provided with this training, managers and supervisors must provide time during the work day to participate in this training.

In order for you to obtain signatures, you will need to run the Annual Employee Notifications Report (see attached Job Aid). Please provide your employees with a copy of the attached memo.

All sites and departments will be required to return completed signature pages to the Human Resource Services Division by October 31, 2015. These forms must be returned to the Human Resource Services Division, Annex 9.

All materials can be accessed via the District webpage https://www.sandi.net/staff/human-resources/annual-employee-notifications.

TRAINING:

As employees of a public school district, we are entrusted with the care of children on a daily basis. Whether we work at a school site and directly interact with children or we work at one of the many district facilities, we have a responsibility to know and understand our roles in ensuring students are safe at school. Most importantly, we have a responsibility to report any conduct that may be harmful to students.

Training may be conducted in group settings, online or a combination of both. Training materials include:
- Board Policies and administrative procedures
- Mandated Reporter: Child Abuse and Neglect Training (this link takes you to an external training resource)
- PowerPoint presentation Bullying and Intimidation reporting procedures
- PowerPoint presentations on Universal Precautions & Minor First Aid
- PowerPoint presentations on Nondiscrimination of Transgender students

UPDATED POLICIES:

The district has updated the following policies. Please review in preparation for your discussions with your staff.

1. Changes to Administrative Procedure 6370, Child Abuse or Neglect include:

    a. Reports involving staff members may be reported anonymously to school officials to ensure student safety.
    b. Procedures for interview of students has been added to AP 5060.
    c. Staff training section now includes all employees rather than selected staff.
    d. Update training resource

2. Change to Administrative Procedure 6381, Bullying and Intimidation include clarification of processes for reporting this type of conduct.

For general questions, contact your assigned Human Resource Services Officer:

Contact	Area
Jonathan Ton jton@sandi.net 619-725-7409	Area 1, Special Education (Central Office), Low Incidences, SEEC, Related Services
Anisha Dalal adalal@sandi.net 619-7258071	Area 2, Maintenance, Food Services, Counseling and Guidance (Central Office), Nursing and Wellness
Steve Gennaro (interim) sgennaro@sandi.net 619-725-8070	Area 3, Transportation, Landscape, Distribution Services
Julie Mottershaw jmottershaw@sandi.net 619-725-8018	Area 4, Custodial Department, Safety Department, Alternative Settings (Riley, New Dawn, Marcy, TRACE, Whittier), Adult School, Mental Health
Carolanne Buguey cbuguey@sandi.net 619-725-8070	Area 5, Central Office Depts., Elementary Prep Staffing, Facilities Planning and Construction
Gil Gutierrez ggutierrez1@sandi.net 619-725-8031	Area 6, CCTE/ROP, Early Childhood Education

APPROVED:

Tim Asfazadour
Chief Human Resources Officer

TA:at
Attachments: (3)
Distribution: Lists A, B, C, D, E, F, I and M

How to Access the Annual Employee Notifications Online Training Resources

On an annual basis, all District employees must be notified of their obligations in relation to these topics and acknowledge their receipt of this information:

- Prohibition of sexual harassment (Board Policy A-3700, Prohibition of Sexual Harassment)

- Nondiscrimination policies (Board Policy A-3000, Nondiscrimination)

- Drug-Free Workplace Policy (Board Policy I-1450, Drug-Free Workplace)

- Staff use of District data communications networks and the Internet (Administrative Procedure 7039, Staff Use of District Data Communications Networks and the Internet)

In the past, the following notifications were only required of certain school personnel; the District now will be mandating this training for all employees of the San Diego Unified School District.

1. Legal obligation to report known or suspected instances of child abuse or neglect (Administrative Procedure 6370, Child Abuse or Neglect)

2. Prohibition of bullying and intimidation student-to-student, adult-to-adult (Board Policy A-3550 and Administrative Procedure 6381, Anti-bullying)

3. Universal Precautions (Blood Bourne Pathogens), Minor First Aid Procedures, Automated External Defibrillator (AED) Locations (Administrative Procedure 7071, Health and Safety School Inservice Training)

On an annual basis, all District management and supervisory employees are required to ensure all employees attend a training (in person or online) within the first six weeks of school and that they acknowledge (via signature) that they have received and understand the information in the notifications by October 31. Now that all employees must be provided with this training, managers and supervisors must provide time during the work day to participate in this training.

All materials can be accessed via the District webpage
https://www.sandi.net/staff/human-resources/annual-employee-notifications

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Mandated Reporter: Child Abuse or Neglect

1. Go to: http://abuse.keenan.safeschools.com/login and select the "Register link."

2. Complete the prompts on the registration page.
   Enter your name and select a username. It is important that you use the name you have on file in order for the District to verify that you have completed the training. It is suggested that you use your district email address yourname@sandi.net as your user name. If you do not have a district email address, you may select a username that you will remember.

How to Access the Annual Employee Notifications Online Training Resources

3. You will be redirected to the login page from Step 1. Enter your username from set 2. You will be taken to a confirmation page. Your name should appear on this page. Select the "Log me In!" icon.
4. You can now access the Mandatory Reporter training as well as other trainings designed for school employees. All trainings available include:
    a. Mandatory Reporting
    b. Boundary Invasion (available in Spanish)
    c. Diversity Awareness: Staff-to-Student
    d. Human Trafficking Awareness
    e. CA Child Abuse: Identification and Intervention (available in Spanish)
    f. Online Safety: Predators
    g. Sexual Misconduct: Staff-to-Student (available in Spanish)
    h. Youth Suicide: Awareness and Prevention

5. You can print out a certificate after completing the course.

Bullying and Intimidation Reporting Training

1. Go to https://www.sandiegounified.org/safe-schools-advisory-group
    a. Select the Bullying and Intimidation Training PowerPoint presentation

Universal Precautions and Minor First Aid Training

2. Go to https://www.sandiegounified.org/forms-0
    b. Select the First Aid Inservice PowerPoint, Protocol and Post Test
    c. Select the Bloodborne Pathogens PowerPoint and Post Test

**Nondiscrimination of Transgender Students Training**

3. Go to https://www.sandiegounified.org/safe-schools-advisory-group
    d. Select the Nondiscrimination of Transgender Students Training PowerPoint presentation

How to Run the Annual Employee Notifications Report

This job aid will show you how to run the Annual Employee Notifications Report. Each year, the site administrator or site PAR submitter will run the Annual Employee Notifications Report at the beginning of school. Each employee should sign the report to indicate that they have successfully completed the required trainings, and the site administrator or department head should sign the bottom of each page as well. The signed and dated report should then be submitted to Human Resources (HR).

1. Navigate to: **Main Menu > Workforce Development > Profile Management > Profiles > Annual Employee Notifications**
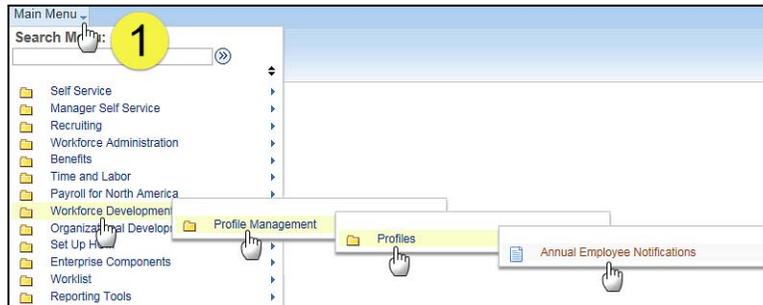
2. Click the **Add a New Value Tab**

3. Enter a **Run Control ID**. Name the report something unique that you will remember. You only need one **Run Control ID** for this report. There should be no spaces in the **Run Control ID**. Use (_) as a separator. (See screenshot example)

4. Click the **Add** button.

   NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.
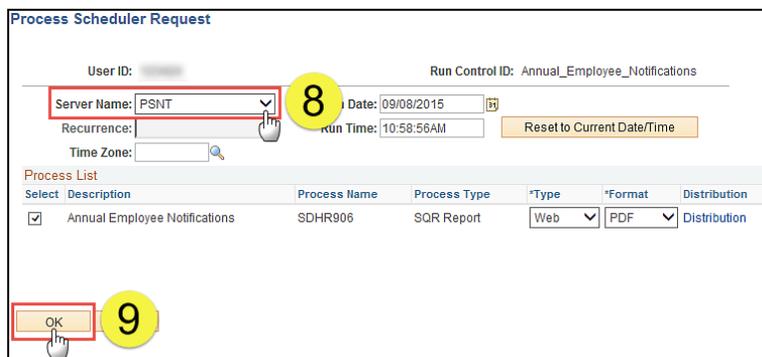
5. In the **Location Code** field enter *your* Location Code (ex: 0000A) or click 🔍 to search for a location.

6. Click **Save**. (Only the first time you are setting up your report)

7. Click **Run**.

8. Select **PSNT** from the **Server Name** drop-down menu. You only need to do this the first time you are setting up your report.

9. Click **OK**.

PeopleSoft HCM

How to Run the Annual Employee Notifications Report

10. After you click **OK**, you will be given a **Process Instance Number** and returned to the Report Page. Click the **Process Monitor** link to view the status of the report.
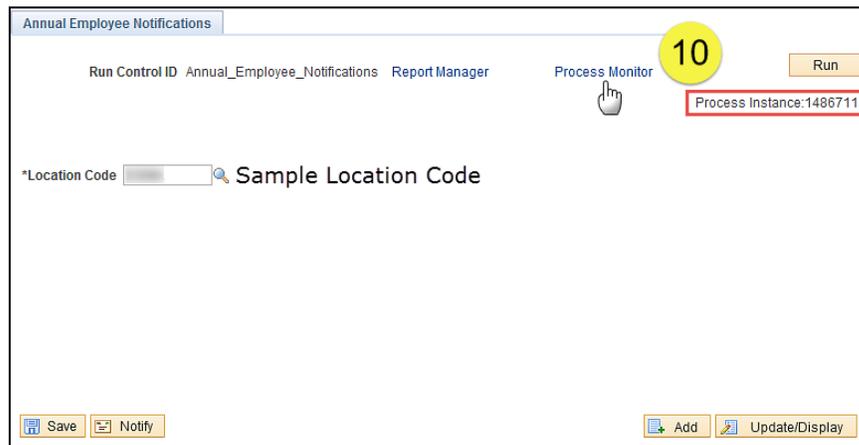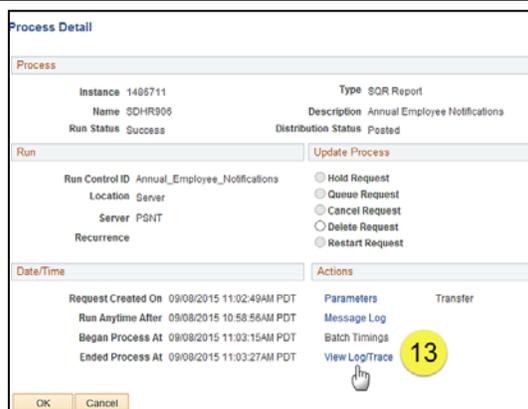
11. Your report is done processing when the **Run Status** reads *"Success"* and **Distribution Status** reads *"Posted"* (If not, hit the **Refresh** button until they change to the correct status.)

12. Click the **Details** link.

13. Click the **View Log/Trace** link. This will bring you to a page that shows you three files.

14. Of the three files, choose the one with the **.PDF** extension. The name of the report will also contain the **Process Instance Number** that was assigned to it in step 10. The report will open in Adobe Acrobat Reader. You can now View, Print or Save the report.

PeopleSoft HCM
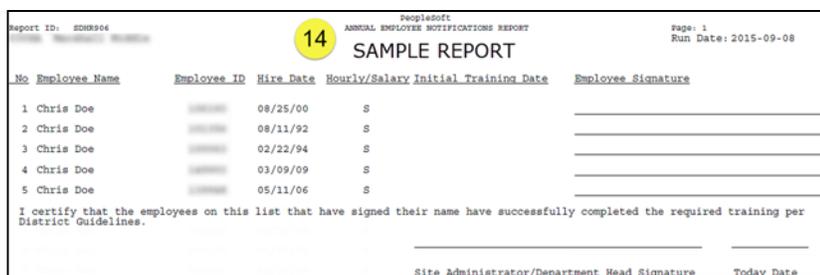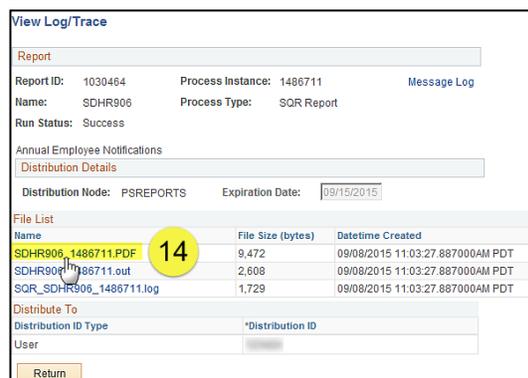
TO: All San Diego Unified School District Employees

FROM: Human Resource Services Division

SUBJECT: **ANNUAL EMPLOYEE NOTIFICATIONS**

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