Date: December 7, 2020

To: All Employees of the San Diego Unified School District

From: Acacia Thede, Chief Human Resource Officer

RE: **Annual Employee Notifications**- **2020-2021**

The Annual Employees Notifications process is the District's method to provide all District employees the notification of their obligations in relation to the topics listed below.

Employees must also acknowledge their receipt of this information via an electronic acknowledgement. The SafeSchools online platform will be used to provide employees with the required training and/ or policy review. Board Policy, State and Federal law require the following mandated trainings and/ or policy review training for all employees of the San Diego Unified School District.

Employees will receive an email from "**San Diego Unified School District, Subject: SafeSchools Online Training."** The email will provide log in instructions and the link to the training and/ or policy review.
- The training and/ or policy review can be completed all at once or in small sessions. The employee will receive email reminders until they have complete the training and/ or policy review.
- When employees complete a training and/ or policy review, they have the option to print a certificate. This is not required.
  - Employees may present the certificate, if requested, at the site or department level.
  - **Do not send the certificates to the HR office**, we will be monitoring completion electronically and do not need the paper documentation.

Requirement	Training method	Due Date	Estimated Time To Complete
Legal obligation to report known or suspected instances of child abuse or neglect (includes Human Trafficking Awareness) *Penal Code 11165.7, 11166.5*	Online training	October 9, 2020	39 minutes
Title IX Compliance *34 CFR 106*	Online training	November 30, 2020	44 minutes
Prohibition of Sexual Harassment, Legal Remedies and Complaints *Education Code 231.5, Government Code 12950*	Policy review	December 31, 2021	5 minutes
Staff Use of District Data Communications Networks and the Internet	Policy Review	January 31, 2021	5 minutes

Requirement	Training method	Due Date	Estimated Time To Complete
Education Code Section 51870.5, California Penal Code Section 313, 502, Board Policy/ Administrative Procedure #: 7039			
District's policy on nondiscrimination and related complaint procedures, Uniform Complaint Procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan *2 CCR 11023; 34 CFR 104.8, 106.9* *Board Policy/Administrative Regulation #: BP 0410, AR 4030* *Education Code 49013; 5 CCR 4622* *Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260*	Policy Review	January 31, 2021	5 minutes
Prohibition of bullying and intimidation *Education Code 32283.5, Board Policy/Administrative Regulation #: AR 5131.2*	Policy Review	February 28, 2021	5 minutes
Suicide Prevention: *Education Code 32280-32289*	Policy Review	March 31, 2021	5 minutes
Drug and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs *Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210*	Policy Review	April 30, 2021	5 minutes
Universal Precautions (Blood Borne Pathogens), Minor First Aid Procedures, Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan, AIDS and hepatitis B, methods to prevent exposure *8 CCR 3204, Health and Safety Code 1797.196, Board Policy/Administrative Regulation #: AR 5141, Health and Safety Code 120875, 120880*	Policy Review	May 31, 2021	5 minutes
Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress Asbestos Hazard Emergency Response Notification *40 CFR 763.84, 763.93, Board Policy/Administrative Regulation #: AR 3514*	Policy Review	May 31, 2021	5 minutes
Options Based Response Training Notification *Employees may participate in a site based professional development activity or may take the online training that is part of SafeSchools.* *Reference SDEA Contract Article 11*	Optional training	N/A	Based on the site selected training option