

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: Revised December 14, 2020

To: All District Supervisors, Managers, Vice Principals, Principals, Directors & Chiefs

Subject: ANNUAL EMPLOYEE NOTIFICATIONS

Department and/or Persons Concerned: All Employees

Due Date: Monthly Training Topics

Reference: See Background Section of the Circular

Action Requested: All District Supervisors, Managers, Vice Principals, Principals, Directors & Chiefs **must distribute the attached employee memo**, and provide access to technology and time during the workday to review these training topics and/ or policies.

Brief Explanation:

All Supervisors, Managers, Site Administrators, Directors and Chiefs are required to ensure all employees complete the online training and/ or policy review online. Employees must be provided access to technology and time during the workday to review these training topics and/ or policies.

In prior years, managers were required to conduct the training or ensure the materials were distributed. This year, employees will be assigned the training and/ or policy review via their district email. **Managers no longer need to enter data into the PeopleSoft module.**

All District Supervisors, Managers, Site Administrators, Directors and Chiefs should take the following steps:

1. Ensure all of your employees have activated their sandi.net email address. Employees can review the process using the “Self Help” section of the [ITS website](#) to obtain their district email address.
2. Inform all of your employees to expect and 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.
 - a. The training and/ or policy review can be completed all at once or in small sessions.
 - b. The employee will receive email reminders until they have complete the training and/ or policy review.
 - c. Employees may present the certificate if you request it 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.
3. **Distribute the attached memo to all employees.**

SafeSchools website: <https://sandiegounified-ca.safeschools.com/>

BACKGROUND

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
 - Education or Other Legal Code: Penal Code 11165.7, 11166.5
- District's policy on nondiscrimination and related complaint procedures
 - Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
 - Board Policy/Administrative Regulation #: BP 0410, AR 4030
- Uniform Complaint Procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan
 - Education or Other Legal Code: Education Code 49013; 5 CCR 4622
 - Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260
- Prohibition of Sexual Harassment, Legal Remedies and Complaints
 - Education or Other Legal Code: Education Code 231.5, Government Code 12950,
- Drug and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs
 - Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
- Universal Precautions (Blood Borne Pathogens)
 - Education or Other Legal Code: 8 CCR 3204
- Minor First Aid Procedures
- Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
 - Education or Other Legal Code: Health and Safety Code 1797.196
 - Board Policy/Administrative Regulation #: AR 5141
- AIDS and hepatitis B, methods to prevent exposure
 - Education or Other Legal Code: Health and Safety Code 120875, 120880
- Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress Asbestos Hazard Emergency Response Notification
 - Education or Other Legal Code: 40 CFR 763.84, 763.93
 - Board Policy/Administrative Regulation #: AR 3514
- Options Based Response Training

- Human Trafficking Awareness
- Prohibition of bullying and intimidation
 - Education or Other Legal Code: Education Code 32283.5
 - Board Policy/Administrative Regulation #: AR 5131.2
- Suicide Prevention:
 - Education or Other Legal Code: Education Code 32280-32289
- Staff Use of District Data Communications Networks and the Internet
 - Education or Other Legal Code: Education Code Section 51870.5, California Penal Code Section 313, 502
 - Board Policy/ Administrative Procedure #: 7039

For general questions, contact your assigned Human Resource Services Officer, [HR Services & Contact List](#)

APPROVED:



Acacia Thede
Chief Human Resource Officer

Attachment: Annual Employee Notification Memo to Employees