

Intradistrict Communication

DATE: July 30, 2016
TO: Principals
FROM: Administrators of Schools
SUBJECT: Crucial Concerns and Policies 2016-17

Jordan School District Employees are responsible for knowing and adhering to all District policies and procedures. The Crucial Concerns and Policies acknowledgement process has been put in place to provide employees a summary of important policies and procedures to be reviewed each year. The policy review will be available to all District employees in Skyward through "Online Forms." The review provides summaries of selected policies and asks that employees review the summaries and then sign an acknowledgement of completion and agreement. Employees will be asked to read the summaries of policies but will not be required to answer any questions. In addition to acknowledging completion of the review, employees will also acknowledge agreement to the Employee Acceptable Use Policy and the JSD Social Media Guidelines. You will not have to collect signature pages as you have in the past.

Care has been taken to select important points of the selected policies to save administrators time from having to review each policy and to save employees time from having to read the entire policy. Please emphasize to employees the implications of not being aware of policies and encourage them to review the summaries and read the actual policy where needed. Also emphasize to your staff that the summaries are not policy and it is imperative to read applicable policies in their entirety when dealing with school, student, and personnel issues.

The Crucial Policies and Concerns process will be available to all employees July 20. A message will appear upon login of Skyward Employee Access for the employee to complete an "Online Form." Employees can complete the steps at that time or can return to the review at another time by selecting "Online Forms" under "Employee Information." Employees will need to review the policies and complete the acknowledgement before September 30, 2016. Reports of completion will be available through Skyward so you can verify that your staff members have completed this process. If you or any staff members need technical help, please call USER support at 801-567-USER (8737).

The lists of crucial policies and concerns for both classified employees and licensed employees included in the review, as well as instructions for completing the review, are attached. **Please note:** JPAS Orientation and Testing Ethics are not included in this review and will need to be shared with appropriate staff. State law now requires child abuse prevention training for all employees using materials approved through the Utah State Board of Education. A training kit will be provided to all schools for this purpose when it becomes available in August or September.

Crucial Policy and Concerns Review for Licensed Employees

Jordan School District employees are responsible for knowing and adhering to all District policies and procedures. The following is a list of policies and concerns that are to be reviewed annually. A review of these policies will be available to all employees through Skyward's Online Forms. Employees will receive a message upon login to Skyward Employee Access to complete the process. In addition, the form will be available through Skyward Employee Access by selecting "Online Forms" under "Employee Information." The summaries provided in the review are not policy, so it is imperative to read applicable policies in their entirety when dealing with school, student, and personnel issues. The Jordan School District Policy Manual can be found at <http://policymanual.jordandistrict.org/>.

Call USER support at 801-567-USER (8737) for assistance.

Personnel Policies

- **DP324 NEG Sick Leave – Licensed**
- **DP335 NEG Personal Leave – Licensed**
- **DP336 NEG Leave of Absence (1 Year) – Licensed**
- **DP337 NEG Leave of Absence (15 Days) – Licensed**
- **DP322 Family and Medical Leave Act**
- **DP311 Evaluation of Licensed Employees**
- **DP316 NEG Orderly Termination Procedures -- Licensed**
- **DP318 Resignations – Licensed**
- **DP356 Substance Abuse-Free Work Environment**
- **DP358 Employee Discrimination and Harassment**
- **DP353NEG Assault or Abuse of Employees**
- **DP371 Employee Information Network Acceptable Use Policy and Social Media**
- **DP374 Employment Background Checks**
- **DP346 Industrial Accidents**
- **AA409 Scope of Employment**
- **AA444 Employee Involvement in Private, But Public Education-Related Activities**

Student, Instructional, and School Management Policies

- **AS70 Child Abuse-Neglect Reporting by School Personnel**
- **AS97 Management of Concussions and Traumatic Head Injuries**
- **AS85 Medication in the School Setting**
- **AA419 Student Conduct and Dress**
- **AS67 Discipline of Students**
- **AA418 Discipline of Students – Staff Responsibilities**
- **AS90 Drugs and Alcohol**
- **AS94 Student Discrimination and Harassment**
- **AS95 Conduct related to School Activities**
- **AS96 Extracurricular Activity Privileges**
- **AA408 Fees**

- **AA445 Student Information Network Acceptable Use Policy**
- **AA432 Student Attendance and Teacher Disclosure Statements**
- **D200 Philosophy of Instruction**
- **DE505 Acceptable Use of Copyrighted Materials in Jordan School District**
- **AA437 Parental Involvement and School Community Councils**
- **DA158 School Trespass**
- **AS93 Open Enrollment (School Choice)**
- **DA151 Use of Public School Buildings and Grounds as Civic Centers**

Video Presentations

- **Universal Precautions Video**
- **JSD Social Media Guidelines Video**
- **Automated External Defibrillator (AED) Overview Video**
- **Globally Harmonized System (Hazard Communication Training) Video**

Crucial Policy and Concerns Review for Classified Employees

Jordan School District employees are responsible for knowing and adhering to all District policies and procedures. The following is a list of policies and concerns that are to be reviewed annually. A review of these policies will be available to all employees through Skyward's Online Forms. Employees will receive a message upon login to Skyward Employee Access to complete the process. In addition, the form will be available through Skyward Employee Access by selecting "Online Forms" under "Employee Information." The summaries provided in the review are not policy, so it is imperative to read applicable policies in their entirety when dealing with school, student, and personnel issues. The Jordan School District Policy Manual can be found at <http://policymanual.jordandistrict.org/>.

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Personnel Policies

- **DP326 NEG Sick Leave – Classified**
- **DP335BNEG Personal Leave—Classified**
- **DP337B NEG Leave of Absence (Personal – 15 Days) – Classified**
- **DP336B NEG Leave of Absence (1 Year) – Classified**
- **DP322 Family and Medical Leave Act**
- **DP371 Employee Information Network Acceptable Use Policy and Social Media**
- **DP374 Employment Background Checks**
- **DP346 Industrial Accidents**
- **DP356 Substance Abuse-Free Work Environment**
- **DP358 Employee Discrimination and Harassment**
- **DP353NEG Assault or Abuse of Employees**
- **AA409 Scope of Employment**
- **DP312 Evaluation of Classified Personnel**
- **DP316B Orderly Termination – Classified**

Student, Instructional, and School Management Policies

- **AS70 Child Abuse-Neglect Reporting by School Personnel**
- **AS97 Management of Concussions and Traumatic Head Injuries**
- **AS96 Extracurricular Activity Privileges**
- **DA151 Use of Public School Buildings and Grounds as Civic Centers**
- **DE505 Acceptable Use of Copyrighted Materials in Jordan School District**

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