

# Intradistrict Communication

DATE: July 31, 2017  
TO: Principals  
FROM: Administrators of Schools  
SUBJECT: Crucial Concerns and Policies 2017-18

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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 21. 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, 2017. 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.