

For JAM:

### Crucial Policy Review

Jordan School District Employees are responsible for knowing and adhering to all District policies and procedures. The crucial policy review is now available to District employees in Skyward through ["Online Forms."](#) As a condition of continued employment, all employees (i.e. Licensed, ESP, Substitutes, Coaches, Miscellaneous adults, etc.), with the exception of minor students, will be required to complete this training. In addition to last year's policies and procedures, the District is required to provide training to employees regarding human trafficking and Title IX. We ask your assistance in notifying your employees of this required training and ask that this training be completed by November 1, 2020.

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." 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 the help desk at 801-567-USER (8737).