

INSTRUCTIONS for Jordan School District Crucial Concerns Review

When you log into Skyward's Employee Access, you will receive a message asking you to complete an online form called "2016 Policy Review." (This prompt will appear upon login until the review is complete.)

- Click "Close Online Form Screen and Continue to Skyward" to review the policies at another time. To return to the review, log into Skyward Employee Access or choose "Online Forms" from "Employee Information."
- Click the title "2016 Policy Review" to begin the process.

The screenshot shows the top of the Skyward Employee Access interface. The header includes the Jordan School District logo and the text "Jordan School District". On the right, there is a user profile section with "Your Name" and links for "Account", "Preferences", "Exit", and a help icon. Below the header, a notification box states: "Online Forms have been found that you are required to complete. The required online forms are listed below including a description of what the online form is for. You can click on the online form name to enter the online forms." A link for "2015-L Policy Review" is highlighted with a red circle. Below the link, a description reads: "Every District employee is required to review crucial policies yearly. After reviewing all summaries, viewing all videos and completing the acknowledgement form, you will receive a confirmation email." At the bottom of the notification box, a button labeled "Close Online Form Screen and Continue to Skyward" is highlighted with a red arrow pointing to it from the right.

The policy review is broken into several groups. Each group includes summaries of 2-3 policies and is one page in length.

- There is a set of questions for each group of policies. The questions are for your reflection and do not need to be answered.
- Select "Click on this link for Policy Group ..."
- The document will open in a new window. Read each policy summary. Close the window after reading each summary. (See page 2 of this document to view how to close windows.)
- Click "Next" or click the number of the next policy group to move through each review.
- Select "Close and Finish Later" to stop reviewing policies and return at another time. To return to the review, log into Skyward Employee Access or choose "Online Forms" from "Employee Information."

The screenshot shows the "Employee Online Forms" interface. The header includes the text "Employee Online Forms" and a user profile section with "Your Name" and icons for camera, printer, and help. Below the header, the title "1. Policy Group A" is displayed. A red arrow points to the "Your Name" field. Below the title, a text box contains the instruction: "Click on this link for Policy Group A", which is circled in red. To the right, a list titled "2015-L Policy Review" contains 15 items: 1. Policy Group A, 2. Policy Group B, 3. Policy Group C, 4. Policy Group D, 5. Policy Group E, 6. Policy Group F, 7. Policy Group G, 8. Policy Group H, 9. Policy Group I, 10. Policy Group J, 11. Policy Group K, 12. Universal Precautions Video, 13. Social Media Guidelines Video, 14. Crucial Policies Acknowledgement 2015-16 Licensed, and 15. Complete Online Form. A red arrow points to the "2. Policy Group B" link. At the bottom of the interface, it shows "Step 1 of 15" and two buttons: "Next" and "Close and Finish Later". A red arrow points to the "Next" button.

Videos highlighting important procedures are included in the policy review.

- Click the title of the video to view. The videos will open in a new window.
- Click the play arrow to start the video
- Close the window after viewing the video.

2015-L Policy Review

1. Policy Group A
2. Policy Group B
3. Policy Group C
4. Policy Group D
5. Policy Group E
6. Policy Group F
7. Policy Group G
8. Policy Group H
9. Policy Group I
10. Policy Group J
11. Policy Group K
12. Universal Precautions Video
13. Social Media Guidelines Video
14. Crucial Policies Acknowledgement 2015-16 Licensed
15. Complete Online Form

Step 1 of 15

Next

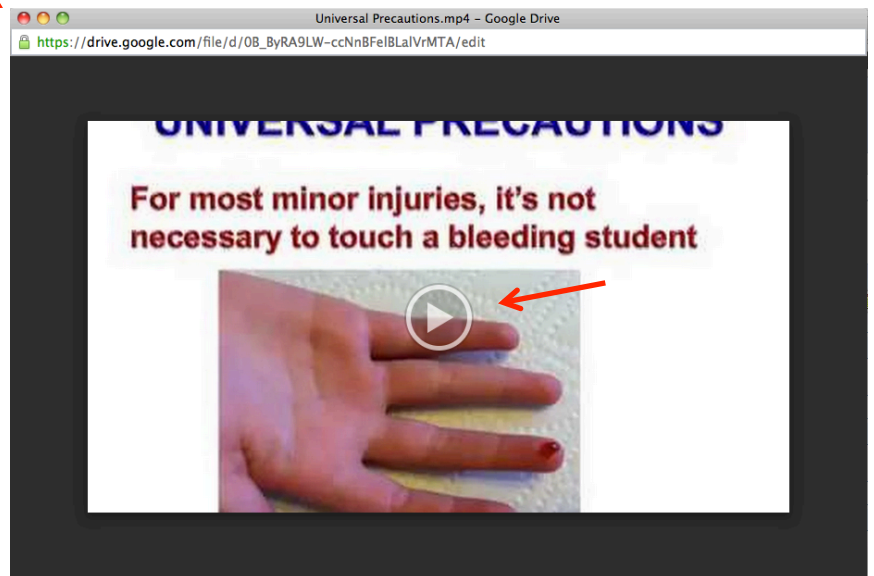
Close and Finish Later

12. Universal Precautions Video

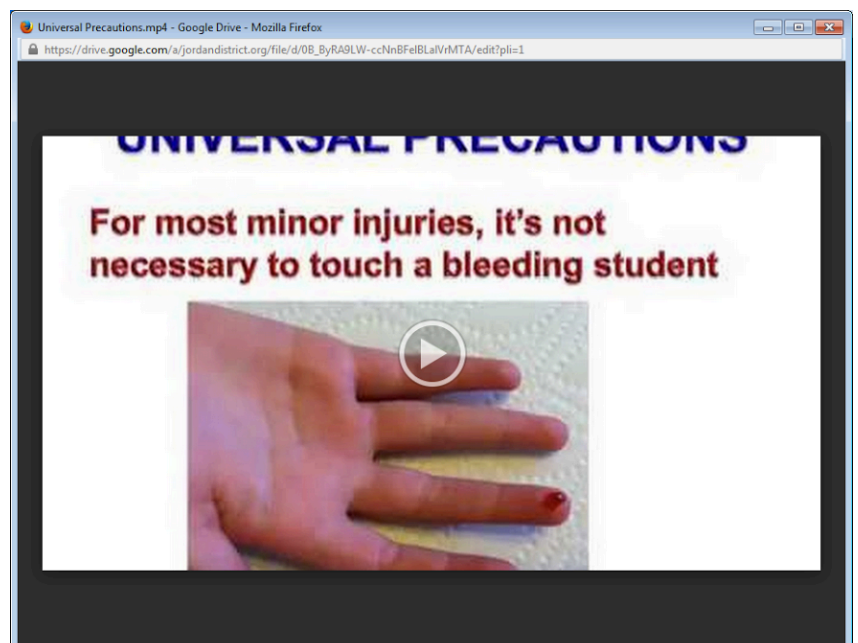
All employees of Jordan School District are required to participate in annual instruction in using Universal Precautions when dealing with cleanup of all blood or body fluids (see Jordan School District Policy AS83). Video length 9:36 minutes.

[Click on this link for Universal Precautions Video](#)

Click here to close the window of a MAC OS (Apple) computer.



Click here to close the window of a PC computer.



Step number 14 “Crucial Policies Acknowledgement” will bring up a list of all policies reviewed. Read through the page carefully.

- The “Yes” next to “Accept Network Use” indicates your agreement to adhere to JSD District Policy DP371 Employee Information Network Acceptable Use Policy and Social Media Guidelines. It is important you understand your responsibilities based on the policy and guidelines.
- The “Yes” next to “Accept Crucial Polices” indicates that you have reviewed and understand the policies.
- Fill in your name and the date.
- Select “Next” or step number 15 to complete the process.

Employee Online Forms Your Name

14. Crucial Policies Acknowledgement 2015-16 Licensed

It is the responsibility of every Jordan School District employee to know and abide by all District policies. District policies are available online at <http://policymanual.jordandistrict.org/>.

I have read District policy DP371 Employee Information Network Acceptable Use Policy and Jordan School District Social Media Guidelines and agree to abide by the terms and conditions. I understand that violation of the provisions stated in the policy and guidelines may result in suspension of network privileges and/or other disciplinary action.

* Accept Network Use: Yes

DP324 NEG Sick Leave - Licensed	AA409 Scope of Employment
DP335 NEG Personal Leave - Licensed	AA444 Involvement in Private Education-Related Activities
DP336 NEG Leave of Absence (1 Year) - Licensed	AS70 Child Abuse-Neglect Reporting by School Personnel
DP322 Family and Medical Leave Act	AS97 Management of Concussions and Traumatic Head Injuries
DP316 NEG Orderly Termination Procedures - Licensed	AS85 Medication in the School Setting
DP318 Resignations - Licensed	AA419 Student Conduct and Dress
DP356 Substance Abuse-Free Work Environment	AS67 Discipline of Students
DP358 Employee Discrimination and Harassment	AA418 Discipline of Students - Staff Responsibilities
DP353 NEG Assault or Abuse of Employees	AS90 Drugs and Alcohol
DP371 Employee Network Acceptable Use Policy	AS94 Student Discrimination and Harassment
DP374 Employment Background Checks	AS95 Conduct related to School Activities
DP346 Industrial Accidents	AS96 Extracurricular Activity Privileges
D200 Philosophy of Instruction	AA408 Fees
DE505 Acceptable Use of Copyrighted Materials	AA445 Student Information Network Acceptable Use Policy
DA158 School Trespass	AA432 Student Attendance and Teacher Disclosure Statements
DA151 Public School Building/Ground as Civic Center	AA437 Parental Involvement and School Community Councils
Universal Precautions Video	AS93 Open Enrollment (School Choice)
Social Media Guidelines Video	

I acknowledge I have read and understand the Jordan School District crucial policies and procedures listed above. Violation of these policies may result in disciplinary action.

* Accept Crucial Policies: Yes

Name: Your Name

* Date: Date

Step 14 of 15

Previous Next Close and Finish Later

2015-L Policy Review

- ✓ Policy Group A
- ✓ Policy Group B
- ✓ Policy Group C
- ✓ Policy Group D
- ✓ Policy Group E
- ✓ Policy Group F
- ✓ Policy Group G
- ✓ Policy Group H
- ✓ Policy Group I
- ✓ Policy Group J
- ✓ Policy Group K
- ✓ Universal Precautions Video
- ✓ Social Media Guidelines Video
- ✓ Crucial Policies Acknowledgement 2015-16 Licensed
- Complete Online Form

The final step allows you to view your progress. Each step should be marked “Completed” and include a date and time stamp.

- Select the small box next to “I have completed this online form.”
- Select “Finish”

You will receive an email upon completion.

Employee Online Forms Your Name

15. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. Policy Group A	Completed	08/10/2015 3:36 PM	Your Name
2. Policy Group B	Completed	08/10/2015 3:37 PM	
3. Policy Group C	Completed	08/10/2015 3:37 PM	
4. Policy Group D	Completed	08/10/2015 3:38 PM	
5. Policy Group E	Completed	08/10/2015 3:38 PM	
6. Policy Group F	Completed	08/10/2015 3:38 PM	
7. Policy Group G	Completed	08/10/2015 3:38 PM	
8. Policy Group H	Completed	08/10/2015 3:38 PM	
9. Policy Group I	Completed	08/10/2015 3:38 PM	
10. Policy Group J	Completed	08/10/2015 3:38 PM	
11. Policy Group K	Completed	08/10/2015 3:38 PM	
12. Universal Precautions Video	Completed	08/10/2015 3:39 PM	
13. Social Media Guidelines Video	Completed	08/10/2015 3:39 PM	
14. Crucial Policies Acknowledgement 2015-16 Licensed	Completed	08/10/2015 3:48 PM	
<input type="checkbox"/> I have completed this online form.			

Step 15 of 15

Previous Finish Close and Finish Later

2015-L Policy Review

- ✓ Policy Group A
- ✓ Policy Group B
- ✓ Policy Group C
- ✓ Policy Group D
- ✓ Policy Group E
- ✓ Policy Group F
- ✓ Policy Group G
- ✓ Policy Group H
- ✓ Policy Group I
- ✓ Policy Group J
- ✓ Policy Group K
- ✓ Universal Precautions Video
- ✓ Social Media Guidelines Video
- ✓ Crucial Policies Acknowledgement 2015-16 Licensed
- Complete Online Form