



2018–19 STAFF ORIENTATION

There are several school board policies, administrative rules and collective bargaining provisions that principals and directors are required to review each fall with school or department staff. Please review all items on the list below and have each employee check off that they have been informed of the information and then sign and date the document.

All 4J employees must review the following:

- 2018-19 Summary of Spending Guidelines and Controls
- Nondiscrimination Notice
- Sexual Harassment Administrative Rule JBA/GBN–AR
- District Administrative Rules G2100 and G2120: Professional Conduct and Respectful Workplace
- District Administrative Rule: Attendance Expectations
- Notice Requirements for Leave
- Substance Abuse (Staff) Administrative Rule 2430
- School Board Policies GBK: Use of Tobacco Products (Staff); JFCG, Use of Tobacco by Students; and Policy JFCH/JFCI, Drug, Tobacco and Alcohol Abuse by Students
- Technology Appropriate Use Guidelines
- Staff E-mail Usage, Guidelines for Email Signatures, and Use of District Property
- Process for Handling Complaints against Staff
- Guidelines for Political Activity by Employees
- Reporting Child Abuse - Child Abuse and Sexual Conduct Posting and District Administrative Rule G2400: Child Abuse
- Reporting Sexual Conduct toward Students by School Employees, District Administrative Rule G2400.01
- Community Educators (Guest Speakers) and Outside Presenters
- FAQ for Staff – Supporting Undocumented Students, Revised April 2018
- School Board Policy KK: Visitors to Schools and Properties.

Employees who work at schools, have contact with students or are administrators or supervisors must *also* review the following.

- Wellness Policy
- JGAB: Use of Restraint and Seclusion
- Student Rights and Responsibilities Handbook
- Student Discipline Procedures Summary
- School Board Policy JFCF: Harassment, Intimidation, Bullying, Cyberbullying, Hazing, Teen Dating Violence, Domestic Violence and Student Safety Reporting Form
- Transgender and Gender Nonconforming Students, Administrative Rule JFG-AR
- School Board Policy JHCD: Administering Medication in School
- School Board Policy JHCCA/JHCCB: AIDS, HIV, and Hepatitis B

Administrators, supervisors, managers, financial clerks, secretaries, executive assistants and other staff in financial roles must also review:

- Financial Procedures for Schools and Departments (The complete Financial Procedures document can be found in the Back To School Memo under Section One #2)

I have been informed of each of the above items and understand the policy or provision.

Print Employee Name

Employee Signature

Date

Position

Building

ID Number