



2022–23 STAFF ORIENTATION

There are several 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 that they have been informed of the information & then sign & date the document.

All 4J employees must review the following:

- 2022-23 Summary of Spending Guidelines and Controls
- Nondiscrimination Notice
- Racial Harassment Policy ACC
- Sexual Harassment Administrative Rule JBA/GBN– AR
- Professional Conduct & Respectful Workplace: Administrative Rules G2100 and G2120
- Attendance Expectations and Notice Requirements
- Substance Abuse (Staff): Administrative Rule 2430
- Child Abuse & Sexual Conduct Reporting Requirements: Board Policy JHFF
- Locked Spaces
- Community Educators (Guest Speakers) and Outside Presenters
- FAQ for Staff – Supporting Undocumented Students, Revised April 2018
- Visitors to Schools and Properties: Board Policy KK

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

- Wellness Policy Summary
- Harassment, Intimidation, Bullying, Cyberbullying, Hazing, Teen Dating Violence, Domestic Violence and Student Safety Reporting Form: Board Policy JFCF
- Transgender and Gender Nonconforming Students: Administrative Rule JBC-AR
- Hate Symbols and Bias Incidents - School Board Policy ACB and Administrative Rule ACB-AR
- Administering Medication in School: Administrative Rule JHCD/JHCDA-AR

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, Item 2)

I have been informed of each of the above items and understand the policy or provision. I also understand that additional policies, administrative rules, and/or procedures may be released later in the year and I guarantee that I will review that information when it is released.

 Print Employee Name

 Employee Signature

 Date

 Position

 Building

 ID Number

Building Administration: Please confirm all your staff have reviewed the material and signed the checklist, then scan all building documents and send to the Department of Human Resources no later than November 11. Thank you.