

## 2014–15 STAFF ORIENTATION

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

- ☐ **2014–15 Summary of Spending Guidelines and Controls**
- ☐ **Wellness Policy**
- ☐ **Student Discipline Procedures**
- ☐ **School Board Policy JB, Harassment, Intimidation, Bullying, Cyberbullying, Hazing and Teen Dating Violence**
- ☐ **School Board Policy JHCD, Administering Medication in School**
- ☐ **School Board Policy JHCCA/JHCCB, AIDS, HIV, and Hepatitis B**
- ☐ **School Board Policy GBN, Sexual Harassment and District Administrative Rules G1140, G1150, G1160 and G1170, Prohibiting All Forms of Harassment and Discrimination**
- ☐ **District Administrative Rules G2100 and G2120, Professional Conduct and Respectful Workplace**
- ☐ **School Board Policy GBCBA, Drug and Alcohol Abuse by Employees and District Administrative Rule 2430, Substance Abuse**
- ☐ **School Board Policies GBK, Use of Tobacco Products; JFCG, Use of Tobacco by Students; and Policy JFCH/JFCI, Drug, Tobacco and Alcohol Abuse by Students**
- ☐ **Student Use of Technology**
- ☐ **District Administrative Rule G2300.10, Staff E-mail Usage**
- ☐ **School Board Policy KGF, Use of District Property**
- ☐ **Process for Handling Complaints Against Staff by Principal or Department Director**
- ☐ **Political Activities**
- ☐ **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**
- ☐ **Locked Spaces**
- ☐ **Community Educators (Guest Speakers) and Outside Presenters**

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date