



August 4- Building Orientation Day for New Certified Staff:

If you are receiving this message, please plan on submitting your Building Orientation Day agenda for newly hired teachers and Special Services Providers by July 28, 2023. Department supervisors with newly hired certified staff will also need to plan to provide new hires with an orientation. If your department has no new certified staff, no agenda is necessary.

Human Resources and Professional Learning direct newly hired certified staff to register for Building Orientation Day. The New Teacher Orientation Letter provides directions with a link. Registration is in SCHED, the online registration platform.

August 4 is the FIRST DAY of New Teacher Orientation and attendance is mandatory as part of the employee contract.

August 4- Building Orientation Day

Leaders are required to develop and upload their agendas into the appropriate Area Superintendents' or Chief' folder, accessible via the link below. **A quick turnaround is appreciated.**

- August 4th Building Orientation Day Agenda [template](#) includes directions explaining where to upload the document.
- This [link](#) will take you directly to the Area Superintendents and Chief's folders. The same link is also found on the template document.
- Orientation "[sample](#)" documents.

Considerations When Planning Your Building Orientation:

- If you will not be in the building or department on August 4, you must arrange for someone else to manage orientation or personally contact each new hire and explain what they will do.
- If you want additional staff to support the Building Orientation Day and it is prior to their contracted time, it will be up to individual schools or departments to cover the employee's extra duty pay.
- If a new hire does not have a district-issued device by the morning of August 4, the new hire will receive it that afternoon at their school site from their LTE. LTEs finish their first day of training on the morning of August 4th and then report to their school or site.
- District Content Facilitators may reach out to you regarding additional services they can provide on the afternoon of August 4 to support content needs.

[23/24 PROFESSIONAL DEVELOPMENT OFFERINGS](#) is found on the Professional Learning homepage and provides a comprehensive list of documents linked to district trainings from July 24 through August 15.

Please Contact Us for Support:

1. Amy.silloway@d11.org
2. Linda.sanders2@d11.org

Thank you for your time and effort in completing this task in a timely manner!

Linda Sanders
Director of Professional Development
Colorado Springs School District 11
719-520-2588