

## PROFESSIONAL STAFF ORIENTATION

The School Board recognizes that an appropriate orientation program can aid in the assimilation of new staff members into the school system and can also contribute to the continued growth of returning personnel. It shall, therefore, be the responsibility of the Superintendent, or his/her designee, to provide for an annual orientation of all professional staff members.

The orientation of returning personnel shall focus upon the changes which have occurred during the previous year and the general goals for the coming year.

Orientation of personnel new to the school system may extend over a longer period of time and shall provide a broadly based effort to supply information and background details which shall improve the new teacher's understanding of the district's framework--including policies of the Board, rules and regulations, and the instructional program.

The building principal or the immediate supervisor shall orient all teachers to the evaluation procedures and standards during the first two weeks of their assignment to their respective building or program. No formal observations shall take place until such orientation has been completed.

All employees shall also receive orientation in school safety procedures and crisis management. The Superintendent or designee shall be responsible for providing the orientation.

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