

INSTRUCTIONAL STAFF ORIENTATION

Orientation shall involve activities conducted by both the members of the Senior Administration Team and the school principal.

Division Orientation

Division orientation for new teachers will be provided by the Division prior to the beginning of each school year. The program will address the following items:

- Goals, objectives, and programs of the Division.
- Personnel policies.
- Terms of employment.
- General rules and procedures.
- Self-improvement opportunities.
- The professional development program and expectations.

School Orientation

The principal shall be responsible for the orientation of new teachers assigned to the school. Orientation activities may include:

- The School Plan and the school planning process.
- General system policies and regulations.
- Orientation to the school building, including the location of safety equipment and resources.
- General information about how to access teaching materials, including books and supplies, audio-visual equipment, and duplication services.
- An introduction to school and divisional forms.

Accomplish Anything

Adopted 3/107/05	Reviewed	Revised BD20231109.1007	Page 1 of 2
---------------------	----------	----------------------------	----------------

- Review of the schedule and meaning of audio or other signals utilized by the school, including the provisions for fire drills and school emergencies.
- Review of the divisional Standard of Behaviour for students.
- An overview of school policies, expectations and practices.
- Review a process to connect with a Divisional colleague teaching the same subject(s) or grade level(s).

Worksite Orientation

The principal shall be responsible for the worksite orientation of new teachers assigned to the school. The worksite orientation program must include:

- Ensuring that the teacher has watched the Worksite Orientation Video and completed the knowledge validation assessment.
- Review for workplace-specific information, including providing supervisor name and contact information, building tour, review of emergency response plans, identification of prohibited areas, and review of personal protective equipment (PPE), if required.
- Completion and sign-off of the Worksite Orientation Form. which are kept on file in the school office for a period of five years.

Accomplish Anything

Adopted 3/107/05	Reviewed	Revised BD20231109.1007	Page 2 of 2
---------------------	----------	----------------------------	----------------