

Adopted	October 13, 2015
Revision Date	August 13, 2019
Review Year	2020

Objective:

To provide direction for implementation of the Board Policy regarding orientation of new staff.

Responsibility:

Principals, Secretary Treasurer

Regulation:**A. Orientation**

1. Orientation includes giving new employees a full picture of Aurora School. New recruits should learn, respective to their position:
 - a. History
 - b. Mission, Vision, Values
 - c. Philosophy
 - d. School community
 - e. Structure and reporting relationships
 - f. Goals
 - g. Key responsibilities
 - h. Expectations and standards of performance for their position (TQS)
 - i. Curriculum and embellishments
 - j. Direct instruction model and strategies
 - k. Record Keeping
 - l. Reporting and evaluation
 - m. Terms and conditions of employment
 - n. Health, safety and emergency procedures
2. Orientation should emphasize:
 - a. The uniqueness of Aurora School's culture and teaching methodology
 - b. The value of individuals working collectively to achieve Aurora School goals
3. Orientation can include:
 - a. Meetings with the principal, the superintendent, and with other staff members
 - b. In-services
 - c. Mentorship with another staff member
 - d. Guided tour of the school
 - e. Follow-up survey in January of that year to assess the effectiveness of the orientation process

References:

BP 5020 Orientation