

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*