

## PROFESSIONAL STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees. Those staff members not present at the orientation/training will be given a program of the same or similar content on or immediately after employment by their immediate supervisor. At a minimum, this program will cover the following items:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Terms of employment.
- ~~General~~ Disciplinary and conduct rules and procedures.
  - Annually, train staff regarding behavioral supports or behavioral management and the use of restraint and seclusion techniques.
  - Provide activities that create an awareness among staff of homeless student behaviors and direct them toward strategies and support so that out-of-school suspension or expulsion would be used only as a last resort.
- Salary and fringe-benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.
- Child abuse reporting responsibilities.

Adopted: date of manual adoption