**Findlay City Schools**

New Employee Orientation

As part of the orientation, principals will discuss the following items with all new staff.

|  |  |  |  |  |  |
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| **Name** |       | **School** |       | **Position** |       |
|  |  |  |  |  |  |
| [ ]  | School calendar, grading periods | [ ]  | Support services (IAT, intervention expectations, documentations |
| [ ]  | Hours of work | [ ]  | Board of Education Policies |
| [ ]  | Lunch Period/Specials | [ ]  | Master Contract (sick, personal, professional leave) |
| [ ]  | Pay Periods | [ ]  | Lesson Plans |
| [ ]  | Evaluation | [ ]  | Conference Periods |
| [ ]  | Course of Study | [ ]  | Absences |
| [ ]  | Professionalism/Confidentiality | [ ]  | Building procedures (cell phone, committees, duties, attendance, lunch count, student arrival & dismissal, data records, quality tools, TBT’s) |
| [ ]  | Parent/Student Handbook | [ ]  | Explanation of new staff member’s duties and responsibilities |
| [ ]  | Teacher Handbook | [ ]  | Emergency Procedure (lockdowns, fire/tornado procedures) |
| [ ]  | Student Discipline | [ ]  | College Reimbursement |
| [ ]  | Parent Conferences |  |  |

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| --- | --- | --- | --- | --- |
| **Signed** |  |  | **Signed** |  |
|  | **Principal** |  |  | **Staff Member** |
|  |  |  |  |  |
|  |  |  | **Date** |  |