**Findlay City Schools**

New Employee Orientation

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |