

**PROFESSIONAL STAFF ORIENTATION**

The superintendent, or his/her designee, will be responsible for providing an annual orientation for all professional staff members. An orientation is vital for both familiarizing new staff members and building knowledge and continuing growth for returning personnel.

All new teachers will receive mentoring through SAU 50's Induction with Mentoring Program. The goals of this program are to retain effective teachers and increase student achievement by improving teacher effectiveness. The Mentoring Program also strives to unify the four school districts within SAU 50 and provide a consistent message about current initiatives, procedures and policies.

At the start of the school year, all teachers will receive information regarding any changes in school safety and/or crisis management procedures. Teachers will also receive the 'Staff Handbook' outlining current building procedures. The building principal or designee will be responsible for providing the orientation and handbook.

The building administrator shall orient all teachers to the evaluation procedures and standards during the first two weeks of their assignment. No formal observations shall take place until such orientation has been completed.

*Reference: SAU 50 Plan for Effective Teaching – Induction with Mentoring*

Adopted 2001

Revised 2016

